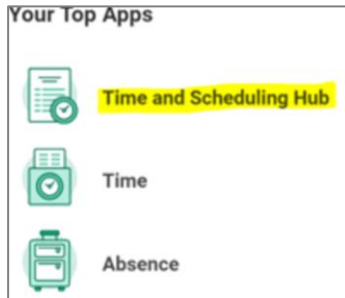


INTRODUCTION

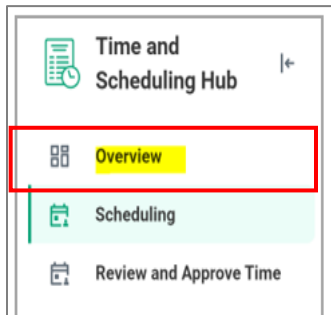
This job aid provides an overview of the scheduling process in the Time and Scheduling Hub.


MANAGER SCHEDULING PROCESS FLOW OVERVIEW

1. Access the hub from your Apps menu.



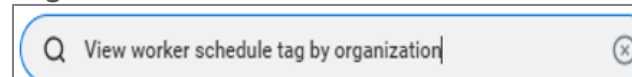
2. Click **Overview**



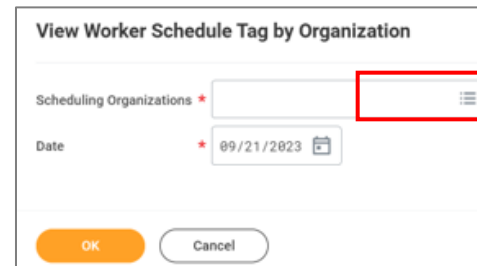
3. Complete all Workday Inbox Tasks to ensure all updated availability or preferences are approved or declined.
4. Go to your Inbox Tasks  in the upper righthand corner of the Workday home page to complete any pending tasks.
5. Refer to the Job Aid – Scheduling Hub Manager Approval Time Off for guidance on managing direct reports' time off in the hub.

RUN REPORT: "VIEW WORKER SCHEDULE TAG BY ORGANIZATION"

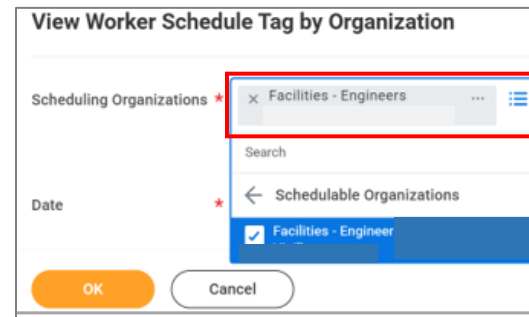
1. In the search bar, Type **View Worker Schedule Tag by Organization**



2. Click the three bars in the **Scheduling Organizations** box.



3. Click the option which shows your area. Then click OK.

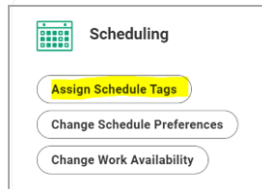


4. Look for anyone missing a **Schedule Tag Type 1**

Position	Scheduling Organization	Schedule Tag Type 1
Laborer: [REDACTED]	Facilities - Campus Services (Jennifer Hogan)	
500 HR Retired Engineer: [REDACTED]	Facilities - Engineers (Michael Vigil)	

5. If there is an employee missing a **Schedule Tag Type**, go back to the **Time and Scheduling Hub**.

6. From the hub, choose **Scheduling**. Click **Assign Schedule Tags**



7. Complete the **Assign Schedule Tag** form.

Assign Schedule Tags to Worker

Worker:

Position *

As Of * 09/21/2023

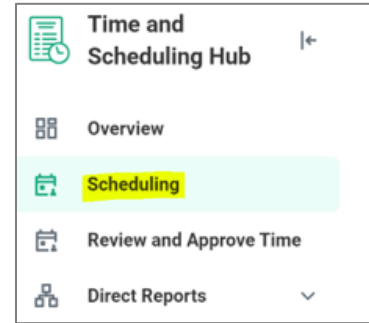
Position *

As Of * Chief Engineer (+)
 Maintenance Engineer

- Worker:** Enter employee's name or Click on My Team and the employee
- Position:** Click the position that applies to the employee
- As of:** Current Date or Future Date
- Click **"OK"**
- Click **"Submit"**
- Continue until everyone has a Schedule Tag Type 1.

