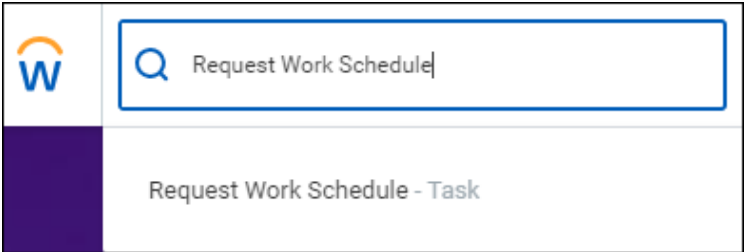
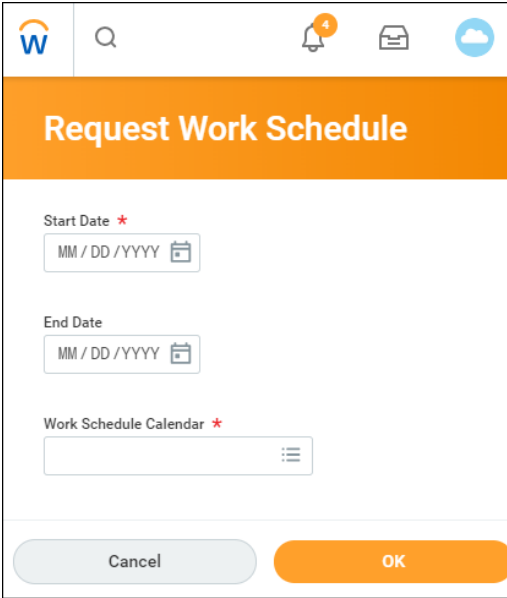
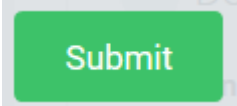


WORKDAY QUICK GUIDE

REQUEST SCHEDULE CHANGE

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/

<p>1. In Workday's search box, search for and select the Request Work Schedule Task.</p>	 <p>The screenshot shows the Workday search interface. A search bar contains the text 'Request Work Schedule'. Below the search bar, the results list shows 'Request Work Schedule - Task' as the selected item.</p>
<p>2. Enter the following details:</p> <p>Start Date: The day this work schedule should take effect.</p> <p>End Date: Use this field only if you are making a temporary change to the work schedule; leave blank for permanent work schedule changes.</p> <p>Work Schedule Calendar: Choose a work schedule from the drop down menu; refer to Work Schedule Naming Conventions on the next page.</p> <p>Contact your Time and Absence Initiate if the desired schedule isn't available, or if you need help understanding the work schedule naming convention.</p>	 <p>The screenshot shows the 'Request Work Schedule' form. It includes fields for 'Start Date' (MM/DD/YYYY), 'End Date' (MM/DD/YYYY), and 'Work Schedule Calendar' (a dropdown menu). At the bottom, there are 'Cancel' and 'OK' buttons.</p>
<p>3. Select Submit.</p>	 <p>The screenshot shows a green 'Submit' button.</p>

WORKDAY QUICK GUIDE

REQUEST SCHEDULE CHANGE (continued)

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/