Assign Employee Schedules

Overview
This guide shows Managers and Supervisors how to Assign Employee Schedules. Please contact Payroll Services at 509-963-2221 with questions or for additional assistance.

Assign Employee Schedules

1) Open a browser and go to www.cwu.edu.

2) Log into MyCWU.

3) Click the Time and Attendance WorkCenter tab > Schedules on the left > Assign Work Schedule.

4) Enter search criteria into one or more fields on the page that displays to locate the employee for whom you need to update the Schedule.

5) Then click Search.

6) A list of employees who meet the criteria you entered will display.

7) Click the appropriate Empl ID or Name link.
8) **Assign Work Schedule** page will display.

9) Click the **Show Schedule** link to review the employee’s Schedule for each day of the week.

10) Review the **Schedule**.

11) Then click **OK** to continue.

12) Click the Schedule needing to be updated, insert a new effective dated row by clicking the **+** at the end of the row.
13) A new effective dated row will appear.

14) Click the dropdown for **Assignment Method**

15) Choose **Select Predefined Schedule**.

16) Click the magnifying glass for the **Schedule ID** field.

17) Click on the link for the **Schedule ID** or **Description** that describes the Schedule you wish for the employee to have.

18) The employee’s new **Schedule ID** will populate.

19) **The Effective Date needs to be the Sunday prior to the date of the schedule change**, or the system may experience issues calculating OT.

20) Click **Save**.