How to Approve Work Schedules

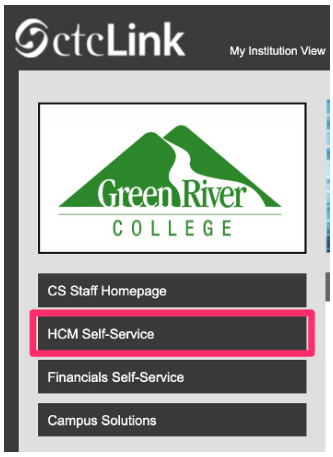
This guide will show managers how to assign work schedules to employees. (Managers are often referred to as "supervisors" in certain Green River documents, such as contracts.) Employees who report payable time or report leave need to have an accurate work schedule assigned in ctcLink. The Green River College IT Help Desk can help if you have problems with sign-in credentials, usernames or passwords.

Directions

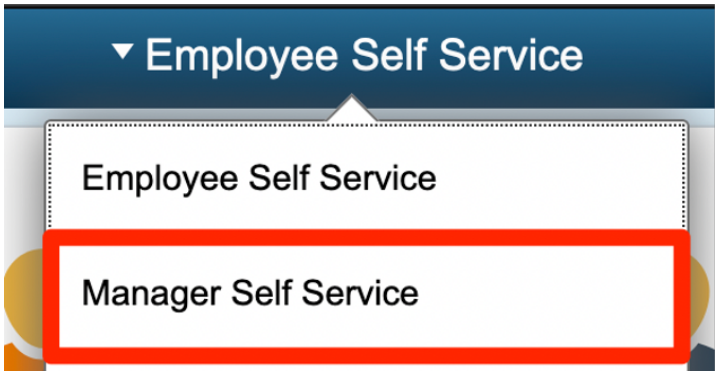
When a classified employee's schedule is in need of a change, you must work with HR to provided 21 days advanced notification. Once approved the manager must apply the new schedule in the system before the first day of the schedule change.

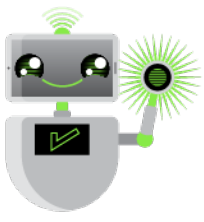
Exempt employees schedule changes the manager must apply the new schedule in the system before the first day of the Schedule change.

