



Time & Attendance Job Aid

TA Maintaining Employee Work Schedules

Maintaining Employee Work Schedules Overview

This Job Aid provides key information pertaining to Work Schedules and step-by-step instructions for maintaining employee Work Schedules in Cardinal.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.



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General Information

Each employee must have an assigned Work Schedule in Cardinal. Work Schedules are assigned to employees by either a TL Employee Setup Administrator, a TL Administrator, or the employee's TL Supervisor. Timekeepers can only view employee Work Schedules.

Types of Work Schedules:

Hourly – This is a schedule with zero pre-defined hours. Hourly employees must report all hours in order to be paid.

Set Schedule – This is a non-flexible schedule with predictable days and hours. A set Work Schedule could also include a rotating pattern.

Variable Schedule – This is a flexible schedule that is set up in the system as 24 hours a day, 7 days a week. This type of schedule requires an employee to report all hours.

Users with the following TA Roles have the ability to view employee Work Schedules:

- Timekeepers
- TL Administrators
- TL Employee Setup Administrators
- TL Supervisors

Users with the following TA Roles have the ability to assign and maintain employee Work Schedules:

- TL Administrators
- TL Employee Setup Administrators
- TL Supervisors

TA users can run the Employee Schedule Review query to review employee Work Schedule information. For further information about this query, refer to the **Cardinal HCM Time and Attendance Reports Catalog** located on the Cardinal website in **Reports Catalogs** under **Resources**.



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Work Schedule Naming Convention

Below are some examples of how **Schedule ID's** are named.

SETID = STATE, 7-Day

Format: NN.NN-AAAAAAA-B, Example: 40.00-Z88888Z-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example: 40.00, 37.5
AAAAAAA	7-day indicator – first character is Day 1, second character is Day 2, etc.	0-9, A-X: for example: Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

SETID = STATE, 9X80

Format: 9X80-AAAAAAA-B, Example: 9X80-Z9998ZZ-0

Character	Defines	Value
AAAAAAA	7-day indicator – first character is Day 1, the second character is Day 2, etc.	0-9, A-X: for example: Z – Off Day 0 – If the hours for the day are between 0.01 and 0.99 1 – If the hours for the day are between 1.00 and 1.99 A – If the hours for the day are between 10.00 and 10.99 B – If the hours for the day are between 11.00 and 11.99 X – If the hours for the day are 24.00
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule
	9X80 schedules must not be assigned to nonexempt employees. Day 1 in the 14-day schedule will correspond to a Biweekly Pay Period Begin Date in Cardinal – used by Hourly employees.	



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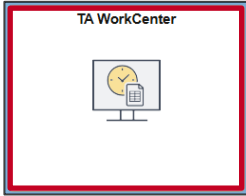
SETID = <Business Unit>

Format: NN.NN-AAAAAAA-B, Example: 40.00-5X8X3WK-0

Character	Defines	Value
NN.NN	Schedule Hours for the week	Example: 40.00, 37.5
AAAAAAA	7-day indicator – first character is Day 1, the second character is Day 2, etc.	Example: 4X10+5X8 – Week 1 is a 4 day/10-hour work week, and Week 2 is a 5 day/8-hour work week. 4X10X2WK - Week 1 is a 4 day/10-hour work week, and Week 2 is also a 4 day/10-hour work week, however the workdays are not the same for each week. 4X10+OTH – Week 1 is a 4/day/10-hour work week, and Week 2 is some other type of work week that is not 5X8 or 4x10.
B	Indicates a unique schedule	0-9, A-Z – to indicate a unique schedule

Assigning an Employee's Work Schedule

Use this process to access the **Assign Work Schedule** page and assign a Work Schedule to an employee.

