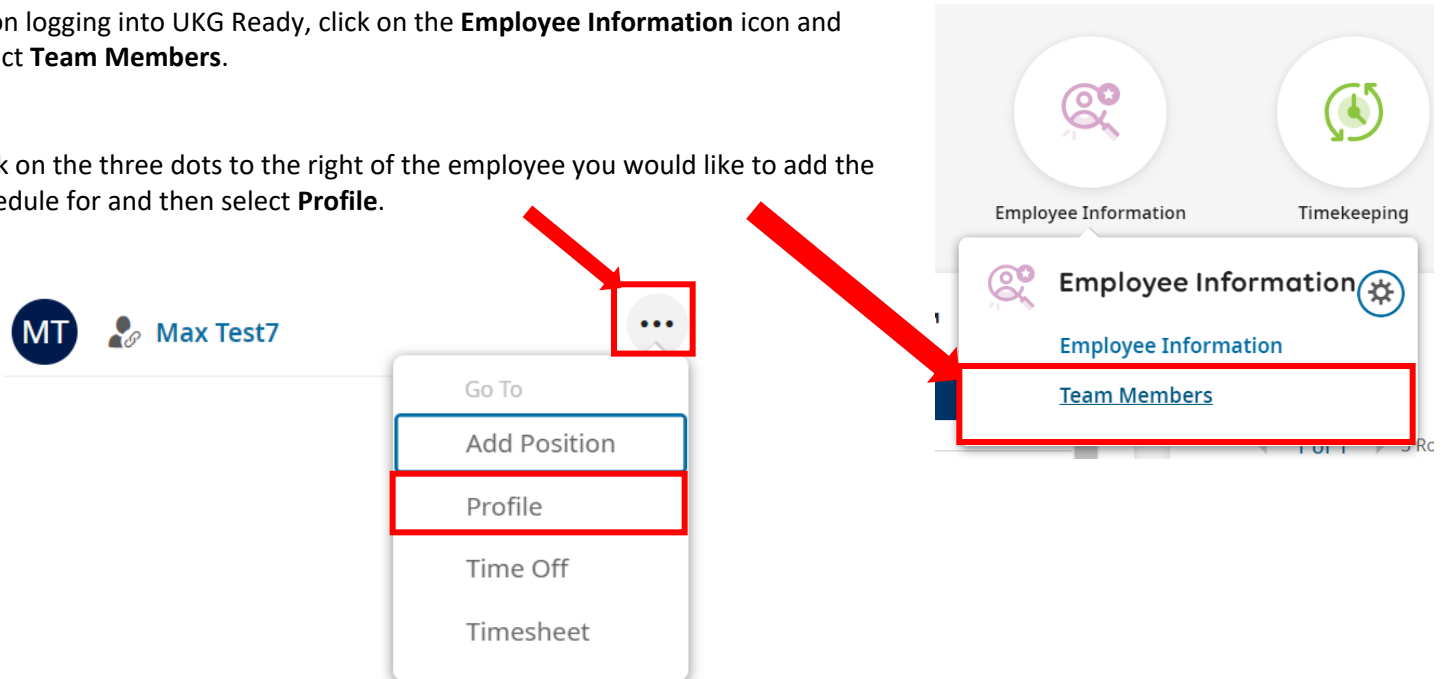# Manager Adding Employee Schedule:

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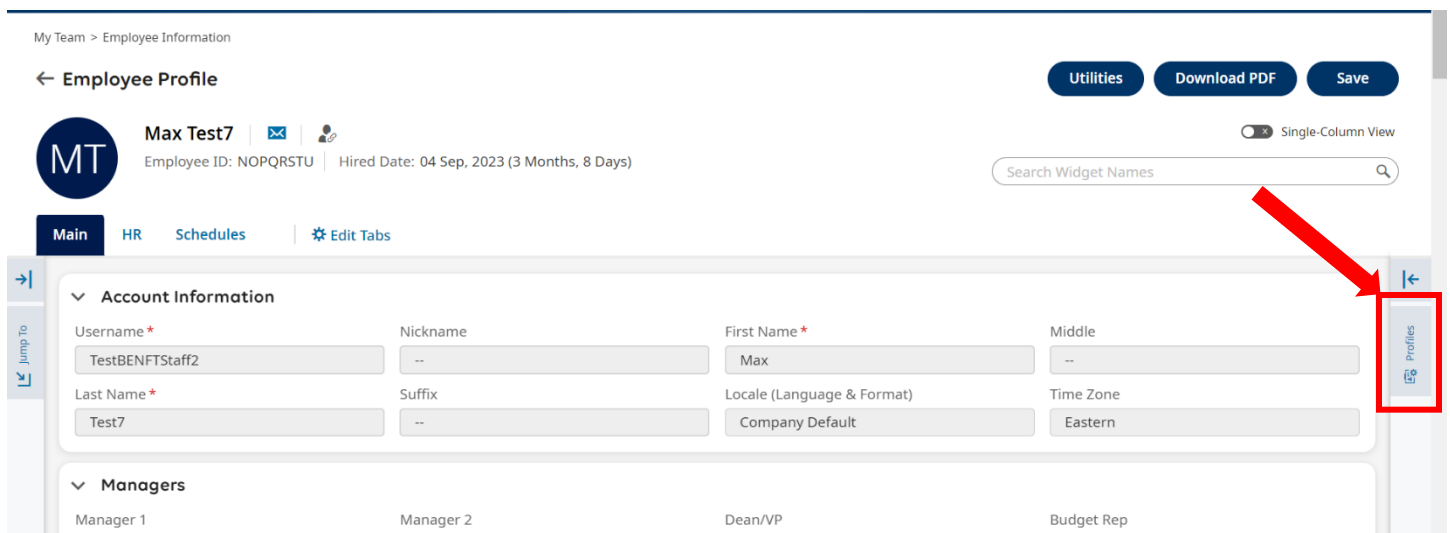
Scroll to the bottom of the popup to the **Work Schedule** section. Then click the browse icon to search for the schedule template you would like to use for this employee.

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.