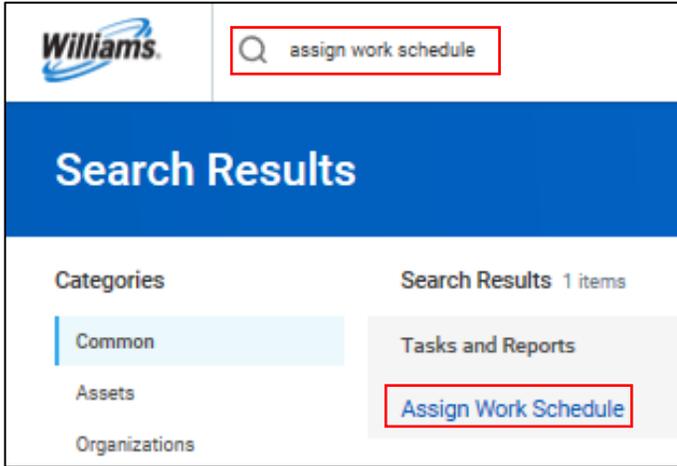


### Assign Work Schedule

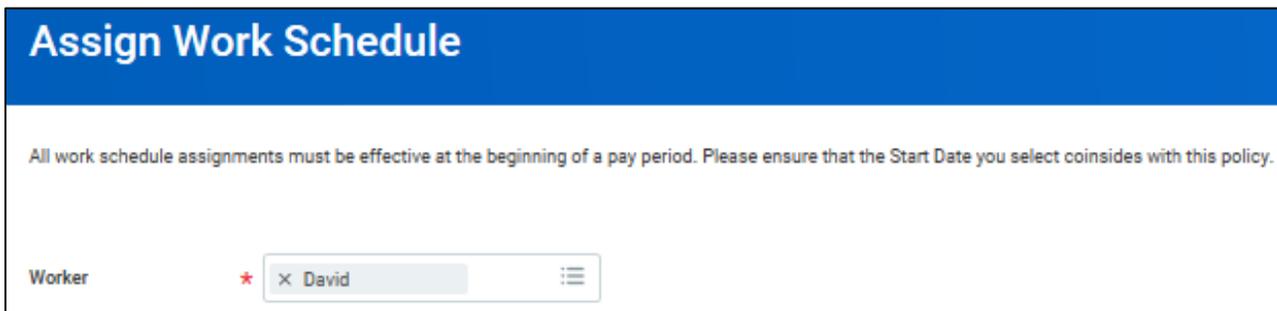
In some cases, you may need to adjust your employee’s work schedule. For example, they may want to switch their 9/80 Friday off, or stop working a 9/80 schedule altogether.

1. To get started, first search ‘assign work schedule’ using the Workday search bar. From the search results, click **Assign Work Schedule**.

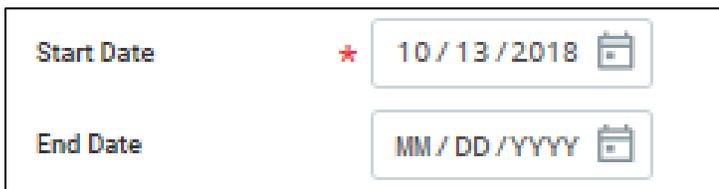


**Note:** If your employee is not yet on a 9/80 schedule, please refer to the Create Request QRG.

2. Search for and select the **Worker** from the dropdown.

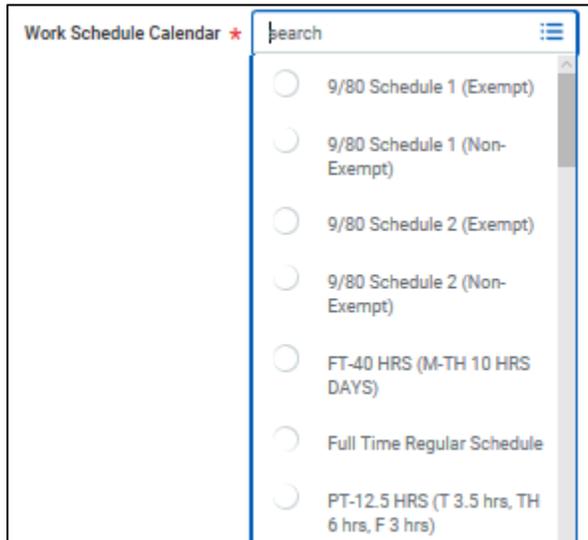


3. Enter the desired **Start Date** of the schedule change. Note that the assignment must be effective at the beginning of a pay period, so be sure that the **Start Date** coincides with this policy. If the schedule change is indefinite, you do not need to select an **End Date**.



4. From the **Work Schedule Calendar** dropdown, select the appropriate schedule, ensuring that you select appropriately between Exempt and Non-Exempt.

Note that workers on 9/80 Schedule 1 will have the first Friday in the pay period off; workers on 9/80 Schedule 2 will have the second Friday in a pay period off.



5. Click **OK** to complete the schedule assignment. If the employee is non-exempt, they will see the schedule change reflected in their calendar upon the effective date.