




Viewing My Schedule

The My Schedule page allows you to view your assigned work schedule online. This job aid describes how to access and navigate your schedule.

Accessing My Schedule

To access the My Schedule page, click **Show Menu** , click the **My Info** tab, then navigate to **My Schedule > Schedule**.

Navigating your schedule

The schedule listed is for the entire current month. Each row lists the schedule, time off, or not scheduled status. The diagram below highlights the key areas of the My Schedule page.

The screenshot shows a calendar for October 2018. The current date is October 8th. The calendar grid has the 8th highlighted in orange. To the right of the calendar, there is a detailed view for Oct 8 MON, showing a 9AM-5PM shift with a working total of 8.00 hours. Below this, there is a section for Oct 9 TUE, which is marked as 'Not Scheduled'. Further down, Oct 10 WED is also marked as 'Not Scheduled' with a 'Vacation' icon. The interface includes a calendar icon (A), month navigation arrows (B), a 'TODAY' link (C), a calendar grid (D), a 'DETAILS' link (E), a shift information row (G), and a shaded date in the calendar (H).

A View Calendar icon: Click this icon to show or hide the calendar.

B Month Selector: Click the right or left arrow icons to change the month.

C Today Option and Date Indicator: The date shown indicates the day for which you are currently viewing schedule information. Click the **Today** link to quickly show today's schedule information.

D Highlighted Date: Clicking a date on the calendar will highlight the date and scroll the screen to show the schedule information for that date.

E Shift Details: Clicking **Details** shows or hides additional information about your shift.

F Today's Date: Highlight's today's date in the schedule calendar.

G Schedule Information: Each date row shows information about your assigned shifts. Information displayed may differ from what is shown in this job aid based on the type of shift assigned to you.

H Schedule Calendar: Dates that are shaded indicate that you have shifts assigned on that day. The green plane icon indicated you have schedule time off on the date.