This Quick Guide describes the procedure employees should use to request a change to their work schedule.

Note for Time and Absence Initiates: To assign a schedule to a worker, refer to the Assign Work Schedule User Guide: [https://isc.uw.edu/user-guides/assign_work_schedule/](https://isc.uw.edu/user-guides/assign_work_schedule/)

1. In Workday's search box, search for and select the Request Work Schedule Task.

2. Enter the following details:

   **Start Date**: The day this work schedule should take effect.

   **End Date**: Use this field only if you are making a temporary change to the work schedule; leave blank for permanent work schedule changes.

   **Work Schedule Calendar**: Choose a work schedule from the drop down menu; refer to Work Schedule Naming Conventions on the next page.

   Contact your Time and Absence Initiate if the desired schedule isn't available, or if you need help understanding the work schedule naming convention.

3. Select Submit.
Work Schedule Naming Conventions

“Consistent” work schedule: A work schedule where the number of hours worked each day are identical. Example: **100-5C8-MonTueWedThuFri**
This Consistent work schedule’s name indicates a 100% FTE who works 5 days/week, 8 hours/day:
- “100” = The employee’s FTE (e.g. 50, 75, 100)
- “5” = The employee’s total number of work days per week (e.g. 5, 4, 3)
- “C” = Schedule type (e.g. C for “Consistent” or V for “Variable”)
- “8” = The number of hours per day that the employee works
- “MonTueWedThuFri” = The days of the week when the employee works

“Variable” work schedule: A work schedule where the number of hours worked each day varies. Example: **50-3V-Mon8, Tue8, Thu4**
This Variable work schedule’s name indicates a 50% FTE who works 3 days/week:
- “50” = The employee’s FTE (e.g. 50, 75, 100)
- “3” = The employee’s total number of work days per week (e.g. 5, 4, 3)
- “V” = Schedule type (e.g. C for “Consistent” or V for “Variable”)
- “Mon8, Tue8, Thu4” = The days and number of hours on that day when the employee works

See the Appendix of the Assign Work Schedule User Guide for further information: [https://isc.uw.edu/user-guides/assign_work_schedule/](https://isc.uw.edu/user-guides/assign_work_schedule/)