Override Schedule Tags

When to Use This Guide

Use this document to guide you through overriding schedule tags when you want to change the tags a TSM has, without getting a conflict in Workday. Only for hourly TSMs in the Distribution Centers.

Override Schedule Settings
This allows you to override conflicts on the schedule for a specific TSM

1) Click **Menu** in the upper left corner
2) Click **Time and Scheduling Hub**
3) Click **Overview**
4) Find the **Scheduling** card and click **Override Scheduling Settings**
5) Enter the **TSM's name** in the **Worker** field
6) Select **Update Existing Effective Date** or **Add New Effective Date** and select new date
7) Click **OK**
8) Under the **Validations** tab, enable any settings by checking the **Enabled** box next to the setting
9) To change the **Validation Value**, enter the **correct number**
10) You can change the **Severity Level** from **Critical** to **Warning**
11) If needed, enter an **Error Message** for the **Validation Usage Type**
12) Click **Submit**

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