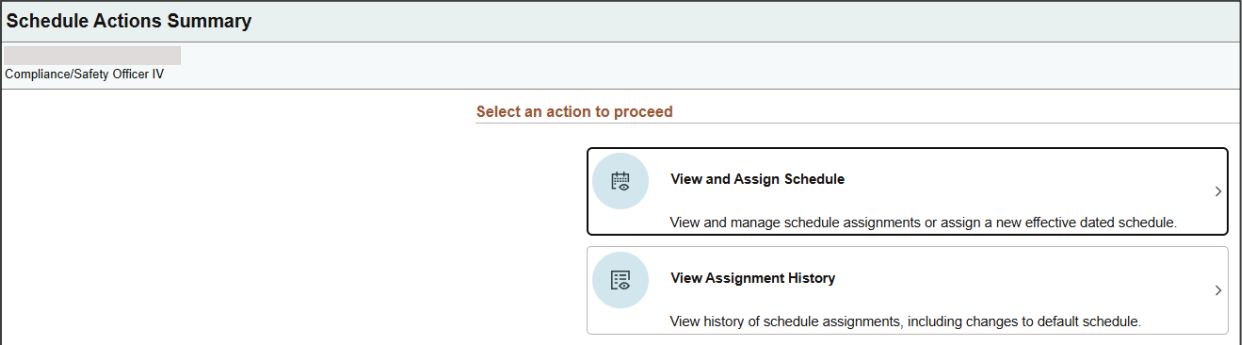
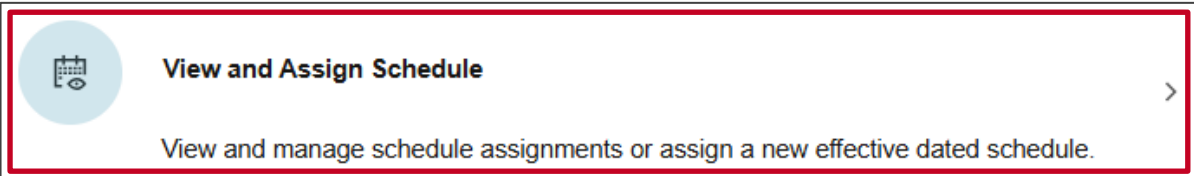
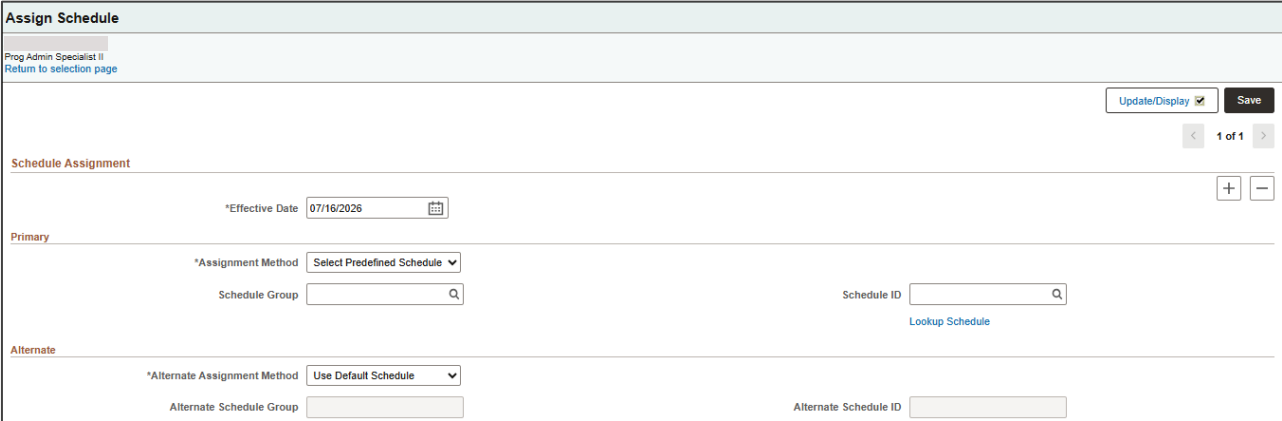
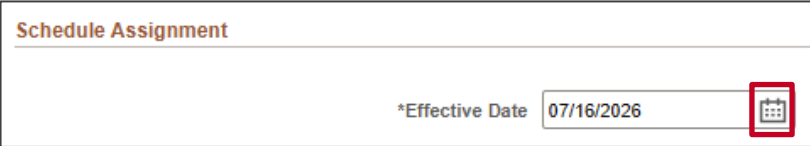
Step	Action
1.	Navigate to the Assign Work Schedule page by clicking the TA WorkCenter tile on the Cardinal HCM Homepage. Note: WorkCenters Sections, Folders and Pages vary based on User's Security roles. 
	For information about WorkCenters, refer to the Job Aid titled Overview of the Cardinal HCM WorkCenters. This Job Aid is located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path: TA WorkCenter > Links > Manage Time > Manage Schedule 



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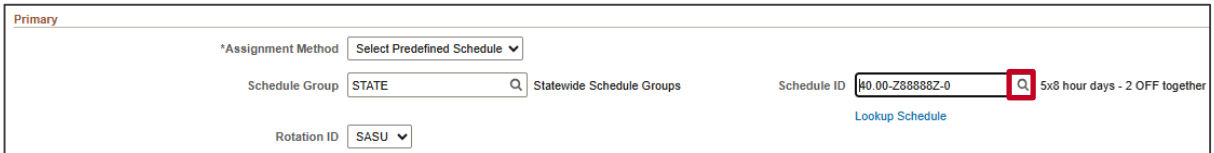
Step	Action
The Manage Schedule page displays.	
Manage Schedule Employees ▼ Search Criteria My Saved Searches Empl ID begins with ▼ Q Empl Record = ▼ Name begins with ▼ Last Name begins with ▼ First Name begins with ▼ Business Unit begins with ▼ Q Organizational Relationship begins with ▼ ▼ Job Code begins with ▼ Q Department begins with ▼ Q Supervisor ID begins with ▼ Q Reports To Position Number begins with ▼ Q Location Code begins with ▼ Q Company begins with ▼ Q Pay Group begins with ▼ Q Workgroup begins with ▼ Q Taskgroup begins with ▼ Q Schedule Group begins with ▼ Q Schedule ID begins with ▼ Q ☐ Include History ☐ Correct History Search Clear Save Search Basic Search	
	For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled Overview of the Cardinal HCM Search Pages . This Job Aid is located on the Cardinal website in Job Aids under Learning .
3.	Enter the employee's Employee ID in the Empl ID field. Empl ID begins with ▼
	Users can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
4.	Click the Search button. Search Clear
	If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page, and the user must click the Empl ID link for the applicable employee. If not, proceed to Step 5.

