

Job Aid

Manage My Schedule

This job aid explains how you can review your schedule from the Home page and take common actions as an employee.

About Manage My Schedule Tile

 Having a single place to access all requests allows easy access and increases an awareness of the requests that you can submit.

Review My Schedule

1. From your Home page, locate the Manage My Schedule tile. If you do not see it, click the Tile Library ^{**} icon (in the upper right corner) and select the Manage My Schedule tile. Then click Apply.



- 2. The list of requests in the tile are dynamic, meaning that you only see the requests that are open and available to you.
- 3. If you do not have any requests available to you, you will see a blank tile.



4. Click **View My Schedule** to be directed to your Calendar where you can view all the shifts you have been assigned to work or have been approved to work.

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Previous Today	Aug 2019)					● •
(i) Information You can request open shifts from 8/14/2019 to 1/10/2020.							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events Requests
				1	2	3	14 Webresky Dis - Do Auk - 330 Pel (s. 6) 0 7:00 Auk - 100 Auk - 300 Pel (s. 6) 0 1:00 Auk - 100 Auk (s. 6) 1 1:00 Auk - 100 Auk (s. 6) 1 1:00 Auk - 100 Auk (s. 6) 1 1:00 Auk - 300 Pel (s. 6) 0 1:00 Auk - 300 Pel (s. 6) 0 1:00 Pel (s. 6)
4	5	6	7	8	9	10	
11	12 7.00 am - 3.30 pm	13 7:00 am - 3:30 pm	14 7.00 am - 3.30 pm	15 3:00 pm - 11:30 pm	16 3:00 pm - 11:30 pm	17	
18 3:00 pm - 11:30 pm	19 Open Shifts	20 Open Shifts 7:00 am - 3:30 pm	21 7.00 am - 3.30 pm	0pen Shifts [2]	23	24	1:30 PM - 11:30 PM [4.00] Apprentice Welder 16 Friday
25	26	27	28	29	30	31	E8 - 3:00 PM - 11:30 PM [8:50] 3:00 PM - 7:00 PM [4:00] Apprentice Welder 7:00 PM - 7:30 PM [0:50] 7:30 PM - 11:30 PM [4:00] Apprentice Welder
	2 Labor Day					7	18 Sunday E8 - 3.00 PM - 11:30 PM (0.50) Image: Comparison of the sunday 3.00 PM - 7.00 PM (4.00) Apprentice Weider