Updating a TSM's Alternate Timekeeper / Work Schedule

Updating a TSM's Alternate Timekeeper

When to Use This Event
Please use this process to request an alternate timekeeper change for your team.*
*You may only request timekeeper changes for teams where you are the manager.

1. Type in **Create Request** in the search bar in the upper left.
2. In the **Request Type** prompt, select Update Timekeeper (All → Update Timekeeper)
3. Select **OK**
4. Review the instructions and complete the following:
   a. **Describe the Request** = Enter the text "Update Alternate Timekeeper" in this field
   b. **Effective Date:** Indicate the date this change should take effect
   c. **Is this Timekeeper request for your Direct or Inherited:** Indicate if this request is for your Direct Supervisory Organization or one of your Inherited Supervisory Organizations.
      i. **IF INHERITED:** A new box will be required for you to indicate the Inherited Supervisory Organization name
   NOTE: A direct supervisory organization is a team in Workday for which you are a manager permanently. An indirect supervisory organization is a team that reports into you but doesn't currently have a manager assigned (i.e. the manager is no longer here and you are backfilling their position). Workday considers you the manager in the interim. You can tell if you have any inherited organizations by reviewing your Org Chart. Inherited Organizations will say "(inherited)" at the end of their name.
   d. **New Timekeeper Assignment:** Include the First and Last name of the Timekeeper you want added.
   e. **Should the new Timekeeper replace the current assigned Timekeeper(s)?**: Select Yes or No.
      i. **If replacing the current Timekeeper(s):** You will be prompted to indicate who you would like to replace.
5. Select **Submit**
6. You will receive a Notification in your Email and in Workday once your request has been completed.

Updating a TSM's Work Schedule

When to Use This Event
Use this event when your TSM's Work Schedule needs to be updated. The Work Schedule is very important and drives the amount of hours a TSM is paid for on a Holiday.

1. Type **Assign Work Schedule** in the search bar in the upper left.
2. In the **Worker** field enter the TSM's name you would like to update
3. In **Start Date** field enter the effective date
4. In **Work Schedule Calendar** field choose the appropriate work schedule for your TSM

   NOTE: Schedules include the total number of scheduled hours (i.e. 40.0), the days of the week the TSM will work (i.e. **M**onday-**F**riday), and length of the unpaid meal break (i.e. 30 Minute Lunch).

5. Click OK