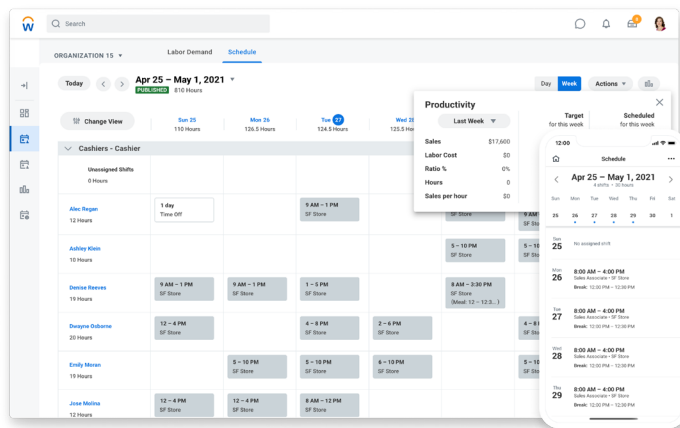# Workday Scheduling

Labor costs often make up the greatest portion of your organization's spending. In today's environment, building a workforce that can quickly respond to change requires a laser focus on controlling costs while also balancing worker needs and operational goals.

That's where Workday comes in. Workday Scheduling enables you to balance both business and worker needs when generating shift schedules and provides a continuous real-time view of labor spending, productivity KPIs, and workforce analytics—all seamlessly connected in a single workforce management system.

Workday Scheduling Manager and Worker View.

Workday Scheduling is an intelligent scheduling solution that automatically generates schedules based on fixed shift patterns and assigns workers to shifts based on worker availability, preferences, and qualifications. The solution seamlessly integrates with Workday HCM, Workday Time Tracking, Workday Absence Management, Workday Labor Optimization, and the rest of the Workday suite so it all works effortlessly together without costly integrations and provides complete transparency into labor costs with a single source of data.

A Schedule Strategy That Balances People and Business

Easily balance worker preferences with business needs, and do it at scale across locations. Simultaneously give your workers more control over their work lives while meeting the demands of your business.

Automate to Make Scheduling Less Work

Automatically generate schedules based on prior-period schedules. Assign workers to shifts based on worker availability, preferences, and qualifications. Configurable validations automatically highlight schedule errors and warnings.
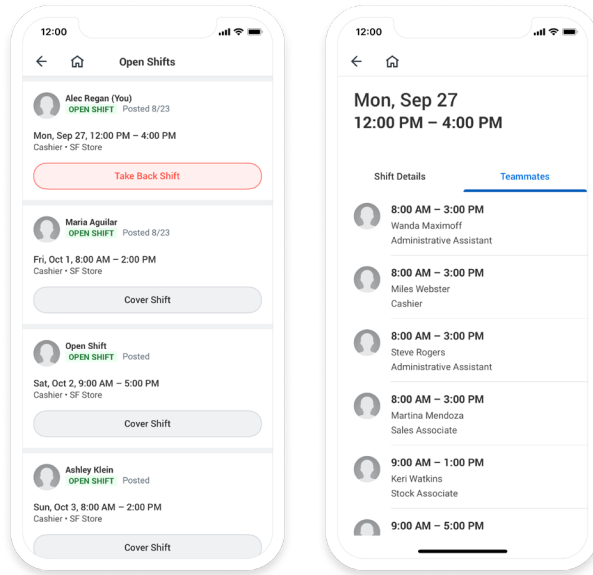
Key Benefits

- Time saved generating schedules so managers can focus on employees
- Ability to maintain tight control of labor costs
- Empowering workers with input into their preferred schedules
- Engaging workers with a self-service mobile app
- Full transparency into labor costs with a single source of data
- Unification with Workday Time Tracking, Workday HCM, Workday Absence, Workday Labor Optimization, and the rest of the Workday suite

Key Features

- Automatic schedule generation
- Centralized Time & Scheduling Manager Hub
- Real-time analytics to compare scheduled versus actual hours and labor costs
- Interactive schedule for managers
- Drag-and-drop scheduling
- Recommended workers
- Mobile app for workers
- Worker preferences
- Open shift board
- Shift trading

Experiences That Engage Workers and Managers

Workers are able to manage availability and schedule preferences, receive notifications about their schedules, view schedules, offer and request to cover shifts on the open shift board, and swap shifts via their mobile device. Managers view and manage labor needs from a centralized hub that automates scheduling and time tracking and highlights where they should focus next.

Open Shift Board and Team View.

Scheduling Analytics and Notifications to Guide Your Decisions

Workday Scheduling provides managers and schedulers with real-time insights into scheduling KPIs so they can quickly react based on dynamic business needs as schedules are being worked.

Flexibility to React to Change

When managers and schedulers need to update shift assignments, Workday Scheduling automatically suggests qualified and available replacement workers, using an objective Replace Worker score, which helps reduce implicit bias. You always have the ability to manage, adjust, and edit schedules as needed.

Supercharge Workforce Optimization

For organizations with a large, dynamic hourly workforce and fluctuating labor demands, Workday Scheduling integrates seamlessly with Workday Labor Optimization, which harnesses AI to generate optimized shift schedules based on fluctuating demand and automatically assign workers with the right availability, preferences, and skills.

To explore how Workday Scheduling and Workday Labor Optimization can help you, please visit workday.com/scheduling.