



Wanda WorkSmart's Weekly Workday Tips & Tricks

11.18.2021



Work Schedules are an important part of time tracking and payroll in Workday. Read more about them in Wanda's *Tips & Tricks* this week.

In this edition:

- Work Schedules

What does a Work Schedule do?

Work Schedules define the hours you are scheduled to work and are used to validate time tracking and time off and drive many related processes, such as holiday hours and overtime in Workday.

The standard eight-hour, Monday through Friday work schedule will apply to the majority of employees. Custom work schedules are available for employees who work shifts or variable schedules. It is critical that Work Schedules accurately reflect the number of hours scheduled to ensure holiday hours and pay are calculated correctly.

Can I change Work Schedules?

Employees without an assigned schedule were automatically given a default schedule of eight hours a day, Monday through Friday. If this doesn't accurately reflect the days and hours scheduled, you may request another schedule from a pre-configured list of available calendars, which will route to your Manager for approval. It's also possible to change a schedule temporarily to reflect eight hours for a holiday. For step-by-step instructions on requesting changes to your Work Schedule, refer to the [Work Schedules Smart Guide](#).

What do Managers need to know?

Managers can assign a work schedule to an employee in Workday. This process can be initiated on behalf of an employee using a pre-configured work schedule or can be used by Managers to make temporary changes with effective dates.

If employees use flex time, Managers do not need to change their work schedules. If staff work extra hours one day then leave early another day using flex time, this does not need to be recorded. For additional assistance, please review the [Assign Work Schedule Job Aid](#) for Managers.

What if the Work Schedule needed is not an option?

Employees cannot create a new Work Schedule. Contact your Manager to have a new schedule created and assigned. Managers can also create and assign 'ad hoc' schedules to employees and see an overview of their team's schedule for planning purposes.

**** Please Note:** For the upcoming Thanksgiving holiday, employee timesheets must be submitted by the end of business Tuesday, November 23, or the last shift worked on Thursday, November 25, and approved by Friday, November 26. **

For more information, visit WorkSmart.iowa.gov or email WorkSmartSupport@iowa.gov for support.