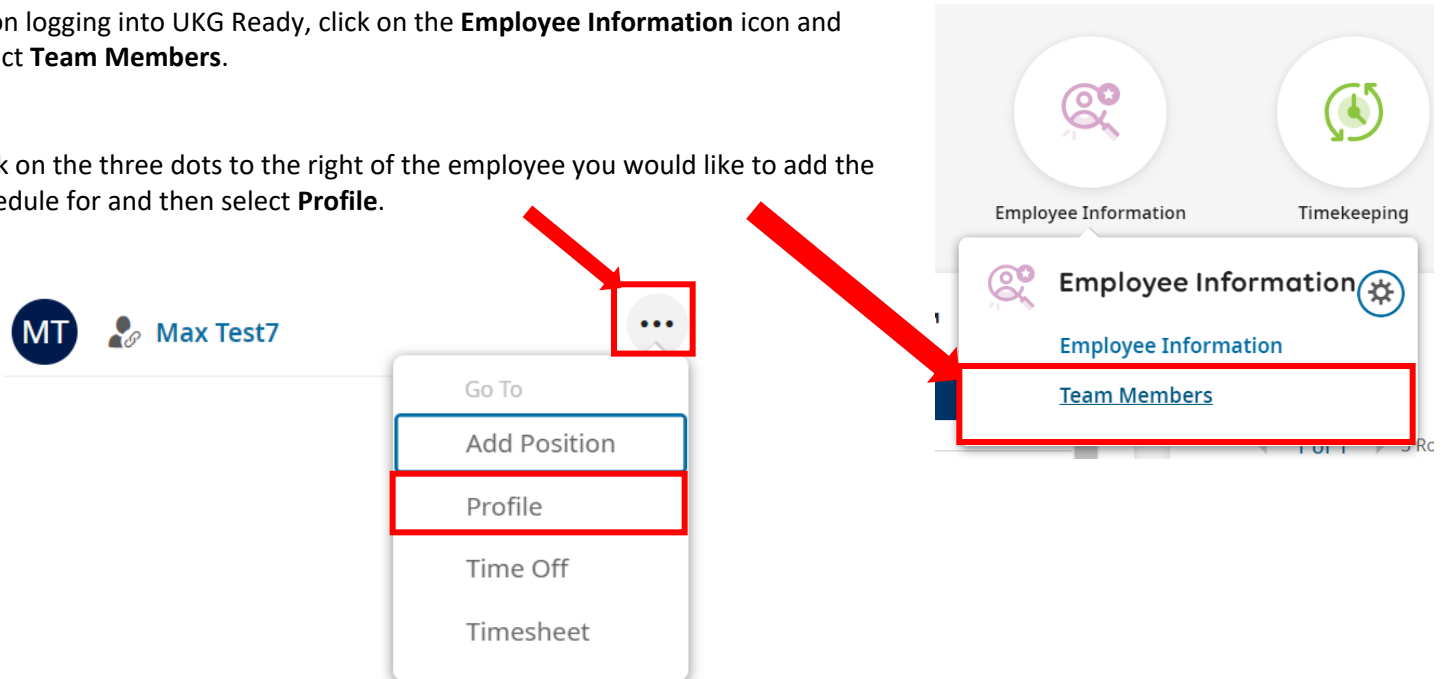


Manager Adding Employee Schedule:

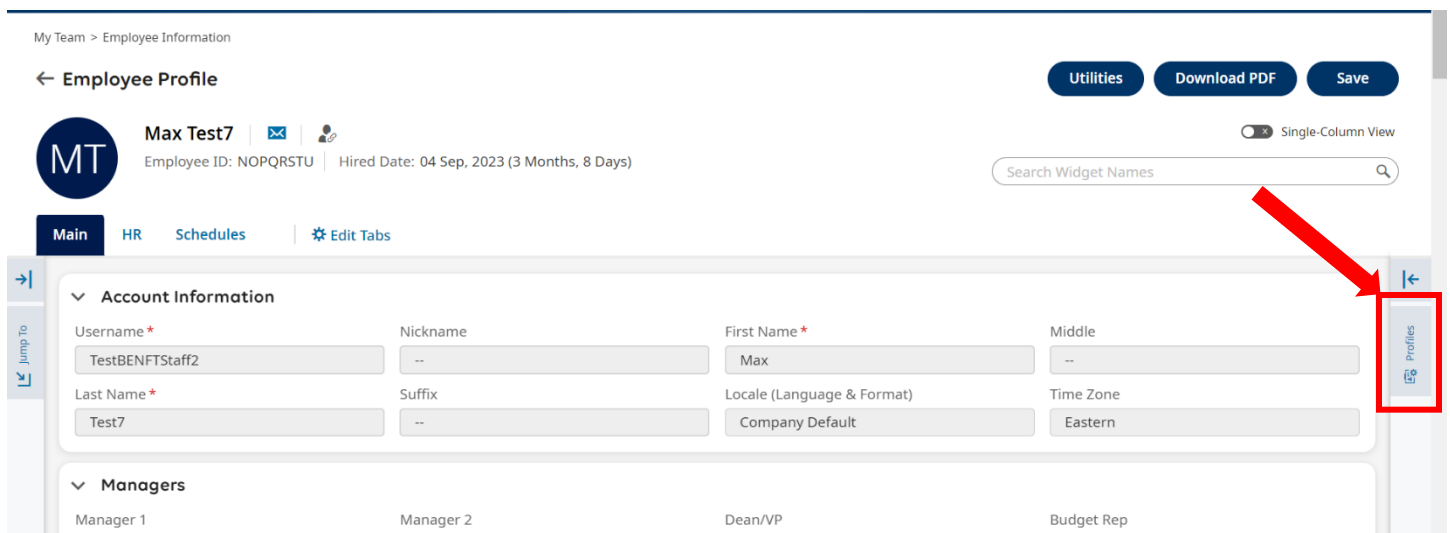
This training document is intended to provide instruction on how to update an employee's schedule.

Upon logging into UKG Ready, click on the **Employee Information** icon and select **Team Members**.

Click on the three dots to the right of the employee you would like to add the schedule for and then select **Profile**.



Click on the gray **Profiles** tab to the far-right side of the screen:



Scroll to the bottom of the popup to the **Work Schedule** section. Then click the browse icon to search for the schedule template you would like to use for this employee.

Default

Effective Date *

12/31/1900

+ Add

Work Schedule

Work Schedule

9am-5pm M-F

Start Schedule On

Day 1

Browse and Select Work Schedule Profile

Page 1 of 3 1 - 20 of 41 Rows

Search

	Name	Description
<input type="radio"/>	Personal Work Schedule	
<input type="radio"/>	10:30am-6:30pm M-F	
<input type="radio"/>	10am-6pm M-F	
<input type="radio"/>	10pm-6am M-F	
<input type="radio"/>	11pm-7am Sun-Th	
<input type="radio"/>	11pm-7am T-Sat	
<input type="radio"/>	12am-8am Sun-Th	
<input type="radio"/>	12am-8am T-Sat	
<input type="radio"/>	12p-8pSun 1p9pM 10a6pT-Th	

Close

Click on the radio button of the schedule you would like to add. Then click on the **Save** button in the upper right to complete the action.

If the schedule you would like to add is not there, please contact Payroll@pace.edu to setup.