

Managers/Schedulers can look at their employee's schedules in a weekly calendar view by running a report called: *Employee Schedule – Weekly*. This report can be found under **Scheduler**.

As a Manager/Scheduler, you can run the report for **one** individual employee, a handful of employees, or an entire unit. You can include pay codes to see things like Vacation or Education time.

- Please note: If you do run it on your *unit*, the results will not be your unit schedule. Rather, it's the schedules of the employees who belong to your unit.

To run a report for one employee:

1. Right-click on the employee name (or search for them)
2. Click **Go To...**
3. Select **Reports**
4. When running the report, do not change your 'Location'

To run any report on a handful of employees:

1. Select them in the schedule by checking the box next to their names.
2. Select all of those you want to run the report on
3. Right click on any of the selected employee's name
4. Click **Go To...**
5. Select **Reports**
6. When running the report, do not change your 'Location'