Standard Schedule Assignment

Schedules are tied to an employee's Position. If an employee's schedule should be updated, please complete the Position Change form. Schedules are created by Payroll. If a new one needs to be created, please contact ud-workforce@udel.edu.

Managers, Timekeepers, HR Managers and Business Officers can assign to individuals or to groups of employees.

1. To assign either a permanent or temporary schedule template, begin by selecting **Assign Schedules** from the **Schedules** box on the Home Screen.
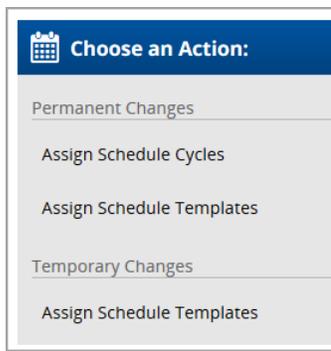
2. Choose one of the Permanent or Temporary changes.

Assigning Permanent Schedule Templates

Managers can assign permanent schedule templates and have it applied to all successive pay periods. This can be continually updated.

3. In the Permanent Changes area, click **Assign Schedule Templates**.

4. Select an assignment group from **Assignments** on the left. This takes you to a list of employees in that group.

5. Select the checkbox next to the name of the employee.

6. Select the **Manager Override** checkbox to edit.

7. From the **Schedule Template** drop-down list, select the correct schedule template.

8. Enter the date on which to begin the schedule in the **Effective Date** field. The date must fall within the period defined in the **Valid Date Range** field.

- It is best practice is to select the first date in the pay period, or the first date of the work week.

9. If making the same change to multiple employees in the group, make the changes described in Steps 4 through 6 in the **Mass Edit** row at the bottom of the screen (*optional*).

10. Click **Apply to all checked rows**.

11. After completing your permanent schedule template assignments, click the **Save** button.