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

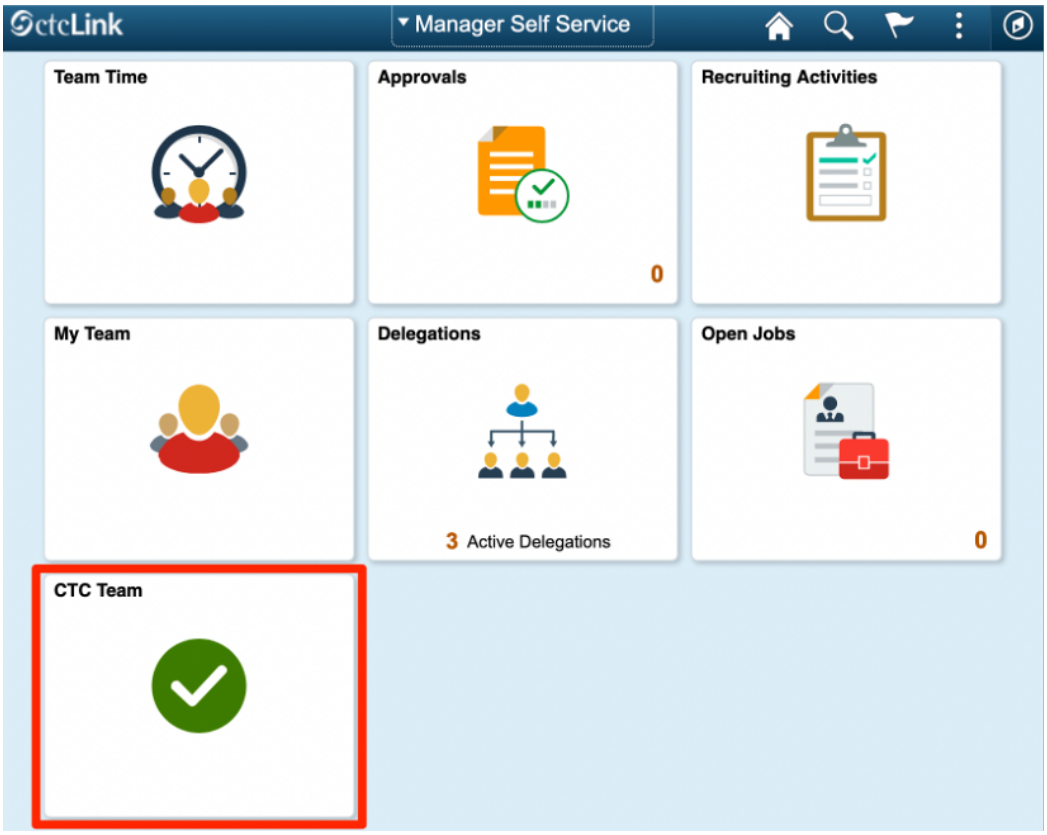


2. The **Employee Self Service** page will display. Click on **Employee Self Service** at the top to switch to **Manager Self Service**.

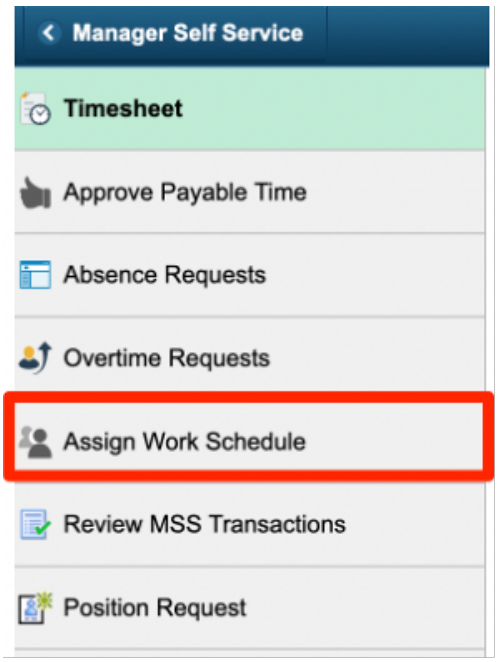




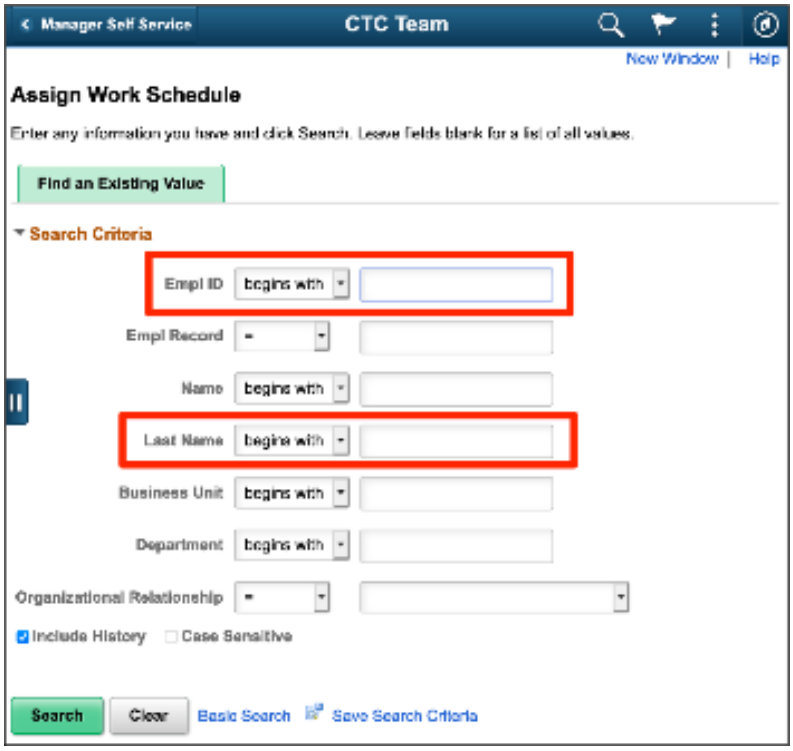
3. **The Manager Self Service** page will display. Click the **CTC Team** tile.



