

When to Use This Guide

Use this document to guide you through assigning Schedule Tags to TSMs in Workday. Only for hourly TSMs in the Distribution Centers.

Assigning Schedule Tags to a TSM

- 1) Click **Menu** in the upper left corner of the Workday homepage
- 2) Click on **Time and Scheduling Hub**
- 3) From the Overview tab, click **Assign Schedule Tags** under **Scheduling**
- 4) Choose the **Worker**
- 5) Enter the **Worker's Position**
- 6) Enter the **effective date**
 - a) Please note that regardless of effective date, this change will become effective the first of the following week on the schedule
- 7) Click **OK**
- 8) **Choose** the appropriate skills (please include all the skills that apply to the TSM)
 - a) TSM must have at least one
- 9) **Choose** the appropriate license (please include all the licensures that apply to the TSM)
 - a) TSM must have at least one, if no licensure is needed, enter **Not Applicable**
- 10) Click **Submit**