

## **Viewing My Schedule**

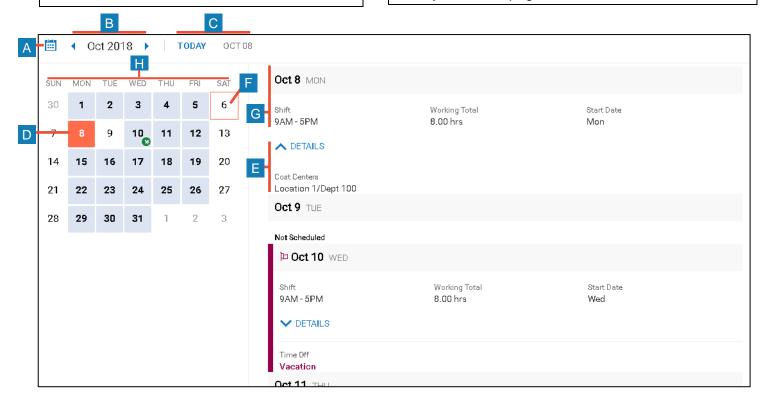
The My Schedule page allows you to view your assigned work schedule online. This job aid describes how to access and navigate your schedule.

## **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.



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

- Shift Details: Clicking Details shows or hides additional information about your shift.
- **Today's Date:** Highlight's today's date in the schedule calendar.
- **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.

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