


## 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** ink to view current schedule for the employee.

### Assign Work Schedule

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

Assign Schedules ?

[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	+	-
09/06/2015	Select Predefined Schedule	170_CLEX	8X5MTWTHF	8hrs M through F	Show Schedule	+	-
08/16/2015	Select Predefined Schedule	170_CLEX	9AND4M-FRI	9hrs M-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 **Load Calendar** [Previous Period](#) [Next Period](#)

**Schedule Calendar**

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**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	<a href="#">Shift Detail</a>
Tuesday	09/06/2016	8HRDAY		8.00	<a href="#">Shift Detail</a>
Wednesday	09/07/2016	8HRDAY		8.00	<a href="#">Shift Detail</a>
Thursday	09/08/2016	8HRDAY		8.00	<a href="#">Shift Detail</a>
Friday	09/09/2016	8HRDAY		8.00	<a href="#">Shift Detail</a>
Saturday	09/10/2016	OFF			

**OK** **Cancel** **Refresh**

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

CUSTODIAN 4

Actions

Employee ID 101002240

Employment Record 0

Assign Schedules

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	+	-
09/06/2015	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.