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



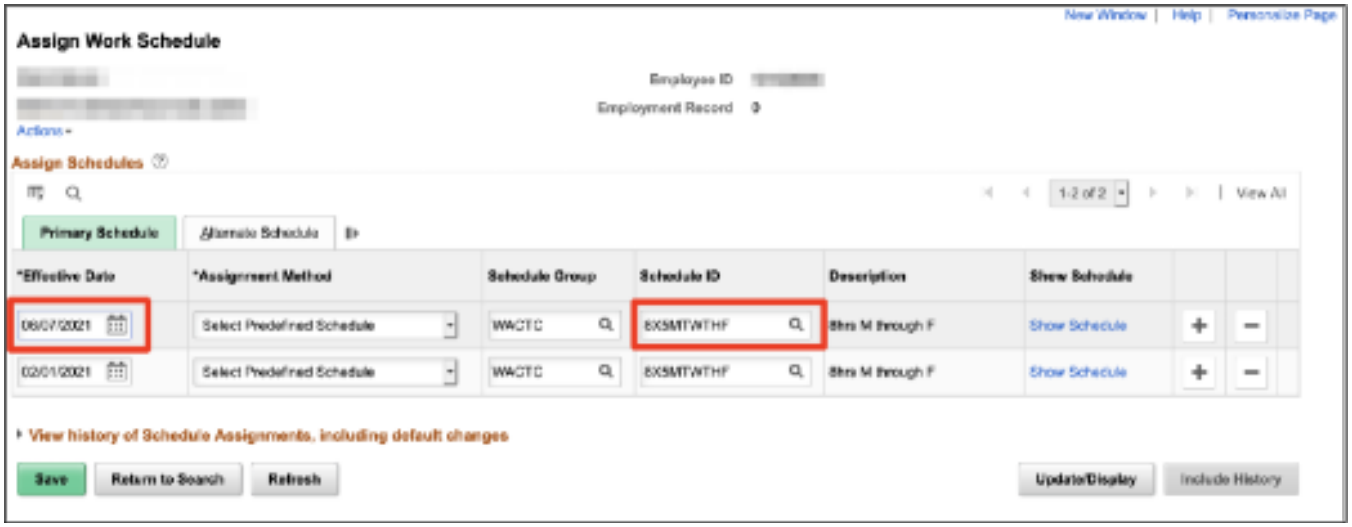
5. Use the **Empl ID** field or **Last Name** field to search for the employee whose schedule you are assigning. (**Note:** An employee's Empl ID is the same as their ctcLink ID.) Click **Search**.



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.

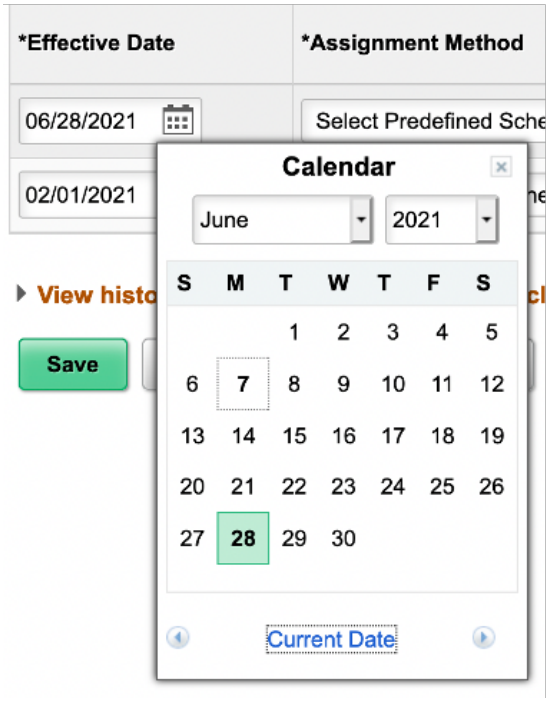
7. Using the new (top) row, click the **Calendar** icon in the **Effective Date** column.



