

HCM: Assign Custom Work Schedule

Manager

About Custom Work Schedule in Workday

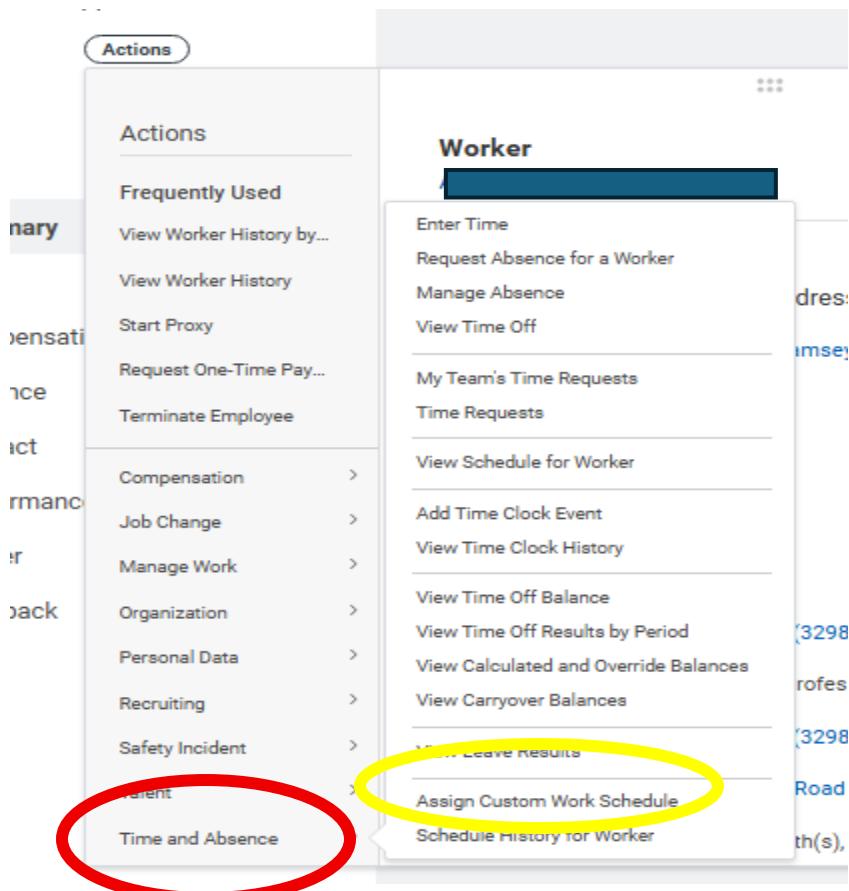
A custom work schedule outlines the specific hours and days that a worker is expected to work. [Use this guide to update schedules accurately and efficiently.](#)

Things to Consider When updating the Custom Work Schedule

- **Ad hoc changes:** Temporary adjustments made by a manager. (e.g., shift swap for one day)
- **One-time changes:** Modifications initiated by the worker for a specific instance. (e.g., late start for appointment).
- **Recurring changes:** Regular adjustments made by the worker that repeat over time. (e.g., remote work every Friday).
- **Static scheduling:** A consistent pattern used for workers with minimal changes in their schedule. (e.g., standard 9–5 schedule).

How to Update Custom Work Schedule

1. From the related actions menu of a worker, select **Time and Absence → Assign Custom Work Schedule**.



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2. Ensure the employee's name is listed in the **Worker** field.
3. Enter the **Start Date** – this should be the first day of the current pay period.
4. Ignore the End Date, unless there is an end date known.

Assign Custom Work Schedule

Worker * ... :::

Start Date * ...

End Date ...

* Start from Current Schedule
 Start from Blank Schedule
 Start from Another Worker's Schedule ...

Start from Work Schedule Calendar ...

[Schedule History](#)

5. Select the option that best fits:
 - a. **Start from Current Schedule** = there is a default schedule you can edit to make the adjustments.
 - b. **Start from Blank Schedule** = enter a unique schedule for the worker.
 - c. **Start from Another Worker's Schedule** = use the schedule pattern from a similar worker on your team.
 - d. **Start from a Work Schedule Calendar** = select from a list of default schedules within Workday.



Note: Refer to Schedule History to see past schedules used.

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6. Using the **Start from Current Schedule** option you can edit the shift days and times without creating a new schedule plan.
 - a. Click on **Pattern Details** to edit.

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Start Date: 06/23/2025
End Date: (empty)

Scheduling

Enable for Static Scheduling:

Pattern Start Date: 06/23/2025
Pattern Start Day: Monday

Schedule Patterns: 2 items

Order	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Hours
1	OFF	8:30 AM - 4:30 PM	OFF	37.5				
2	OFF	8:30 AM - 4:30 PM	OFF	37.5				

OK **Cancel**



Pattern Details

Schedule Pattern Type: Single Shift and Meal

7 items

Day of the Week	Start Time	Meal Start	Meal End	End Time	Shift Profile	Hours	24-Hour Shift
Sunday						0	<input type="checkbox"/>
Monday	08:30 AM	12:00 PM	12:30 PM	05:00 PM		8	<input type="checkbox"/>
Tuesday	08:30 AM	12:00 PM	12:30 PM	05:00 PM		8	<input type="checkbox"/>
Wednesday	08:30 AM	12:00 PM	12:30 PM	05:00 PM		8	<input type="checkbox"/>
Thursday	08:30 AM	12:00 PM	12:30 PM	05:00 PM		8	<input type="checkbox"/>
Friday	08:30 AM	12:00 PM	12:30 PM	05:00 PM		8	<input type="checkbox"/>
Saturday						0	<input type="checkbox"/>

Done **Cancel**

7. Edit shift days and times under **Pattern Details**

Note: All standard work week hours include $\frac{1}{2}$ hour lunch break; this time **must** be included in the schedule. **(There is an exception to this rule for residential and direct care staff the lunch break is included in their daily work schedule)**

8. Click **Done**
9. Review and click **OK**

Result

This Worker's Custom Work Schedule is now accurately reflected.