Step	Action
	The Schedule Actions Summary page displays with the View and Assign Schedule and View Assignment History buttons. 
5.	Click the View and Assign Schedule button. 
	The Assign Schedule page with the selected employee's Primary schedule displays. The Alternate Schedule option is not utilized in Cardinal. 
6.	The Effective Date field defaults to the current system date. Update this date using the Effective Date Calendar icon as needed. 



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Step	Action
	The effective date should be the actual date the updates take effect. For further information on effective dating, see the Job Aid titled HR351 Overview of Effective Dating . This Job Aid can be found on the Cardinal website in Job Aids under Learning .
7.	If the Assignment Method field defaults to “Use Default Schedule”, change it to “Select Predefined Schedule” using the dropdown button. 
8.	Select the applicable Schedule Group using the Schedule Group Look Up icon. 
	The Schedule Group determines which schedule options (Schedule IDs) are available for selection. There are two types of Schedule Groups available which are listed below: • STATE Schedule Group – the Work Schedule options (Schedule IDs) available for selection are used across all state Agencies. Select this option unless there is a Work Schedule that is unique for the Agency. • All other Agency Specific (Business Unit) Schedule Groups – the Work Schedule options (Schedule IDs) available for selection include weekly Work Schedules that are uniquely configured for the Agency (business unit). The use of a Variable Work Schedule (24 hours/7 days) is only found under the Agency specific Schedule Groups.
9.	Select the applicable Schedule ID using the Schedule ID Look Up icon. Select the Work Schedule that is appropriate for the employee. In this scenario, the Schedule ID selected is 40.00-Z88888Z-0 (5 consecutive days x 8 hours per day). 
	Schedule IDs are smart coded. Start with the applicable number of hours, and incorporate the on/off pattern of workdays for a two-week pay period. See the Work Schedule Naming Convention section of this Job Aid for additional information.



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Step	Action
10.	Select the applicable Rotation ID using the Rotation ID Look Up icon for the employee. In this scenario, the Rotation ID selected is "SASU" (2 consecutive days off are Saturday & Sunday). Primary *Assignment Method Select Predefined Schedule ▼ Schedule Group STATE Q Statewide Schedule Groups Schedule ID H0 00-Z88888Z-0 Q 5x8 hour days - 2 OFF together Rotation ID SASU ▼ Lookup Schedule
	The Description and Rotation ID fields default based on the Schedule ID selected. The Rotation ID denotes either: - The relative day(s) in the Work Schedule pattern where the employee will be off. In this example, the Rotation ID of "SASU" indicates that the two days off together each week are Saturday and Sunday. - OR - When a Work Schedule can vary from one week to the next week, the user must select which of those weeks needs to be the start week. The correct Rotation ID needs to be selected based on the employee's first day in the weekly pattern and that is the effective date for the start of that Work Schedule. Primary *Assignment Method Select Predefined Schedule ▼ Schedule Group STATE Q Statewide Schedule Groups Rotation ID SASU ▼ The Rotation IDs available for selection will vary based on the Schedule ID. See the Schedule Examples section of this Job Aid for additional information.



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Step	Action
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The **Assign Schedule** page displays.

Assign Schedule

Prog Admin Specialist II
Return to selection page

Update/Display Save

1 of 1

Schedule Assignment

*Effective Date: 07/16/2026

Primary

*Assignment Method: Select Predefined Schedule

Schedule Group: STATE Statewide Schedule Groups

Schedule ID: 40-00-2888882-0 5th hour days - 2 OFF together

Rotation ID: SASU

Alternate

*Alternate Assignment Method: Use Default Schedule

Alternate Schedule Group:

Alternate Schedule ID:

Schedule Calendar

Primary Alternate

Date	Day	Time Zone	Shift ID	Sched Hrs
07/16/2026	Thursday			8.00
07/17/2026	Friday			8.00
07/18/2026	Saturday			8.00

11. Click the **Expand All** button to see the Details for each day of the schedule.

Assign Schedule

Prog Admin Specialist II
Return to selection page

Update/Display Save

1 of 1

Schedule Assignment

*Effective Date: 07/16/2026

Primary

*Assignment Method: Select Predefined Schedule

Schedule Group: STATE Statewide Schedule Groups

Schedule ID: 40-00-2888882-0 5th hour days - 2 OFF together

Rotation ID: SASU

Alternate

*Alternate Assignment Method: Use Default Schedule

Alternate Schedule Group:

