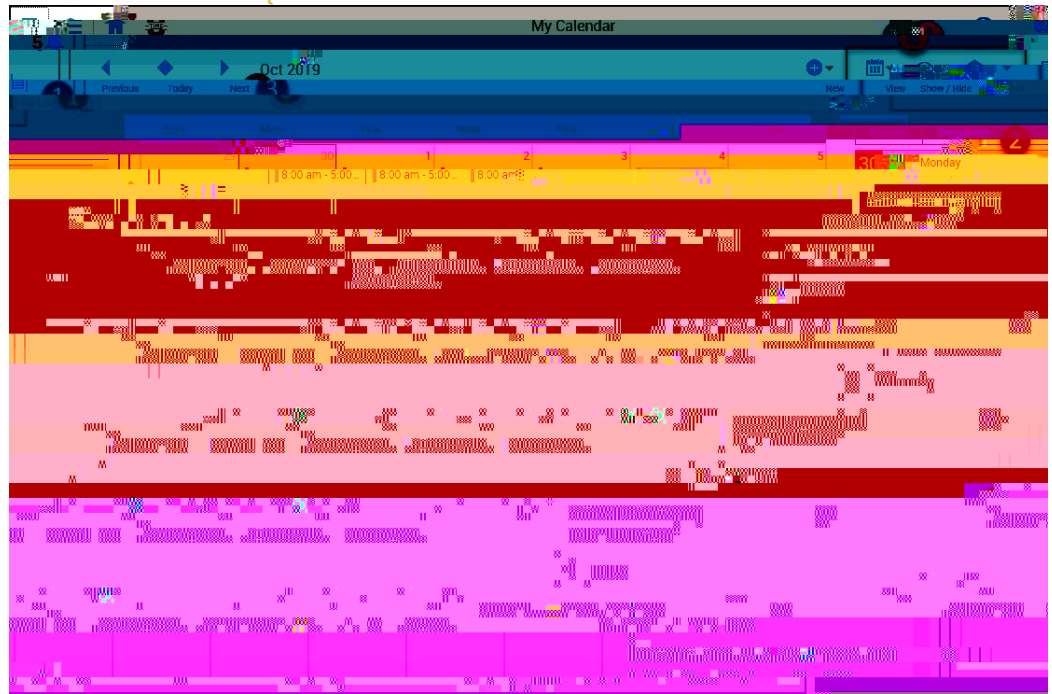




The Calendar shows your schedule, pay codes, transfers, holidays, and requests.

1. Click Main Menu > My Information > My Calendar following:

Eventstab — Shows



3. 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.

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


Next— Show the next time period.


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


- x View— Select a daily, weekly, monthly, or yearly view of the calendar.
- x Show/Hide— Select schedule items to show in the calendar:


In-progress Requests— Requests that are submitted and not yet approved




 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.