

WORK SCHEDULE CALENDARS

Work schedules can vary by worker and department. New employee schedules are agreed to and entered into Workday during the hire process. If your work schedule needs to be changed, you **MUST** get manager approval and submit a ***Change in Work Schedule*** form to HR. This form can be accessed on the District's [Form's Depot Page](#). A Change in Work Schedule request does not need to be submitted for changes of one week or less.

Regardless of your set schedule in Workday, it is critical that you report hours worked as exact as possible including your IN and OUT times for meals and when you leave work for the day.