Manager- View and Create Work Schedules

USER GUIDE

Managers can create, edit, and assign schedules to workers using the Assign Work Schedule task.
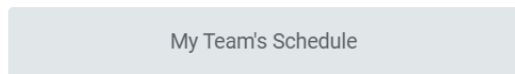
VIEW EMPLOYEE WORK SCHEDULE

1. First, you will want to view your employee's work schedule to make sure it is correct before making changes.

2. To view, under **Menu**, go to **Team Time**.

≡ MENU | City of WAUSAU MARATHON County | **Team Time**

3. Under **View**, click on **My Team's Schedule**

My Team's Schedule

4. Choose the **Date** you want to view as and enter the **Worker** name. Click **OK**.

My Team's Schedule

Date   *   12/19/2022 📅

Workers   *   [   ] ☰

5. Your employee's schedule will come up as weekly. **Hover** over on a date to view the schedule.

Mon, 12/19	Tue, 12/20	Wed, 12/21	Thu, 12/22	Fri, 12/23
8:00 ✓ A	8:00 ✓ A	8:00 ✓ A	8:00 ✓ A	8:00 ✓ A

8:00 AM - 4:30 PM | 8 hours | Approved

💡 *Note*: If you have questions, please reach out to payrollquestions@co.marathon.wi.us

ASSIGNING EMPLOYEE WORK SCHEDULE

1. In the Search box type **Assign Work Schedule**. Select the Task.

Assign Work Schedule

Task

2. A new screen will pop up to enter in the worker's schedule.

Assign Work Schedule

Worker   *   [   ] ☰

Start Date   *   MM/DD/YYYY 📅

End Date   MM/DD/YYYY 📅

Work Schedule Calendar   *   [   ] ☰

3.

Worker- is your Employee's name, **Start Date** of schedule, End Date is not required unless for a limited time and select the **Work Schedule Calendar.** Search **By Group** and look for schedule type starting with "**MC**".

4. Click **OK**.

MC: Airport Work Schedule Calendar Group

MC: General Work Schedule Calendar Group

MC: Library Work Schedule Calendar Group

MC: Parks Summer Work Schedule Calendar Group

MC: Sheriff Work Schedule Calendar Group

5. Under **Accounts**, you can Edit, Remove or View the existing account(s). There must always be an account listed before removing one.