

View My Schedule

The My Schedule page displays a selectable calendar month view and rows that display shift details for each day of that month. Shift details may include start and end times, holiday or time off information, and associated cost centers.

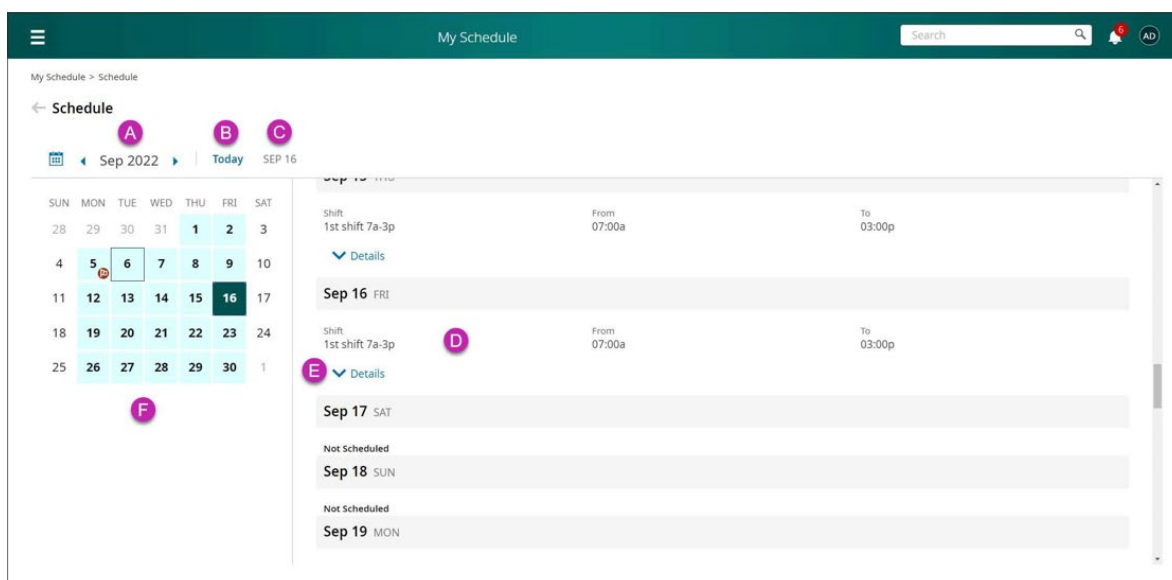
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Employees can access their schedule from the menu or from other areas of the solution such as the My Schedule/My Time Off dashboard widget.

Menu> My Info> My Schedule> Schedule

Schedule fields and functionality vary based on company configuration and security permissions.

Marker	Field or Function	Description
A	Month	Use the arrows or the calendar icon to navigate between months.
B	Today	Select Today to jump to today's schedule. Today's date is indicated in the calendar with a highlighted border.
C	Selected Date	Select a date on the calendar to jump to that day's schedule. Selected dates are shaded solid in the calendar.
D	Schedule Information	Each row displays basic information about assigned shifts for that day.
E	Details	Expand the Details section to view additional information such as associated cost centers or whether or not the day is scheduled off.
F	Schedule Calendar	Dates that are shaded indicate an assigned shift on that day. Depending on company configuration, other icons may display to indicate holidays or scheduled time off.



The screenshot displays the 'My Schedule' application interface. At the top, there is a navigation bar with a menu icon, the title 'My Schedule', and a search bar. Below the navigation bar, the main content area is divided into two sections. On the left, there is a calendar view for September 2022, with a 'Today' button and a 'Selected Date' button. On the right, there is a detailed view of the schedule for September 16th, showing shift information and a 'Details' link. The interface is labeled with markers A through F corresponding to the table above.