Alternate Schedule ID:

Schedule Calendar

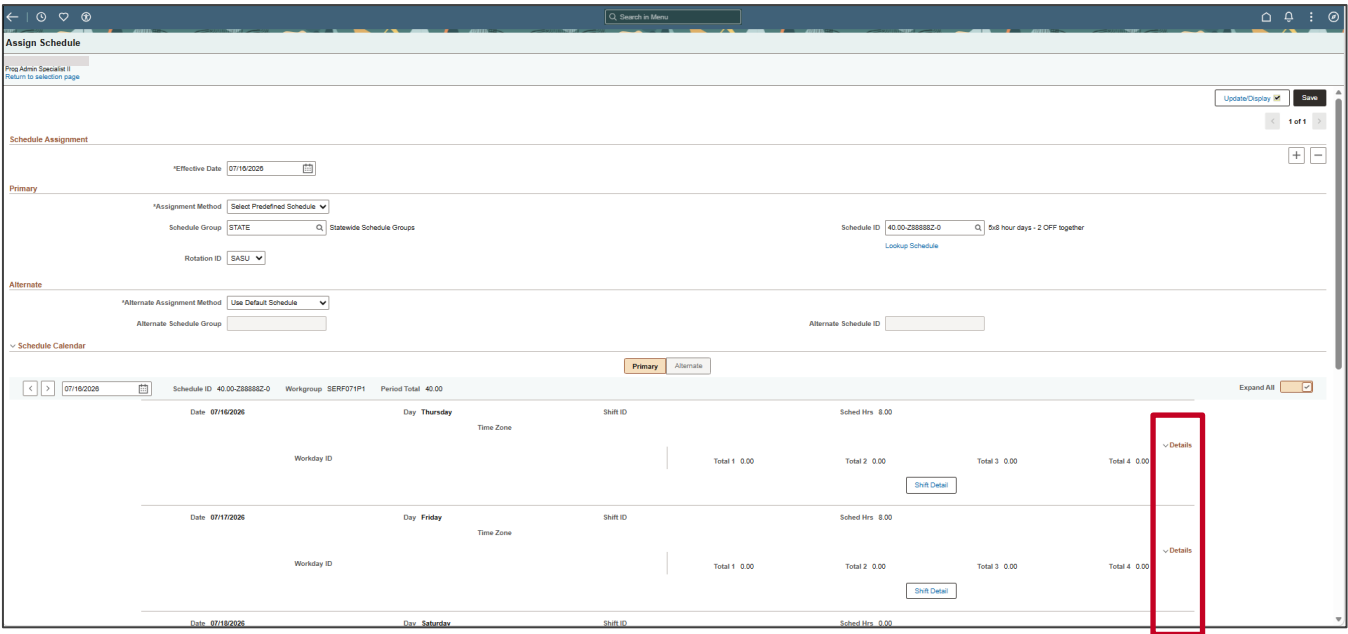
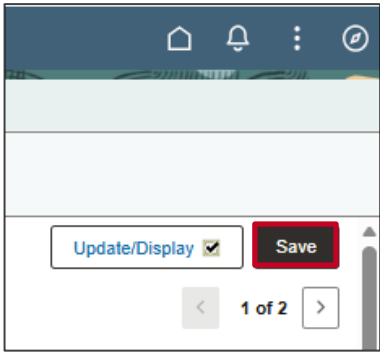
Primary Alternate

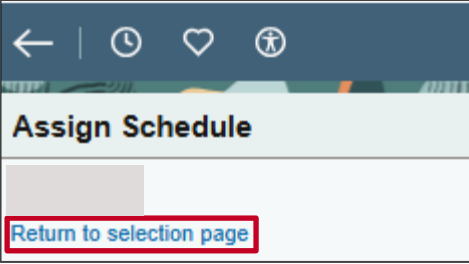
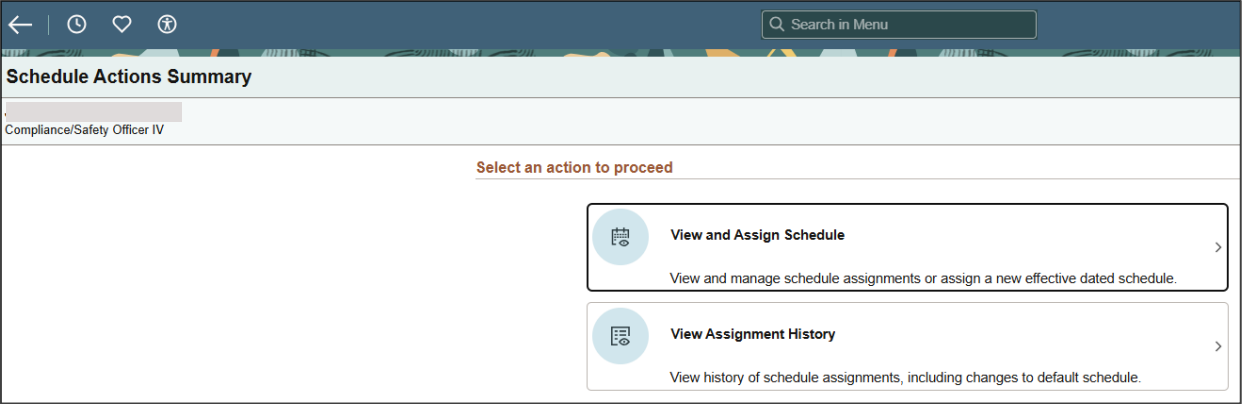
Date	Day	Time Zone	Shift ID	Sched Hrs
07/16/2026	Thursday			8.00
07/17/2026	Friday			8.00
07/18/2026	Saturday			8.00



