

NYU PeopleSync: Work Schedule Tip Sheet

These tips will help you to select from the various NYU PeopleSync Work Schedule options. Managers, Approvers, and HROs can adjust work schedules for employees. If you need assistance finding a work schedule or would like to request a new work schedule, contact PeopleLink at askpeoplelink@nyu.edu or 212-992-LINK (5465).

Work Schedule Calendar Groupings

In order to narrow down the list of available schedules, they are grouped into the following categories.

By Group

- Full Time Schedules 7 hours per day
- Full Time Schedules 8 hours per day
- Full Time Schedules Other Hours: For schedules other than 7 or 8 hours per day.
- Part Time Schedules: For schedules under 35 or 40 hours.
- Rotating Schedules Per Week: For employees who work alternate schedules such as one set of hours during week one and a different schedule week two.

Uncategorized

Schedules typically used for non-Washington Square employees:

- AD - Work Schedule (Off Friday/Saturday)
- NYUL - Work Schedule - Weekdays

Work Schedule Naming Conventions

Following are examples of how schedules are named:

- MTWRF 9AM - 5PM
- MTWRF 9AM - 5PM w/ 1 hour lunch
- Week 1 - TWR 7AM - 7PM; Week 2 - MFSASU 7AM - 7PM (Rotating Schedule)

The schedule names are composed of the following elements:

1. **Days of the Week** are abbreviated as MWTRF or Monday (M), Tuesday (T), Wednesday (W), Thursday (R), Friday (F), Saturday (Sa), Sunday (Su)
2. **Hours** are added for the shift start and end: 9 AM to 5 PM, or 9 AM to 1 PM
3. **Lunch breaks** are added: with ½ hour meal or with a 1-hour meal
4. If it is a rotating schedule, both weeks will be defined.
 - Week 1 - TWR 7AM - 7PM; Week 2 - MFSaSu 7AM - 7PM (Rotating Schedule)
5. The list is sorted alphanumerically starting on Monday followed by the next days of the week.

Search Tips

If you know the schedule you would like to select, such as Monday to Friday from 9:00AM to 5:00PM, try the following search tips.

- Enter the abbreviations for weekdays (MTWRF) followed by the start hours.
 - For example, **MTWRF 9AM**.
- This will narrow the selection to options that match Monday-Friday starting at 9AM.
- Important: When your search includes a start or end time, do not include a space between hour and AM/PM - e.g. "9AM" - and this will specifically return all schedules regularly starting or ending at 9AM.