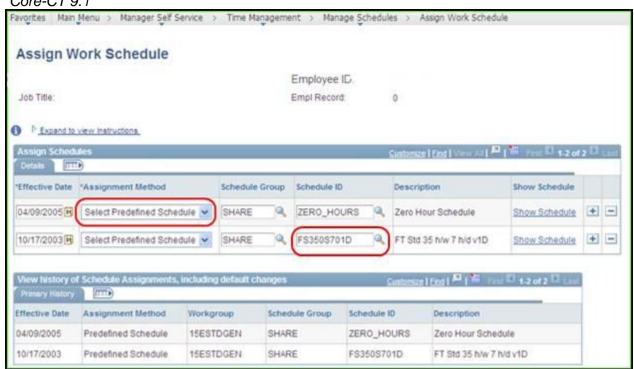In Core-CT 9.1, in addition to the default schedule that is defined for each workgroup, each employee can have a distinct default schedule. This feature of Time and Labor makes it easy to set the schedules in departments with non-traditional work schedules. Employees with the default schedule Monday through Friday, 8 hours/day are automatically set with the workgroup default schedule. Employees with other schedules are assigned the appropriate schedule. Effective dated rows can be added as schedules change.
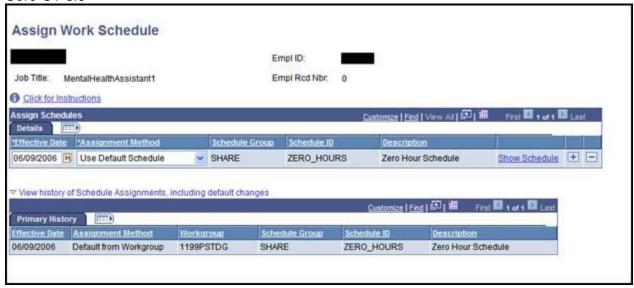
Assigning Schedules
In Core-CT 9.1, work schedules are assigned on the **Assign Work Schedule** page. This page is identical to the **Assign Work Schedule** page in Core-CT 8.9.

Navigation: Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule.
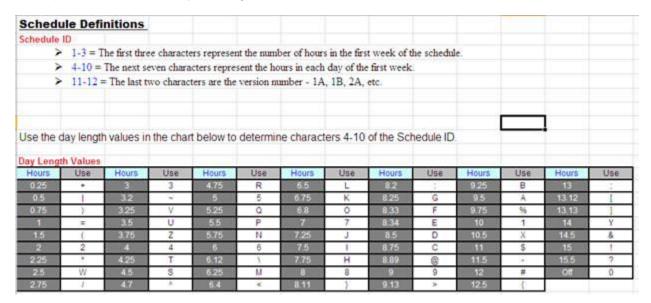
Core-CT 9.1

Core-CT 8.9

Schedule Naming Convention

Core-CT is moving to a new naming convention and has created new Schedule IDs in Core-CT 9.1. This Sample table below provides a guide for understanding the new Schedule IDs. A full description can be found by clicking here.

Schedule Definitions

Schedule ID

> 1-3 = The first three characters represent the number of hours in the first week of the schedule.
> 4-10 = The next seven characters represent the hours in each day of the first week.
> 11-12 = The last two characters are the version number - 1A, 1B, 2A, etc.

Use the day length values in the chart below to determine characters 4-10 of the Schedule ID.

Day Length Values

Hours	Use	Hours	Use	Hours	Use	Hours	Use	Hours	Use	Hours	Use	Hours	Use
0.25	*	3	3	4.75	R	6.5	L	8.2	:	9.25	B	13	:
0.5	I	3.2	~	5	5	6.75	K	8.25	G	9.5	A	13.12	[
0.75	)	3.25	V	5.25	Q	6.8	O	8.33	F	9.75	%	13.13	]
1	=	3.5	U	5.5	P	7	7	8.34	E	10	1	14	Y
1.5	(	3.75	Z	5.75	N	7.25	J	8.5	D	10.5	X	14.5	&
2	2	4	4	6	6	7.5	I	8.75	C	11	S	15	!
2.25	*	4.25	T	6.12	\	7.75	H	8.89	@	11.5	-	15.5	?
2.5	W	4.5	S	6.25	M	8	8	9	9	12	#	Off	0
2.75	/	4.7	^	6.4	<	8.11	}	9.13	>	12.5	{		

Click for a Printable pdf version of the Schedule Definition Table