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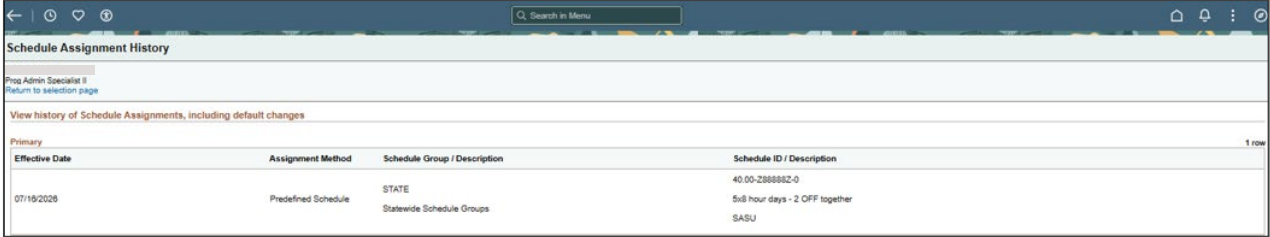
Step	Action
	The Assign Schedule page redisplay with the Details for each day of the schedule. 
12.	Review the Work Schedule information and then click the Save button. 
	If attempting to update a historical or current effective dated row, the below error message will display which indicates that the user is entering the Work Schedule change on the incorrect effective dated row. Check to be sure that the change is being made on the new row, which displays at the top. If there is a historical change or correction that is required, open a Help Desk ticket to have the Cardinal Post Productive Support (PPS) complete the correction. Cannot change current or history records unless in Correct History mode. You have attempted to change a record that is effective dated, and the record contains an effective date that makes it either the current record or a historical record. Either use the Add (+) button to create a new record with a future effective date, or select the Correct History button to change an existing record. OK

Step	Action
13.	Click the Return to selection page link to close this message. 
The Schedule Actions Summary page displays with the View and Assign Schedule and View Assignment History buttons. 	
14.	Click the View Assignment History button to see the history of Schedule Assignments, including default changes. 



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Step	Action
	The Schedule Assignment History page displays the history of the employee's schedules.  The screenshot shows the 'Schedule Assignment History' page in a web application. At the top, there is a navigation bar with a search icon and a 'Search in Menu' input field. Below the navigation bar, the page title 'Schedule Assignment History' is displayed. Underneath the title, there is a link 'Prog Admin Specialist II' and a link 'Return to selection page'. A message 'View history of Schedule Assignments, including default changes' is shown. Below this, a table with the following columns: 'Effective Date', 'Assignment Method', 'Schedule Group / Description', and 'Schedule ID / Description'. The table contains one row with the following data: '07/19/2026', 'Predefined Schedule', 'STATE Statewide Schedule Groups', and '40:00-288888Z-0 5x8 hour days - 2 OFF together SASU'. The table is labeled '1 row' on the right side.

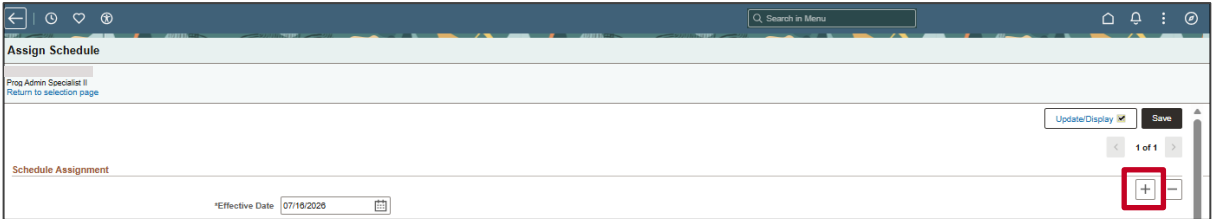
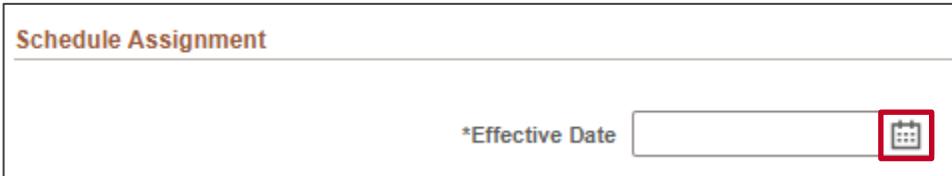


