

When to Use This Guide

Use this document to guide you through Adjusting Schedules for TSMs in Workday. Only for hourly TSMs in the Distribution Centers.

Prior to Adjusting Schedules

- 1) Ensure all tasks in your inbox regarding time off and job changes have been completed
- 2) Schedules should not be generated too far into the future

Editing Shifts for a TSM

- 1) Click **Menu** in the upper left corner
- 2) Click **Time and Scheduling Hub**
- 3) Click **Scheduling** in the Menu on the left
- 4) Choose the appropriate **Scheduling Org** from the drop down just to the right of Time and Scheduling Hub
 - a) Will default if you only have access to one organization
- 5) Once the schedule is generated, you can click on the shift for a TSM and adjust the in/out time, skill, licensure, & meals
- 6) You will need to **publish/republish** the schedule, if already published

Posting an Open OT Shift

- 1) Click **Menu** in the upper left corner
- 2) Click **Time and Scheduling Hub**
- 3) Click **Scheduling** in the Menu on the left
- 4) Choose the appropriate **Scheduling Org** from the drop down just to the right of Time and Scheduling Hub
 - a) Will default if you only have access to one organization
- 5) Click **Actions**
- 6) Click **Add Shift**
- 7) **Enter** the Shift Details
- 8) Check off the "**Post to Open Shift Board**" checkbox
- 9) Click **Save/Publish**
- 10) You will need to **publish/republish** the schedule, if already published
- 11) Once a TSM applies to cover the shift, you will receive a task to **approve** the coverage in your Workday inbox.
- 12) **Approve** or **Deny** the coverage
- 13) If you **approve**, go to the schedule for that worker and **update their schedule** to reflect the new schedule
- 14) **Republish** the changes
- 15) The TSM will receive a **notification** that it has been updated.

Posting Shift for a Week at a Time (i.e. 4 days a week for 10 hours a day)

- 1) Click **Menu** in the upper left corner
- 2) Click **Time and Scheduling Hub**
- 3) Click **Scheduling** in the Menu on the left
- 4) Choose the appropriate **Scheduling Org** from the drop down just to the right of Time and Scheduling Hub

- a) Will default if you only have access to one organization
- 5) Click **Actions**
- 6) Click **Add Shift**
- 7) **Enter** the Shift Details
 - a) Post on a Monday and indicate in the Shift Notes that this is for an updated weekly schedule and state the days/times
- 8) Check off “**Post to Open Shift Board**” checkbox
- 9) Click **Save/Publish**
- 10) You will need to **publish/republish** the schedule, if already published
- 11) Once a TSM applies to cover the shift, you will receive a task to **approve** the coverage in your Workday inbox.
- 12) **Approve** or **Deny** the coverage
- 13) If you **approve**, go to the schedule for that worker and **update their schedule each day** to reflect the new schedule
- 14) **Republish** the changes
- 15) The TSM will receive a **notification** that it has been updated.

Clearing Schedule

***Can only be done prior to Publishing the Schedule**

- 1) Click **Menu** in the upper left corner
- 2) Click **Time and Scheduling Hub**
- 3) Click **Scheduling** in the Menu on the left
- 4) Choose the appropriate **Scheduling Org** from the drop down just to the right of Time and Scheduling Hub
- 5) Click **Apply**
- 6) Click **Actions**
- 7) Click **Clear Schedule**
- 8) Click **Yes, Clear Schedule** when it pops up

Print Schedule

- 1) Click **Menu** in the upper left corner
- 2) Click **Time and Scheduling Hub**
- 3) Click **Scheduling** in the Menu on the left
- 4) Choose the appropriate **Scheduling Org** from the drop down just to the right of Time and Scheduling Hub
- 5) Click **Apply**
- 6) Click **Actions**
- 7) Click **Print Schedule**

Refresh Schedule

***Should be done each time you view the schedule**

- 1) Click **Menu** in the upper left corner
- 2) Click **Time and Scheduling Hub**
- 3) Click **Scheduling** in the Menu on the left
- 4) Choose the appropriate **Scheduling Org** from the drop down just to the right of Time and Scheduling Hub
- 5) Click **Apply**
- 6) Click **Refresh Schedule**

7) This will show updates to all recent conflicts