



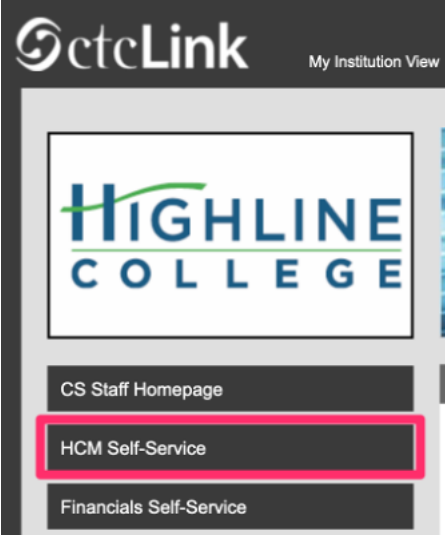
How to Assign Work Schedules

This guide will show managers how to assign work schedules to employees. (Managers are often referred to as “supervisors” in certain Highline documents, such as contracts.) Employees who report payable time or report leave need to have an accurate work schedule assigned in ctcLink. Contact the [Highline ITS Help Desk](#) if you have problems with sign-in credentials, usernames, passwords or student ID numbers.

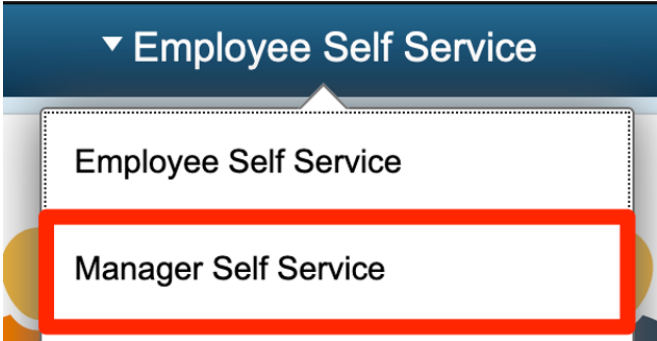
Directions

When a classified or exempt employee’s schedule changes, the manager must apply the new schedule in the system in order for timesheet and leave calculations to process correctly. This is important for all classified and exempt employees when switching between normal year and summer schedules.

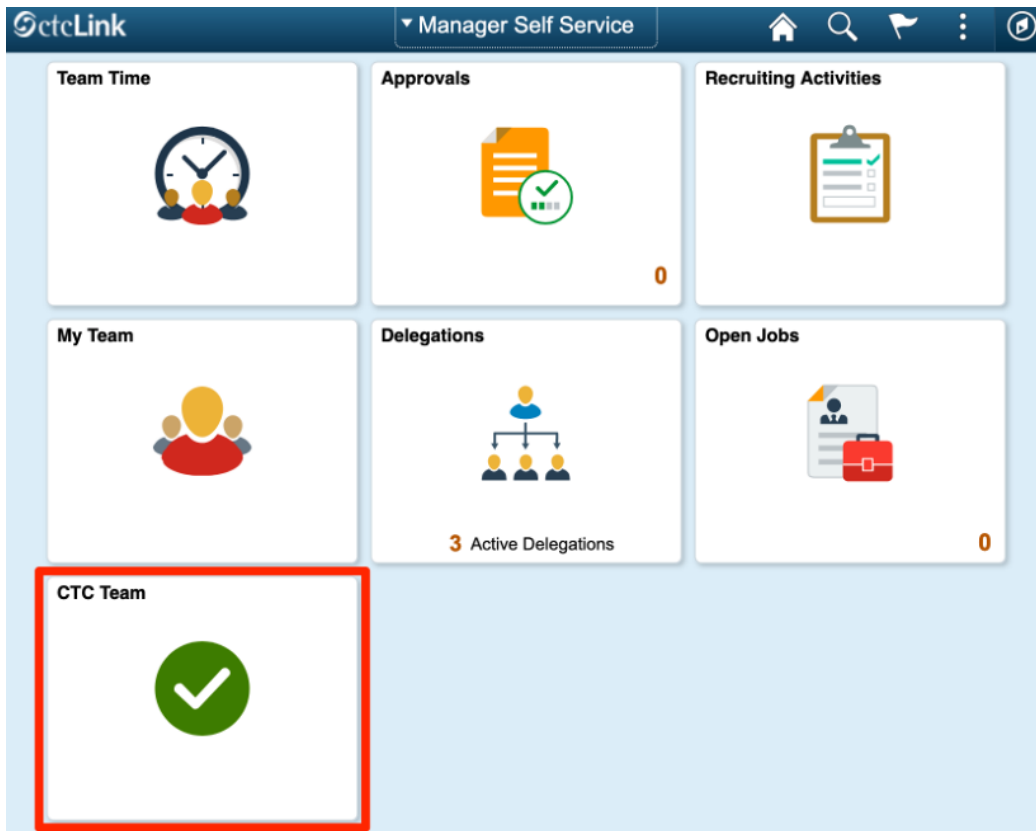
1. Once you have logged in to [ctcLink](#), click **HCM Self-Service** from the menu on the left-hand side.