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Setting Up Multiple Work Schedule Changes

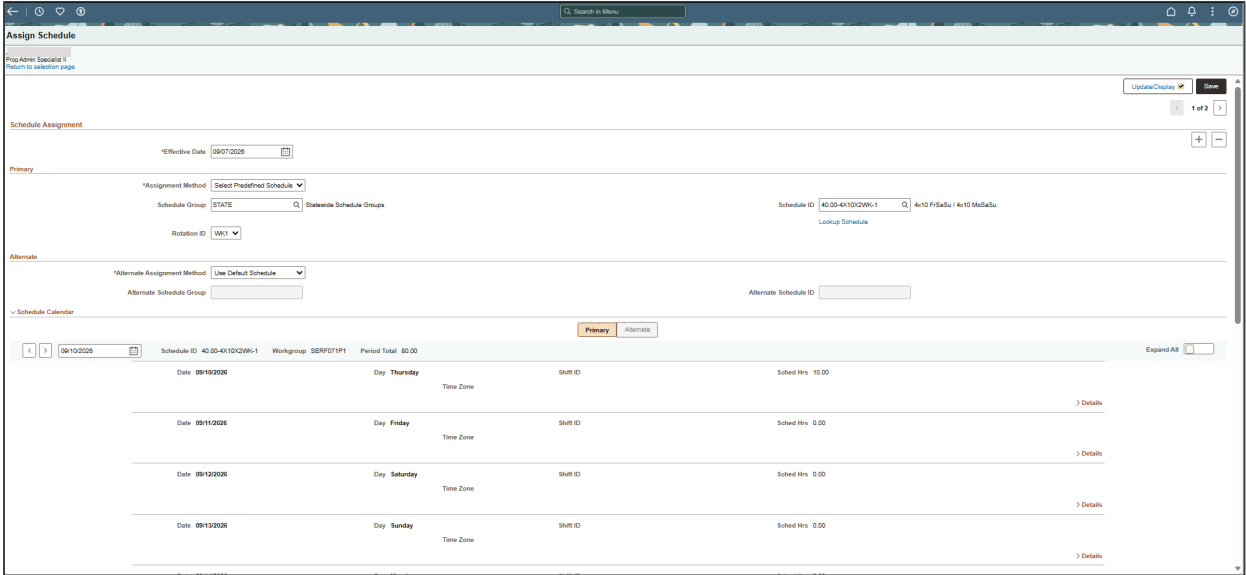
If both a normal Work Schedule and a temporary Work Schedule need to be changed for an employee, Cardinal allows the user to set up a future effective dated Work Schedule change. The **Alternate Schedule** option is not utilized in Cardinal.

Step	Action
1.	Complete Steps 1-12 from the Assigning an Employee's Work Schedule section of this Job Aid to create the employee's normal Work Schedule.
2.	Click the Add a New Row (+) icon. 
3.	The Effective Date field displays without a date. Click the Calendar icon and select the applicable date for the new schedule to take effect. 
4.	If the Assignment Method field defaults to "Use Default Schedule", change it to "Select Predefined Schedule" using the dropdown button. 
5.	Select the applicable Schedule Group using the Schedule Group Look Up icon. 



