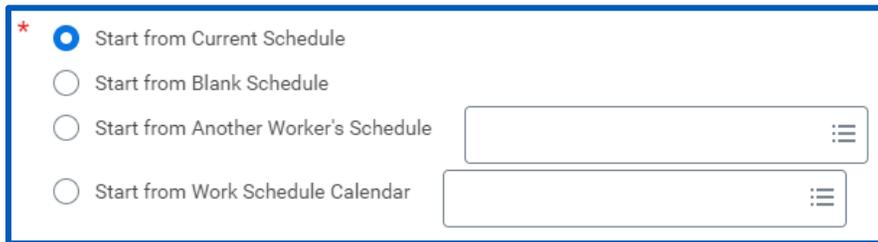


ASSIGN WORK SCHEDULE

From the Employee's Worker Profile:

1. Click **Actions**.
2. Hover over **Time and Leave**.
3. Click **Assign Work Schedule**.
4. Ensure the applicable employee's name is auto populated in the **Worker** data field.
5. Select the schedule **Start Date**.
6. Select the schedule **End Date**, if applicable.
7. Select the appropriate assignment start method.

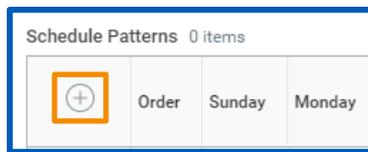


A screenshot of a form with four radio button options for selecting a schedule start method. The first option, 'Start from Current Schedule', is selected. The other three options are 'Start from Blank Schedule', 'Start from Another Worker's Schedule', and 'Start from Work Schedule Calendar'. The last two options have dropdown menus next to them.



Note: The Schedule Patterns grid on the next screen will appear blank if “Start from Blank Schedule” is selected; otherwise, a prepopulated schedule pattern row will appear in the grid.

8. Click **OK**.
9. Click the **Add Row** icon within the Schedule Patterns grid to add a work schedule.



A screenshot of a table titled 'Schedule Patterns 0 items'. The table has columns for 'Order', 'Sunday', and 'Monday'. A plus sign icon in a square is highlighted in the first cell of the 'Order' column.

10. Click the **Pattern Details** button.
11. Select the appropriate **Schedule Pattern Type**.



Note: Proceed to step 12 if selecting the Multiple Shifts and Meals schedule type. If the shift within the Multiple Shifts pattern is a 24-hour shift, check the 24-Hour Shift box; individual Start Times for shifts and meals are not available for editing if a shift within the Multiple Shifts pattern is designated as a 24-hour shift.

Proceed to step 16 if selecting the Single Shift and Meal schedule type. If the shift within the Single Shift pattern is a 24-hour shift, check the 24-Hour Shift box; individual Start Times for shifts and meals are not available for editing if a shift within the Single Shift pattern is designated as a 24-hour shift.

12. Click the **Add Row** icon within each applicable day of the week for the overall shift.
13. Enter the **Start Time** and **End Time**.
14. Click the **Add Row** icon within each applicable day of the week for the meal within the shift.
15. Click **Done**.
16. Enter the **Start Time**, **Meal Start**, **Meal End**, and **End Time** for each applicable day of the week.
17. Click **Done**.
18. Click **OK**.



Note: At this point, the work schedule assignment is successfully completed.