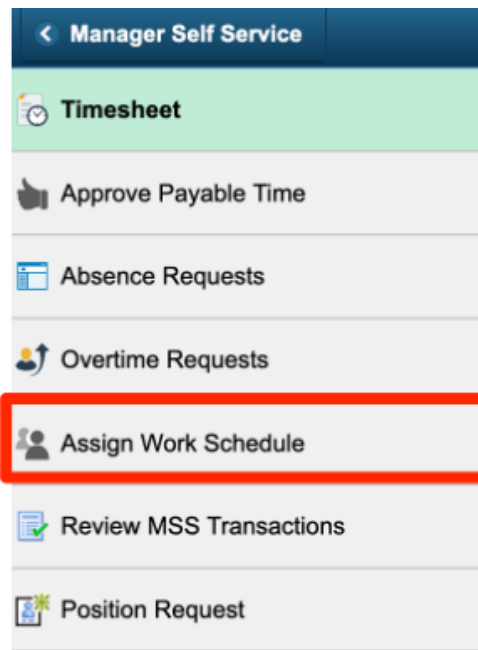
2. The **Employee Self Service** page will display. Click **Employee Self Service** at the top to switch to **Manager Self Service**.



3. The Manager Self Service page will display. Click the **CTC Team** tile.



4. On the left-hand menu, click **Assign Work Schedule**.



5. Use the **Empl ID** field or **Last Name** field to search for the employee whose schedule you are assigning. (**Note:** An employee's Empl ID is the same as their ctcLink ID.) Click **Search**.

Manager Self Service **CTC Team** [New Window](#) | [Help](#)

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 Case Sensitive

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

Important: If there are multiple matching employees or job records, **Search Results** will display at the bottom of the page. Make sure you select the correct employee and job.

6. The **Assign Work Schedule** page will display. Click the **Plus Sign (+)** icon on the right-hand side of the screen to add a new row. **Note:** If there is already more than one row, use the **Plus Sign (+)** icon on the top row.

CTC Team [New Window](#) | [Help](#) | [Personalize Page](#)

Assign Work Schedule

Employee ID []
Employment Record 0

[Actions](#)

Assign Schedules [1-1 of 1](#) | [View All](#)

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

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
02/01/2021	Select Predefined Schedule	WACTC	8X5MTWTHF	8hrs M through F	Show Schedule + -

[View history of Schedule Assignments, including default changes](#)

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

7. Using the new (top) row, click the **Calendar** icon in the **Effective Date** column.

The screenshot shows the 'Assign Work Schedule' interface. At the top, there are links for 'New Window', 'Help', and 'Personalize Page'. Below that, the 'Employee ID' and 'Employment Record' (0) are displayed. The main section is titled 'Assign Schedules' and contains a table with the following columns: *Effective Date, *Assignment Method, Schedule Group, Schedule ID, Description, and Show Schedule. The first row of the table is highlighted with a red box around the date '06/07/2021' and the schedule ID '8X5MTWTHF'. Below the table, there are buttons for 'Save', 'Return to Search', 'Refresh', 'Update/Display', and 'Include History'.

