

9.2 Assigning Work Schedules

Purpose: Use this document as a reference for how to assign work schedules in ctcLink.

Audience: Time and Labor Administrator.

 You must have at least one of these local college managed security roles:

- ZC Admin Enroll Time Reporters
- ZD TL Admin View Time

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Assigning a Work Schedule

Navigation: NavBar > Navigator > Time and Labor > Enroll Time Reporters > Assign Work Schedule

1. The **Assign Work Schedule** search page displays.
2. Enter the **Empl ID**.
3. Select the **Search** button. The Search Results display.
4. Select the **Empl ID** link from the Search Results.

Assign Work Schedule

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Business Unit begins with

Department begins with

Organizational Relationship =

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-1 of 1

Empl ID	Empl Record	Name	Last Name	Business Unit	Department	Organizational Relationship
101002240	0	Scout Murray	MURRAY	HR170	99060	Emp

- The **Assign Work Schedule** page displays.
- Select the **Show Schedule** link to view current schedule for the employee.

Assign Work Schedule

Scout Murray Employee ID 101002240
 CUSTODIAN 4 Employment Record 0
[Actions](#)

Assign Schedules 1-6 of 6 | View All

[Primary Schedule](#) [Alternate Schedule](#)

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
09/04/2016	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
07/10/2016	Select Predefined Schedule	170_CLEX	10X4MTWTH	10hrs M through Th	Show Schedule	+	-
07/03/2016	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
06/19/2016	Select Predefined Schedule	170_CLEX	10X4MTWTH	10hrs M through Th	Show Schedule	+	-
09/08/2015	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
08/18/2015	Select Predefined Schedule	170_CLEX	9AND4M-FRI	9hrsM-Th 4 on Fri	Show Schedule	+	-

View history of Schedule Assignments, including default changes

[Save](#) [Return to Search](#) [Refresh](#) [Update/Display](#) [Include History](#) [Correct History](#)

- The **Schedule Calendar** pagelet displays.
- View the employee's schedule.
- Select the **OK** button when finished.

Schedule Calendar

Employee ID 101002240
 Employment Record Nbr 0

Schedule Group 170_CLEX 170 Classified and Exempt
 Schedule ID 8X5MTWTHF 8hrs M through F

Workgroup 170CLSREPP Classified Rep Positive

From Date 09/04/2016 Previous Period Next Period

Schedule Calendar

Shift Time Configurable Totals

Day	Date	Workday ID	Shift ID	Sched Hrs	Shift Detail
Sunday	09/04/2016	OFF			
Monday	09/05/2016	8HRDAY		8.00	Shift Detail
Tuesday	09/06/2016	8HRDAY		8.00	Shift Detail
Wednesday	09/07/2016	8HRDAY		8.00	Shift Detail
Thursday	09/08/2016	8HRDAY		8.00	Shift Detail
Friday	09/09/2016	8HRDAY		8.00	Shift Detail
Saturday	09/10/2016	OFF			

10. The **Assign Work Schedule** page displays.
11. To change the schedule, select the **Add a Row (+)** button to add an additional row.
12. Enter the **Effective Date**. **NOTE: Effective dates should be the FIRST WORK DAY of the week.**
13. Select the **Assignment Method**.

 **Note:** The **Create Personal Schedule** Assignment Method is not used.

14. The **Schedule Group** populates based on the selected assignment method.
15. Select the **Schedule ID**.
16. Select the **Save** button.

Assign Work Schedule

Scout Murray

Employee ID 101002240

CUSTODIAN 4

Employment Record 0

Actions

Assign Schedules

1-7 of 7 | View All

Primary Schedule | Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule		
03/18/2019	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
09/04/2018	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
07/10/2018	Select Predefined Schedule	170_CLEX	10X4MTWTH	10hrs M through Th	Show Schedule	+	-
07/03/2018	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
06/19/2018	Select Predefined Schedule	170_CLEX	10X4MTWTH	10hrs M through Th	Show Schedule	+	-
09/08/2015	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
08/18/2015	Select Predefined Schedule	170_CLEX	9AND4M-FRI	9hrsM-Th 4 on Fri	Show Schedule	+	-

View history of Schedule Assignments, including default changes

Save | Return to Search | Refresh

Update/Display | Include History | Correct History

17. The process to review and assign a work schedule is now complete.
18. End of procedure.