

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

Favorites | Main Menu > Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule

Assign Work Schedule

Employee ID: _____
 Job Title: _____ Empl Record: 0

[Expand to view instructions.](#)

Assign Schedules						
Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	Show Schedule	
04/09/2005	Select Predefined Schedule	SHARE	ZERO_HOURS	Zero Hour Schedule	Show Schedule	+ -
10/17/2003	Select Predefined Schedule	SHARE	FS350S701D	FT Std 35 h/w 7 h/d v1D	Show Schedule	+ -

View history of Schedule Assignments, including default changes						
Effective Date	Assignment Method	Workgroup	Schedule Group	Schedule ID	Description	
04/09/2005	Predefined Schedule	15ESTDGEN	SHARE	ZERO_HOURS	Zero Hour Schedule	
10/17/2003	Predefined Schedule	15ESTDGEN	SHARE	FS350S701D	FT Std 35 h/w 7 h/d v1D	

Core-CT 8.9

Assign Work Schedule

Empl ID: [REDACTED]
 Job Title: MentalHealthAssistant1
 Empl Rcd Nbr: 0

[Click for Instructions](#)

Assign Schedules Customize | Find | View All | First 1 of 1 Last

Effective Date	Assignment Method	Schedule Group	Schedule ID	Description	
06/09/2006	Use Default Schedule	SHARE	ZERO_HOURS	Zero Hour Schedule	Show Schedule + -

View history of Schedule Assignments, including default changes

Primary History Customize | First 1 of 1 Last

Effective Date	Assignment Method	Workgroup	Schedule Group	Schedule ID	Description
06/09/2006	Default from Workgroup	1199PSTDG	SHARE	ZERO_HOURS	Zero Hour Schedule

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		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	\$	15	!
2.25	*	4.25	T	6.12	l	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](#)