8. The **Calendar** will display. Use the date picker to select the date that the new schedule will become active for the employee.

Important: Make sure this date makes sense in the context of both the employee's schedule and the time reporting period.

- The effective date should always be at the beginning of the employee's work week.
- Do not alter someone's schedule in the middle of a week, or after time has been submitted for a week.
- When in doubt, consult with HR.

The screenshot shows the 'Assign Work Schedule' interface with a calendar pop-up. The calendar is titled 'Calendar' and shows the month of June 2021. The date 28 is highlighted in green. The calendar has a grid with columns for the days of the week (S, M, T, W, T, F, S) and rows for the dates. The date 28 is highlighted in green. Below the calendar, there is a 'Current Date' button.

9. On the same row, verify the **Assignment Method** is set to **Select Predefined Schedule** and the **Schedule Group** is **WACTC**. In the **Schedule ID** column, click the **Magnifying Glass** icon.

Assign Work Schedule

Employee ID: [REDACTED]
Employment Record: 0

Actions -

Assign Schedules ?

Primary Schedule | Alternate Schedule

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
06/07/2021	Select Predefined Schedule	WACTC	8X5MTWTHF	8hrs M through F	Show Schedule
02/01/2021	Select Predefined Schedule	WACTC	8X5MTWTHF	8hrs M through F	Show Schedule

View history of Schedule Assignments, including default changes

Save | Return to Search | Refresh | Update/Display | Include History

10. **Look Up Schedule ID** will display. In the **Search Results** section, click on the new work schedule* in either the **Schedule ID** column or the **Description** column. This will assign the schedule.

Look Up Schedule ID

Set ID: WACTC

Schedule ID: begins with []

Description: begins with []

Search | Clear | Cancel | Basic Lookup

Search Results

View 100 | 1-241 of 241

Schedule ID	Description
10.5M8TW6.5TH7F	10.5M, 8T,W, 6.5TH, 7F
10M,7.5 T,W,TH,F	10M, 7.5 T-F
10M,8.5T,W,7.5TH	10 M, 8.5 T, W, 7.5 TH
10M,8T,9W,7TH,6F	10M, 8T, 9W, 7TH, 6F

***Note:** There are a lot of schedule options (241 as of the writing of this document). The most common for Highline are **8X5MTWTHF** (which means 8 hours a day, 5 days a week, Monday-Friday) and **10X4MTWTh** (which means 10 hours a day, 4 days a week, Monday-Thursday) as shown below. Some employees may have more complex schedules. If you have difficulty locating the correct schedule for your employee, consult with HR or submit a ticket to the IT Help Desk under the ctLink category.

8X5MTWTHF	8hrs M through F
10X4MTWTh	10hrs M through Th

11. When you have confirmed that the information in the **Effective Date** column and **Schedule ID** column are correct, click the **Save** button to finish.

The screenshot shows the 'Assign Schedules' interface. At the top, there are tabs for 'Primary Schedule' and 'Alternate Schedule'. Below the tabs is a table with the following columns: *Effective Date, *Assignment Method, Schedule Group, Schedule ID, Description, and Show Schedule. The first row of the table has the following values: 06/28/2021, Select Predefined Schedule, WACTC, 10X4MTWTH, 10hrs M through Th, and Show Schedule. The second row has: 02/01/2021, Select Predefined Schedule, WACTC, 8X5MTWTHF, 8hrs M through F, and Show Schedule. Below the table, there is a link 'View history of Schedule Assignments, including default changes' and a 'Save' button. At the bottom right, there are buttons for 'Update/Display' and 'Include History'.

*Effective Date	*Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule
06/28/2021	Select Predefined Schedule	WACTC	10X4MTWTH	10hrs M through Th	Show Schedule
02/01/2021	Select Predefined Schedule	WACTC	8X5MTWTHF	8hrs M through F	Show Schedule

12. If you are making a temporary schedule change, such as for summer schedules, and know when the employee will change back to their standard schedule, you may repeat this process to set the future effective date when the next schedule change will occur.

