





Review My Calendar

This job aid explains how you can review your calendar in the application.


About the Calendar


The Calendar shows your schedule, pay codes, transfers, holidays, and requests.

To view your calendar:


- Click **Main Menu**  > **My Information** > **My Calendar**.
 - If the tabs to the right of the calendar are not visible, click **Show List** .
- Click one of the following:
 - Events** tab — Shows shift segments and pay codes
 - Requests** tab — Shows active requests for changes to your schedule

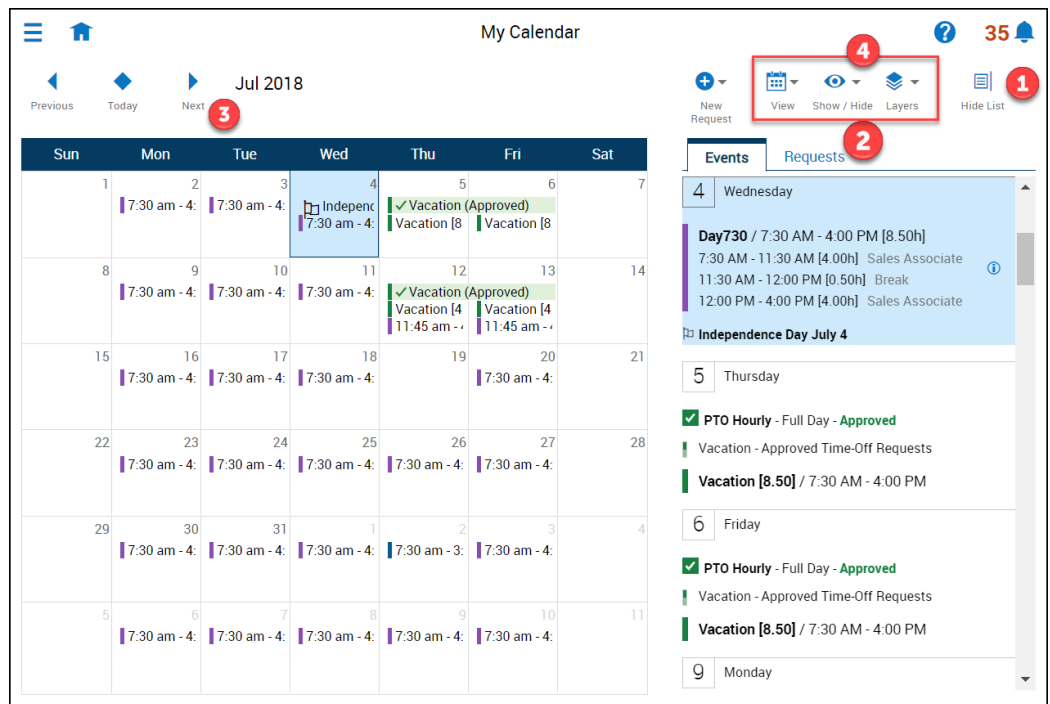
- Optionally, click any of the following to change your view of the schedule:

 **Previous** — Show the previous time period.










 **Today** — Show the time period that includes today.

- In the weekly view, the header for today is **orange**.
- In the monthly or yearly view, today is highlighted in **light blue** and the date is **orange**.

 **Next** — Show the next time period.



- Optionally, use the filters and options to adjust your view settings as follows:

-  **View** — Select a daily, weekly, monthly, or yearly view of the calendar.
-  **Show/Hide** — Select schedule items to show in the calendar:
 -  **In-progress Requests** — Requests that are submitted and not yet approved or rejected
 -  **Approved requests**
 -  **Holiday**
 -  **Transfers** — The shift is not the primary job, cost center, or work rule of the assigned employee.
 -  **Shifts** — The assigned job is the primary job of the employee.
 -  **Pay codes**
-  **Layers** — Select information layers to display in the calendar.