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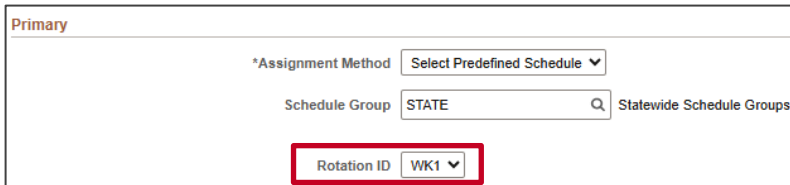
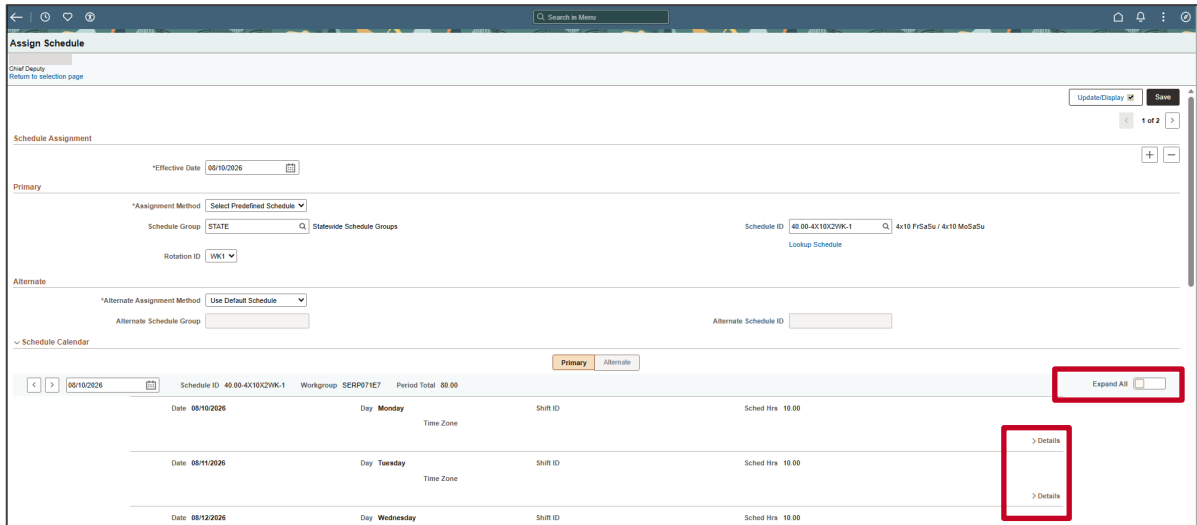
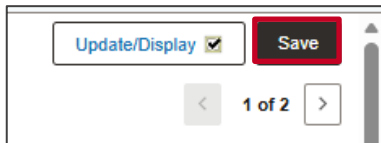
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Step	Action
	The Schedule Group determines which schedule options (Schedule IDs) are available for selection. There are two types of Schedule Groups available: • STATE Schedule Group – the Work Schedule options (Schedule IDs) available for selection are used across all state Agencies. Select this option unless there is a Work Schedule that is unique for the Agency. • All other Agency Specific (Business Unit) Schedule Groups – the Work Schedule options (Schedule IDs) available for selection include weekly Work Schedules that are uniquely configured for the Agency (business unit). The use of a Variable Work Schedule (24 hours/7 days) is only found under the Agency specific Schedule Groups.
6.	Select the applicable Schedule ID using the Schedule ID Look Up icon. Select the Work Schedule that is appropriate for the employee. In this scenario, the new Schedule ID selected is 40.00-4X10X2WK-1 (4x10 FrSaSu / 4x10 MoSaSu). 
	Schedule IDs are smart coded, start with the applicable number of hours, and incorporate the on/off pattern of workdays for a two-week pay period. See the Work Schedule Naming Convention section of this Job Aid for additional information.
The Assign Schedule page displays with the new schedule. 	



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Step	Action
	The Description and Rotation ID fields default based on the Schedule ID selected. The Rotation ID denotes either: - The relative day(s) in the Work Schedule pattern where the employee will be off. In this example, the Rotation ID of “SASU” indicates that the 2 days off together each week are Saturday and Sunday. OR - When a Work Schedule can vary from one week to the next week, the user must select which of those weeks needs to be the start week. The correct Rotation ID needs to be selected based on the employee’s first day in the weekly pattern and that is the effective date for the start of that Work Schedule.  The Rotation IDs available for selection will vary based on the Schedule ID. See the Schedule Examples section of this Job Aid for additional information.
7.	Click the Expand All button to see the Details for each day of the schedule. 
8.	Review the Work Schedule information and then click the Save button. 

Step	Action
	If attempting to update a historical or current effective dated row, the below error message will display which indicates that the user is entering the Work Schedule change on the incorrect effective dated row. Check to be sure that the change is being made on the new row, which displays at the top. If there is a historical change or correction that is required, open a Help Desk ticket to have the Cardinal Post Productive Support (PPS) team complete the correction. Cannot change current or history records unless in Correct History mode. You have attempted to change a record that is effective dated, and the record contains an effective date that makes it either the current record or a historical record. Either use the Add (+) button to create a new record with a future effective date, or select the Correct History button to change an existing record. OK
9.	Click the Return to selection page link to close this message. Assign Schedule Return to selection page
The Schedule Actions Summary page displays with the View and Assign Schedule and View Assignment History buttons. Schedule Actions Summary Compliance/Safety Officer IV Select an action to proceed  View and Assign Schedule > View and manage schedule assignments or assign a new effective dated schedule.  View Assignment History > View history of schedule assignments, including changes to default schedule.	
10.	Click the View Assign History button to see the history of Schedule Assignments, including default changes. Select an action to proceed  View and Assign Schedule > View and manage schedule assignments or assign a new effective dated schedule.  View Assignment History > View history of schedule assignments, including changes to default schedule.



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Step

Action

The **Schedule Assignment History** page displays the history of the employee's schedules.

