

• Select the blue arrow on the My Schedule tile to view my calendar.



• Or select the icon below and choose **My Timecard** under the **My Information** dropdown menu.





• See the dropdown menu below.

:k, Kelly Edit Profile 🖉 Sign Out (→				
Search O Home My Information A My Calendar My Location Schedule My Timecard	My Timecard Edited Mon 909 by Test, Kelly Binon Exceptions 3 No data to display. No data to display.	My Accruais   :     Balance as of Today	My Notifications ⇒ :   Tasks 0 >   My Requests 0 >   Timekeeping 0 >	My Schedule     Image: Constraint of the second se
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- My Calendar shows information in traditional calendar view or as a list view to the right of the calendar.
  - Scheduled Shifts



- $\circ$   $\,$  Approved time off  $\,$
- $\circ$   $\ \$  Pending time off and schedule request
- o Open shifts
- Holidays

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1. If the panel to the right of the calendar is not visible, select **Show List** from the toolbar.

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Previous	Today	Next	st	Share New Request	View	Show / Layers Hide	Show List	Location Schedule

- 2. Select one of the following:
  - a. Events tab Shows shift segments and pay codes.
  - b. Requests tab Shows active requests for changes to your schedule.

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- 3. From the toolbar, select any of the following to change your view of the schedule:
  - a. **Previous** Shows the previous time period.
  - b. **Today** Shows the time period that includes today.
  - c. **Next** Shows the next time period.

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4. Use the filters and options on the toolbar to adjust your view.

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Share	New Request	View	Show / Hide	Layers	Hide List	Location Schedule

- a. Share Provides a printable version of the schedule.
- b. New Request Access to advanced scheduling options such as:
  - i. Time off requests
  - ii. Shift swaps
  - iii. Requests to cover
  - iv. Open Shift request
  - v. Self-Schedule request
  - vi. Change Availability
- c. **View** Select a daily, weekly, monthly, or yearly view of the calendar.
- d. Show/Hide Select schedule items to show in the calendar:
  - i. In progress requests Requests that are submitted and not yet approved or rejected.
  - ii. Approved requests
  - iii. Holiday
  - iv. Transfers The shift is not the primary job, cost center, or work rule of the assigned.
  - v. Shifts The assigned job is the primary job of the employee.
  - vi. Schedule tags
  - vii. Pay codes



- e. Layers Select information layers to display in the calendar.
- f. Location Schedule Shows the schedule for the home department.