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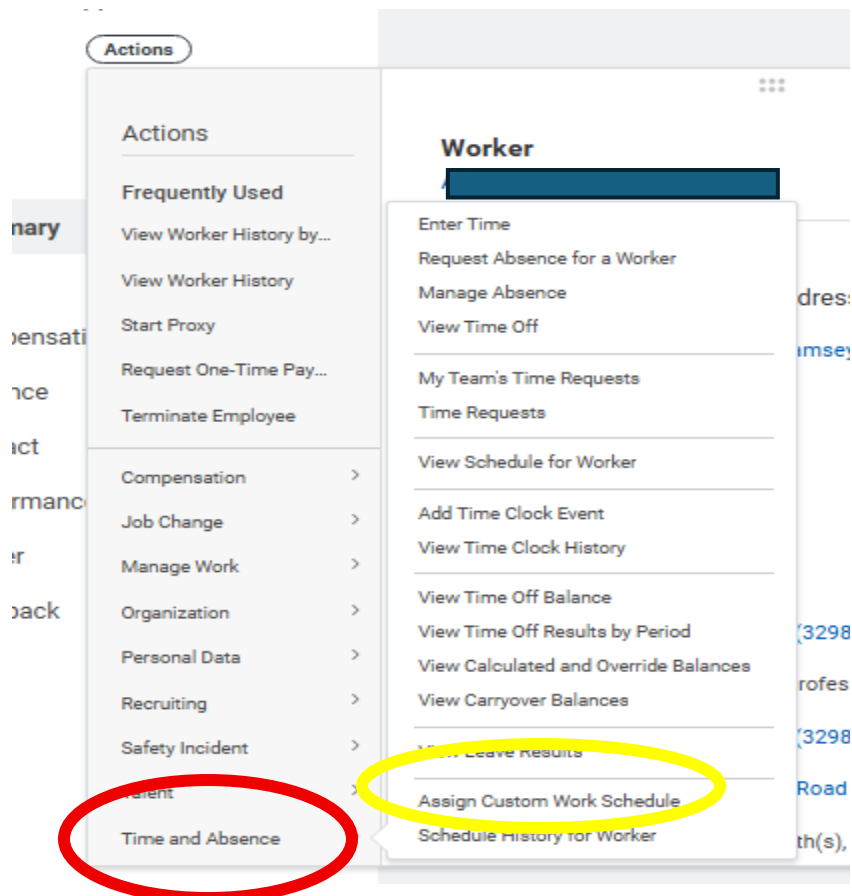
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2. Ensure the employee's name is listed in the **Worker** field.
3. Enter the **Start Date** – this should be the first day of the current pay period.
4. Ignore the End Date, unless there is an end date known.

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.

<u>Note</u>: 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 **Patten Details** to edit.

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.