



How to request a work schedule change

01



Initiate Service One request

The manager or the employee can initiate a work schedule change request through Service One.

NB. The initiator can view the status of the request through the Service One portal under *My Requests*.

02



Request approval or acceptance

If the work schedule change was initiated by the employee, the request requires the approval of the manager.

If the work schedule change was initiated by the manager, the request requires the acceptance of the employee.

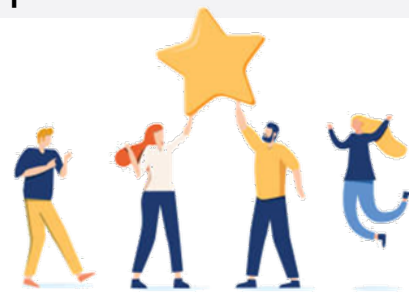
03



Complete work schedule change request

Once approved, People and Culture, Employment Services actions the work schedule change in Workday and closes the Service One request.

A notification is sent to the Service One initiator to confirm the request has been finalised.



Now your employee's work schedule has been changed for the specified period.