

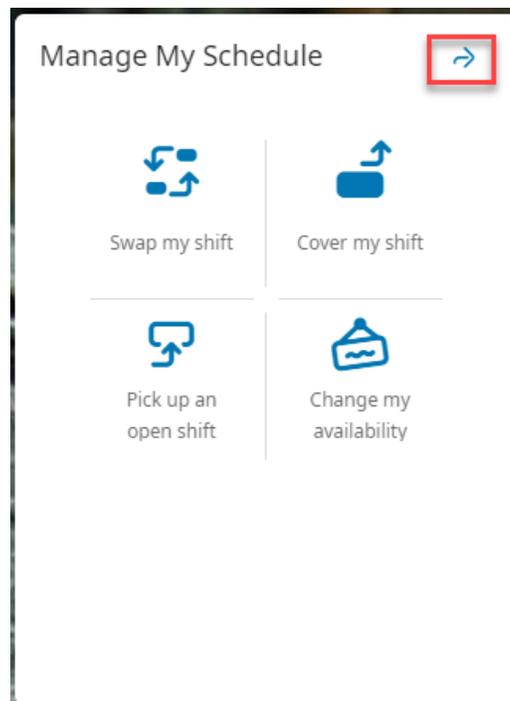
Location Schedule for Employees

The Employee Self-Service Location Schedule allows employees to view the full schedule for the units you have permission to schedule on. This is typically your home unit and units within your service.

To view Location Schedule:

View My Schedule

- From the Homepage go to the **Manage My Schedule** tile and click on the arrow  in the upper right hand, corner to **View My Schedule**.



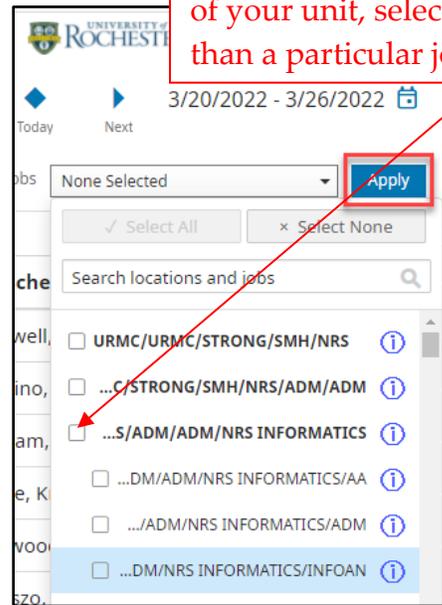
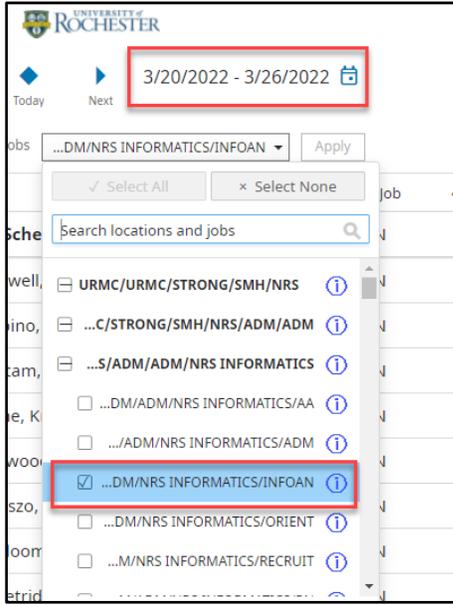
This will bring you to a calendar view of your schedule. From here:

- Select **Location Schedule** (upper far right icon)



Location Schedule

From the **Location Schedule**, select the time period and location(s) that you want to view, then select **Apply**.



Tips for Working with the Location Schedule

- Use the navigation buttons to switch to the previous, current (today), or next day.
- Use the calendar icon to select a different week in the schedule.



- Select **Show/Hide** to choose display options, such as how to display shifts and the ability to hide unscheduled employees (recommended).

