

# Quick Reference Guide: Setting Work Schedules

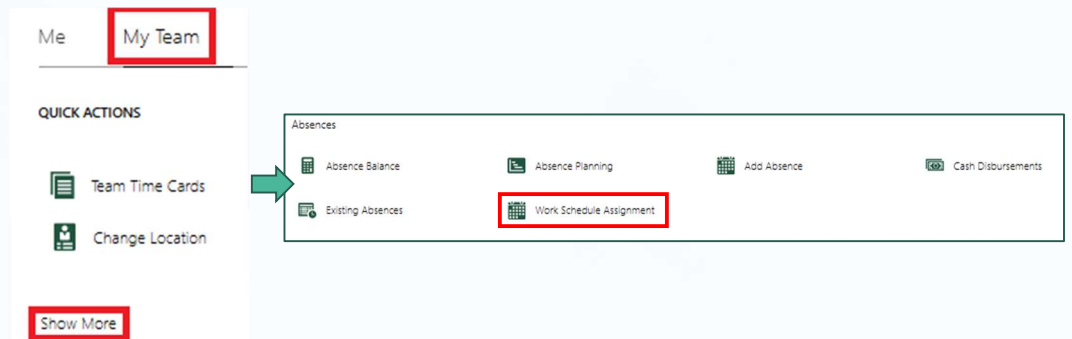
## Purpose:

Work Schedules were only created for Tulane National Biomedical Research Center (TNBRC), Facilities, and Tulane University Police Departments. Setting Work Schedules is essential for the following groups:

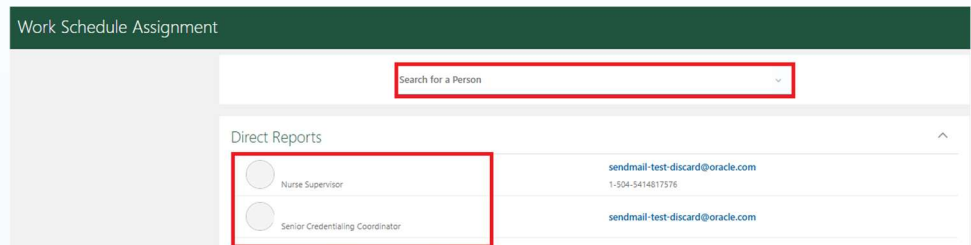
- Non-exempt employees whose lunch deductions need to be updated
- Non-exempt part-time employees

## Step-by-Step:

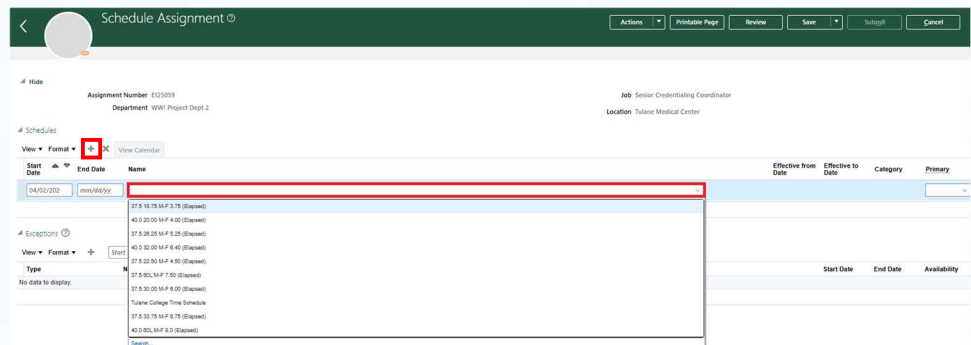
Navigate to **My Team** tab > “**Show More**” under the **Quick Actions** menu > Click “**Work Schedule Assignment**”



Select or search for the employee whose work schedule you'd like to change/update.



Click the “+” icon to add a work schedule and use the drop down menu to make your selection.



Under the “**Primary**” field, choose whether the schedule is their primary work schedule.



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If your employee requires a 30-minute or paid lunch, use one of these codes.

30L = 30-minute Lunch  
PL = Paid Lunch

Employee Level (Assignment)
37.5 M-F 7.50 30L
40.0 M-F 8.00 30L
40.0 M-F 8.00 PL

Part-Time Eligible Employees will need one of these schedules assigned based on their weekly total of hours worked.

Part-Time Eligible Employees
18.75 BW M-F 3.75 30L
19.13 BW M-F 3.83 30L
19.88 BW M-F 3.98 30L
20.00 BW M-F 4.00 30L
22.50 BW M-F 4.50 30L
25.13 BW M-F 5.03 30L
26.25 BW M-F 5.25 30L
30.00 BW M-F 6.00 30L
31.88 BW M-F 6.38 30L
36.00 BW M-F 7.20 30L
20.00 MO M-F 4.00 30L
24.00 MO M-F 4.80 30L
28.00 MO M-F 5.60 30L
32.00 MO M-F 6.40 30L
36.00 MO M-F 7.20 30L

Click "Save" once you've made your changes.

Actions ▾ Printable Page Review **Save ▾**