**AFTER START DATE**

[**Assign Work Schedule**](http://ctclinkreferencecenter.ctclink.us/m/79733/l/928733-9-2-assigning-work-schedules) - Nav>Time and Labor>Enroll Time Reporters>Assign Work Schedule **OR** Workforce Administrator, Time & Labor Admin Tile, Enroll/Maintain TL Data>Assign Work Schedule

**In order for leave to accrue and holidays to work correctly, a work schedule must be assigned from Use Default Schedule to Select Predefined Schedule.**



Add Effective Date (Start Date), Assignment method (change from Use Default Schedule to Select Predefined Schedule, Schedule Group (WACTC) and the schedule ID (choose from a long list or if it is 5 8s M-F, put in 8X5 to narrow the search). You can see the schedule by clicking on Show Schedule or add a new schedule (in the future) by adding a row.



**Note**: If a workweek changes and needs to be immediately changed so a person can use it, run [Refresh Dynamic Groups](http://ctclinkreferencecenter.ctclink.us/m/79733/l/1041087-9-2-refresh-dynamic-groups) Process (see Running Refresh Dynamic Group Process documentation) and then run [Request Time Administration](http://ctclinkreferencecenter.ctclink.us/m/79733/l/1040664-9-2-request-time-administration) Process.

**ANYTIME**

**Change a Work Schedule**

To change a work schedule, just add + a row and put in the new schedule with an Effective Date of the beginning of a workweek.

**Note**: If a workweek changes and needs to be immediately changed so a person can use it, run [Refresh Dynamic Groups](http://ctclinkreferencecenter.ctclink.us/m/79733/l/1041087-9-2-refresh-dynamic-groups) Process (see Running Refresh Dynamic Group Process documentation) and then run [Request Time Administration](http://ctclinkreferencecenter.ctclink.us/m/79733/l/1040664-9-2-request-time-administration) Process.

That’s it! 😊