

## When to Use This Guide

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

### Prior to Generating Schedules

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

### Generating Schedules

- 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 the **Generate Schedule** button
- 7) The shifts for the TSMs in this org should populate for you automatically based on the worker's:
  - a) Work Schedule
  - b) Scheduling Tags
  - c) Shift Profile
- 8) Once a schedule is completed and correct for that week, you will need to click the **Publish** button to publish the schedule.
  - a) Please note the TSMs will be able to see the schedule once published

### Notes for Generating Schedules

- Shifts will not generate if a TSMs has an *approved* time off or is on leave of absence
- If a shift is not generating correctly for a TSM, ensure that:
  - The Work Schedule is correct for the worker
  - The Scheduling Tags are assigned appropriately to the worker
  - The Shift Profile is correct for the worker
- Click on a shift to edit it

### Tips for Generating Schedules

- You can click the Change View button to for different ways to see the schedule
  - By Skill
  - By Licensure
  - By Worker
- You can choose to sort by first or last name
- Click the **Actions** button to see what other options you have:
  - Add Shift
  - Clear Schedule
  - Copy Schedule from a Prior Week
  - Print Schedule

- Refresh Schedule