Schedule Assignment History

Prog Admin Specialist 1

[Return to selection page](#)

View history of Schedule Assignments, including default changes

Primary

Effective Date	Assignment Method	Schedule Group / Description	Schedule ID / Description
08/07/2026	Predefined Schedule	STATE Statewide Schedule Groups	43-00-4X10X2W0-1 4x10 P/SaSu / 4x10 M/SaSu WK1
07/19/2026	Predefined Schedule	STATE Statewide Schedule Groups	43-00-2388862-0 5x8 hour days - 2 OFF together SABU

2 rows

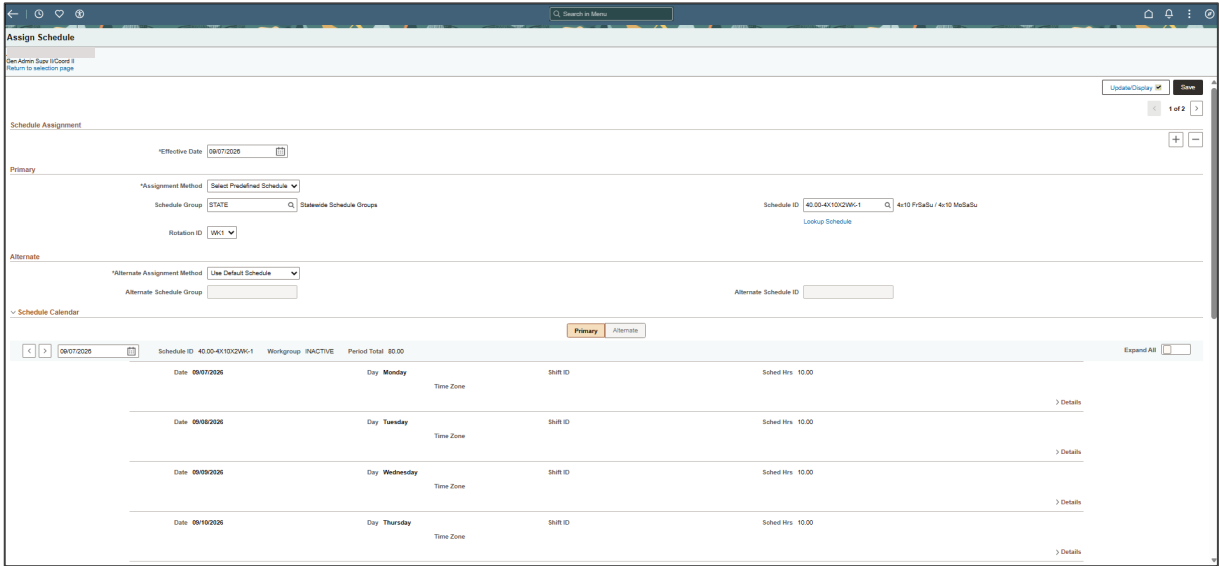
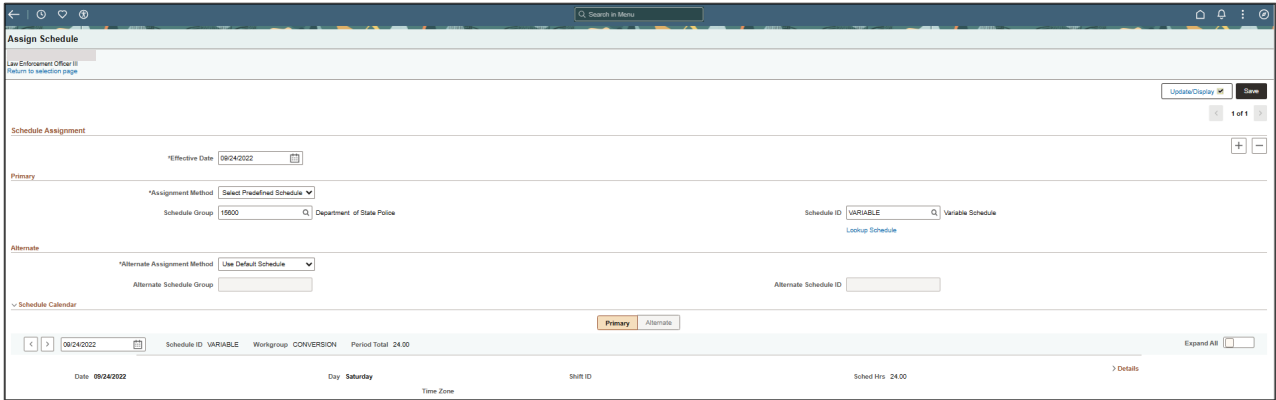


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TA Maintaining Employee Work Schedules

Sample Screenshots of Assign Schedule Pages

Below are some examples of Work Schedules, showing the **Assign Schedule** page which includes the **Schedule Calendar** section.

Step	Action
Sample – Rotating Schedule Assign Work Schedule page:	
	
	The correct Rotation ID needs to be selected based on the employee's first day in the weekly pattern and that is the effective date for the start of that Work Schedule. For this example, the employee's start date to work falls on the Monday of the first week. View the Schedule Calendar section to verify that the correct Rotation ID is selected.
Sample – Variable Schedule Assign Schedule page:	
	
	If an employee has a Variable Schedule, the Sched Hrs field displays "24.00". This schedule is used for Positive Time Reporters whose schedule is so varied that they must report all hours.