HOW TO GENERATE A SCHEDULE

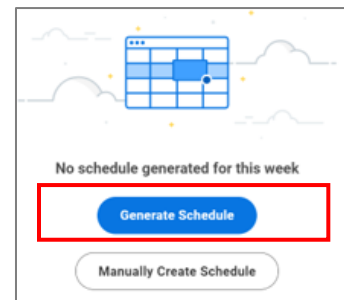
1. Go to the Time and Scheduling Hub. Click **Scheduling**.



2. Select the week you are creating a schedule for; use the arrows to move forward or backward in the schedule

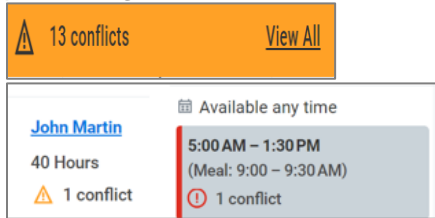


3. Click **Generate Schedule**. The Schedule will be in draft form until you are ready to Publish.



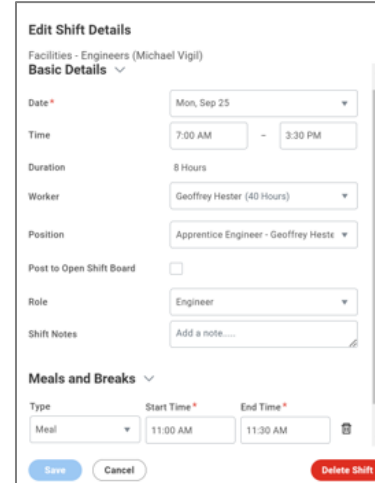
EDIT SHIFT / REVIEW GAPS IN COVERAGE / CLEAR SCHEDULE & ADJUST SCHEDULE / RE-CREATE SCHEDULE

1. Managers will be notified of scheduling conflicts with an alert in the upper righthand corner of the schedule. The notification will indicate how many conflicts need to be addressed before publishing the schedule.



2. **Note:** Review and resolve all conflicts prior to publishing the schedule.

3. Edit the schedule by dragging and dropping shifts or editing shifts



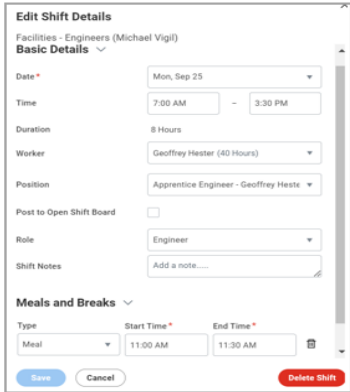
HOW TO PUBLISH A SCHEDULE

1. To publish the schedule, click **Publish** on the upper right-hand corner of the schedule. Once the schedule is published, employees will be able to review.

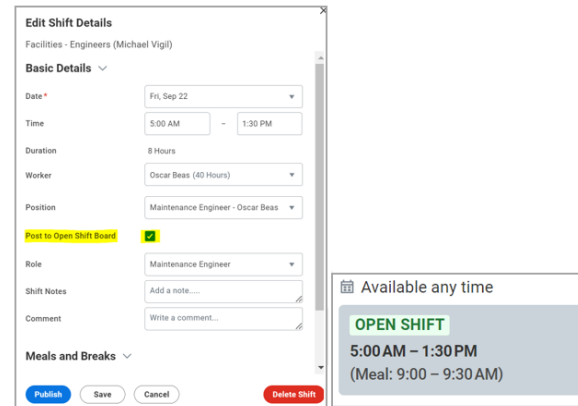


CHANGES AFTER SCHEDULE IS PUBLISHED & CREATING AN OPEN SHIFT

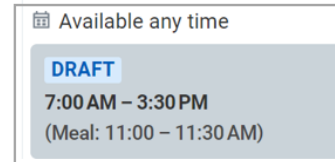
1. You can edit a schedule after it has been published. Click on the shift that needs to be edited.
2. Edit Shift Details – Date, Time, Worker, Position, Role, etc.



3. Any changes to the schedule will show as a DRAFT until it is Published.
4. When clicking Publish, you can select the workers you would like to publish the schedule for.



5. Click on **Post to Open Shift Board**
6. Click **Publish**
7. The Open shift will show under the employee’s Time and Scheduling > Scheduling > Open Shift Board



8. Once you have identified the employee covering the shift, drag the Open Shift on the schedule to the employee who is covering the shift.
9. This will show in DRAFT until you click on Publish

APPROVING OVERTIME REQUESTS (LABORERS/GARDENERS ONLY)

1. Go to your Inbox Tasks in the upper right-hand corner of the Workday home page to complete any open tasks.
2. Open the Overtime Request task.
3. Click either **Approve** or **Send Back**.
 - a. **Approve** will pay a minimum of 1 hour.
 - b. **Send Back** will not pay the employee for any minutes of overtime.