



Request Self-Schedule

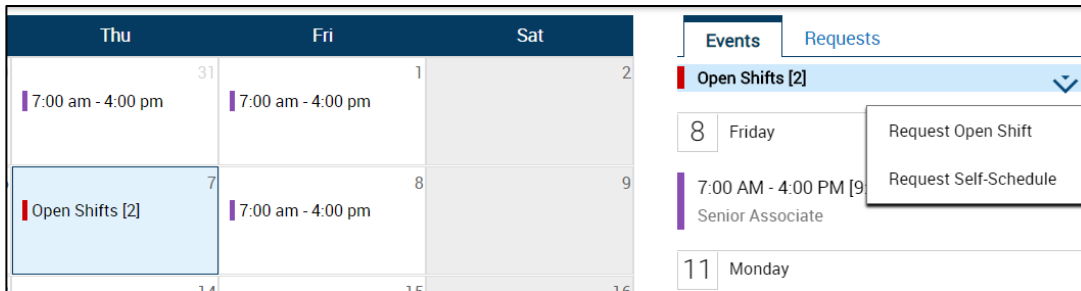
This job aid explains how you can review shifts and request to self-schedule.

About Self-Scheduling

- With Self-Scheduling, you can pick the shifts that you want to work by viewing open shifts from the calendar. For example, an employee can pick shifts for the month of July, then repeat this schedule for August, September October, and so on.
- A manager opens a time period during which an employee or employee group can make scheduling requests from their calendar.
- You might be given priority to choose your schedule according to your seniority or whether you work full or part time.
- A manager can allow employees to see an unposted schedule during their open submission period.

Request to self-schedule:

1. Open your calendar by clicking **Main Menu > My Information > My Calendar** or clicking on the My Schedule tile.
2. Do one of the following:
 - Click **New Request**. Select **Self-Schedule**.
 - Right-click a day in the future that has a shift. Click **Request Self-Schedule**.



3. In **Request Self-Schedule**:

- a. Click the shift or shifts to create your schedule. You can toggle between **Show List** and **Show Calendar** to view the available shifts.

4. (Optional) Click **View Details** to review the details about the shift.

5. Click **Select Shift** to select that shift. Click OK to return to the previous screen without selecting the shift.

6. Click **Submit** to submit your requests to a manager.

7. Click **OK**.

At the bottom of the **Request Self-Schedule** window, your scheduled shifts per week are displayed. For example, W1[3] represents Week 1, 3 scheduled shifts, and so on. The **Total Hours** are displayed opposite the weeks.