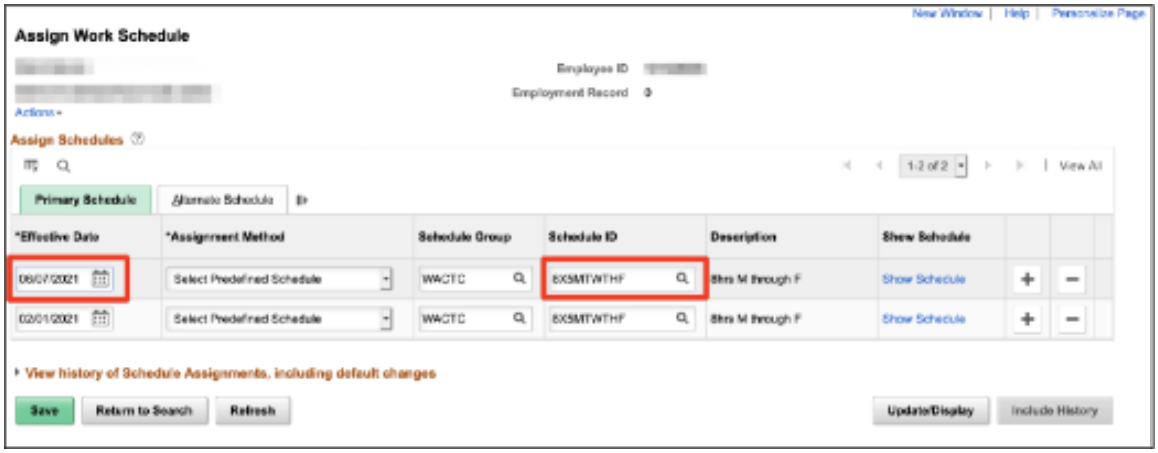
8. The **Calendar** will display. Use the date picker to select the date that the new schedule will become active for the employee.

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

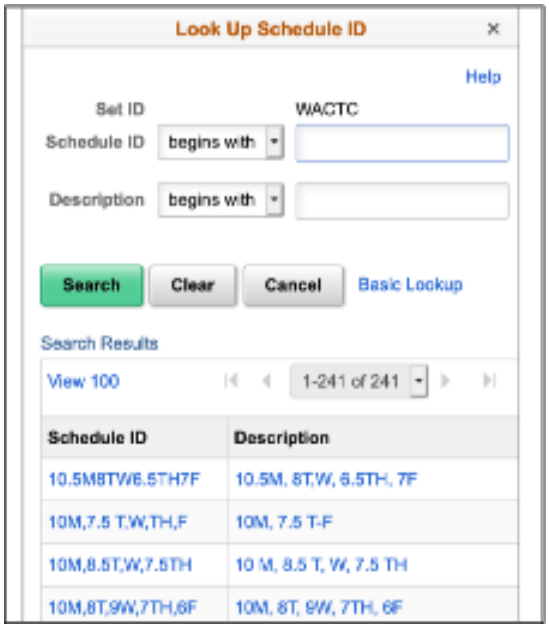
   - The effective date should always be at the beginning of the employee's work week.
   - Do not alter someone's schedule in the middle of a week, or after time has been submitted for a week.
   - When in doubt, consult with HR.



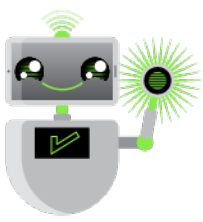
9. On the same row, verify the **Assignment Method** is set to **Select Predefined Schedule** and the **Schedule Group** is **WACTC**. In the **Schedule ID** column, click the **Magnifying Glass** icon.



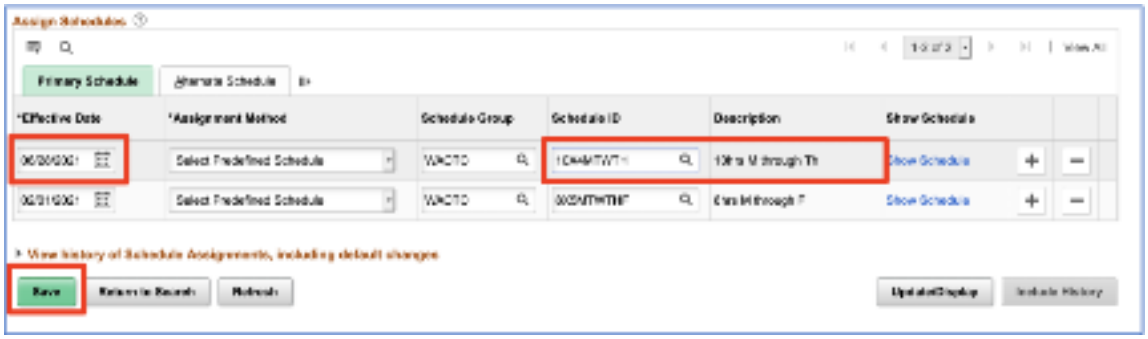
10. **Look Up Schedule ID** will display. In the **Search Results** section, click on the new work schedule* in either the **Schedule ID** column or the **Description** column. This will assign the schedule.



***Note:** There are a lot of schedule options (241 as of the writing of this document). The most common for Green River 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 ctcLink category.



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.



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.