

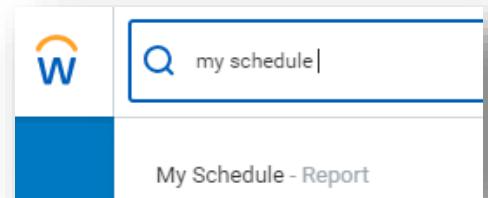
## Workday Work Schedule Calendars

This job aid provides associates with step-by-step instructions on how to use Workday's work schedule calendars. A work schedule is a calendar that defaults to reflect scheduled days and hours. It should be updated by associates individually to reflect their **normally scheduled** days and hours of the week and are **not intended** to be updated to reflect occasional variations.

- Work schedules are used to align paid time off with normally scheduled days and hours. E.G. If an associate works Monday through Thursday, then they are not allowed to request PTO on Fridays.
- Work schedules are used to derive the holiday eligibility (days and number of hours) for hourly associates.
- Work schedules do not control what an associate is actually paid.

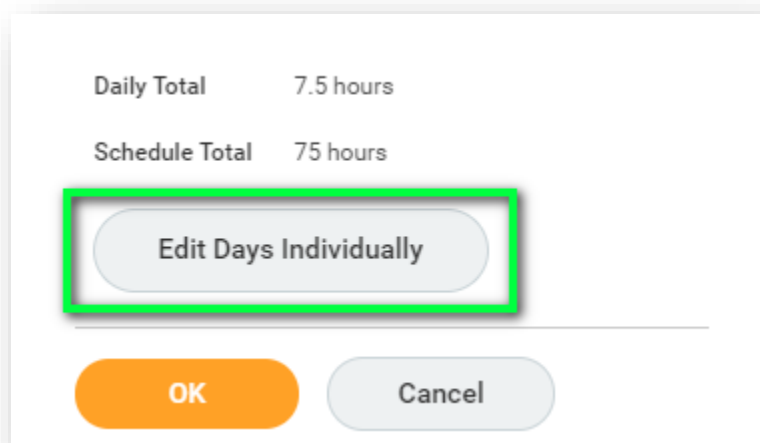
### Access the task:

1. Type "My Schedule" into the Workday search bar and select it.
2. From the calendar, you will see default days and times filled in. Click on the **current date** or a **future date** to bring up the edit screen. You cannot edit your schedule retroactively.



Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 8:00 AM - 5:00 PM	2 8:00 AM - 5:00 PM	3 8:00 AM - 5:00 PM	4 8:00 AM - 5:00 PM	5 8:00 AM - 12:30 PM	6
8 8:00 AM - 5:00 PM	9 8:00 AM - 5:00 PM	10 8:00 AM - 4:15 PM	11 8:00 AM - 5:00 PM	12 Paid Time Off 8:00 AM - 12:30 PM	13

3. The Edit My Schedule window pops up; click the **Edit Days Individually** button.  
**Note:** if you edit times in the popup window instead of clicking the Edit Days Individually button, you may end up with unnecessary errors.



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4. A grid opens where you can edit/add/delete the In/Out times and Meal Start/End times. The default times that the calendar starts with are based on your scheduled weekly hours (e.g. 40, 37.5, 35, 30, etc.) and your location.
5. There are two sets of weeks, to allow for a biweekly rotation. For example, you could have an extended lunch break every other Thursday. Regardless of whether you have the same schedule or different schedules each week, you will need to scroll down and update both weeks of the calendar.
6. The End Date is optional, and the recommendation is to leave it blank unless the schedule is temporary.
7. Click Ok to save.

### Important Notes

- Total hours scheduled on your calendar need to match your primary job's Scheduled Weekly Hours.
  - If you have multiple positions, and your total hours do not match up, please contact HR Ops [hrops@trustmarkcompanies.com](mailto:hrops@trustmarkcompanies.com) for assistance.
- If your schedule does not seem to be updating as expected, try editing it starting with the first day of the next pay period.
- The biggest benefit of updating work schedules is for the managers of associates working a non-standard schedule, such as four 10-hour days or varying hours by day. It helps allot the proper holiday hours on the timecards so that managers do not have to make manual adjustments to every holiday time block.
- Errors pop up if:
  - Text other than AM/PM is entered
  - Scheduled hours in one week are over the maximum of 40
  - Scheduled hours in one week are under the minimum of 30 if you are full time
  - Scheduled hours in one day are over the maximum of 16 or under the minimum of 1