

# HCM: Assign Custom Work Schedule

## Manager

### About Custom Work Schedule in Workday

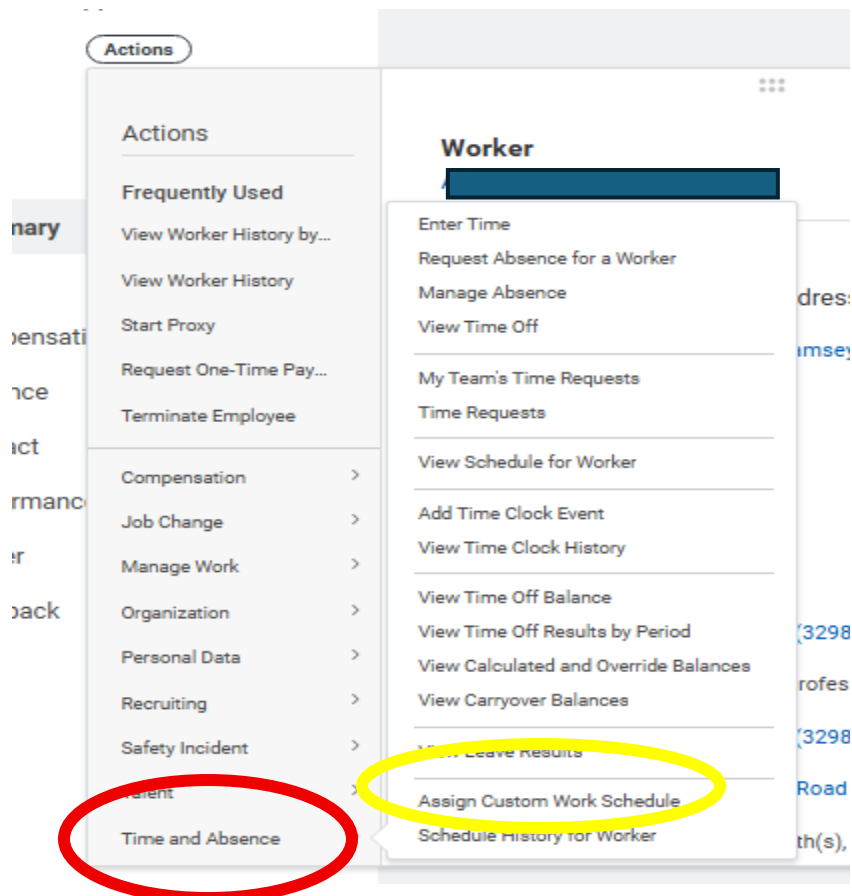
A custom work schedule outlines the specific hours and days that a worker is expected to work. [Use this guide to update schedules accurately and efficiently.](#)

### 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 \*

06/23/2025 

End Date

MM/DD/YYYY 

\*

☒ 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.

**Assign Custom Work Schedule**

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	
		OFF	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	OFF	37.5	<a href="#">Pattern Details</a>
		OFF	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	8:30 AM - 4:30 PM	OFF	37.5	<a href="#">Pattern Details</a>

**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 ½ 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.