1. In the search bar, search Assign Work Schedule and select the **Assign Work Schedule** task

2. Enter worker’s **name**, **start date**, and select **work schedule calendar** (you can search by typing in the number of hours worked in the week such as 40 and it will return all work weeks that contain 40 hours)

3. Select the orange **Ok** button once you are ready to submit

4. The request is then sent to the employee’s manager for approval

**Notes about Work Schedules**
- No start and end times required.
- Work schedules are important to certain leave types. A step has been built into the business process to ensure a schedule is assigned for these situations.
- All employees default to a 40 hour work week, 5 days, 8 hours per day, Monday-Friday schedule (40/5 – Mon8/Tue8/Wed8/Thu8/Fri8).