



How to Review My Schedule

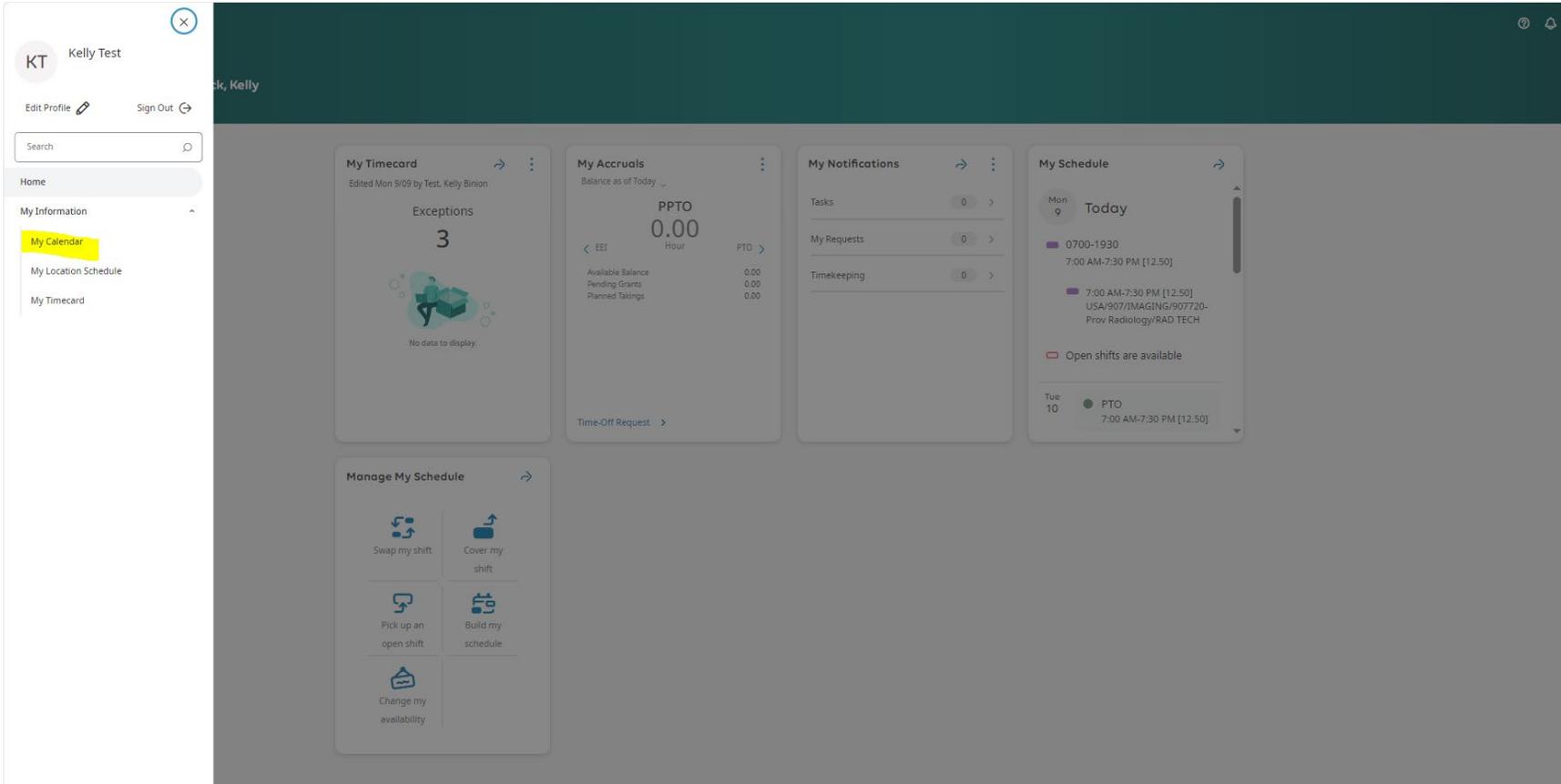
- Select the blue arrow on the **My Schedule** tile to view my calendar.

The screenshot displays the UKG employee dashboard for Kelly Binion. The dashboard includes a header with the UKG logo and a welcome message. The main content area features several tiles: 'My Timecard' (3 exceptions), 'My Accruals' (PPTO 0.00), 'My Notifications' (Tasks, My Requests, Timekeeping), 'My Schedule' (highlighted in yellow, showing a calendar view for Monday, 9th, with a shift from 7:00 AM to 7:30 PM), and 'Manage My Schedule' (options for Swap my shift, Cover my shift, Pick up an open shift, Build my schedule, and Change my availability).

- Or select the icon below and choose **My Timecard** under the **My Information** dropdown menu.



- See the dropdown menu below.



- **My Calendar** shows information in traditional calendar view or as a list view to the right of the calendar.
 - Scheduled Shifts

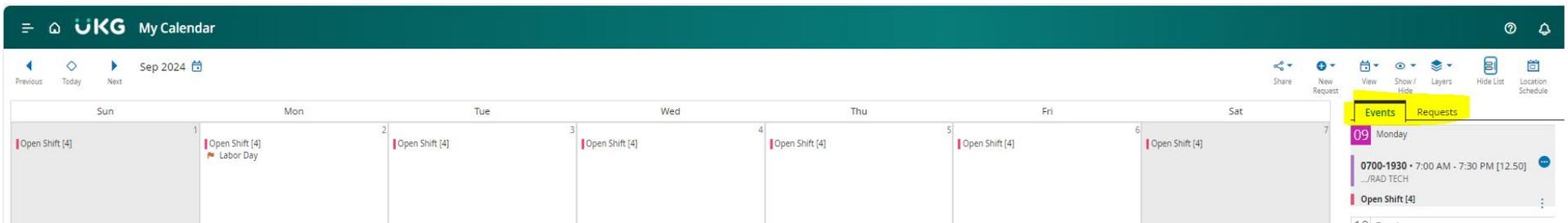


1. If the panel to the right of the calendar is not visible, select **Show List** from the toolbar.



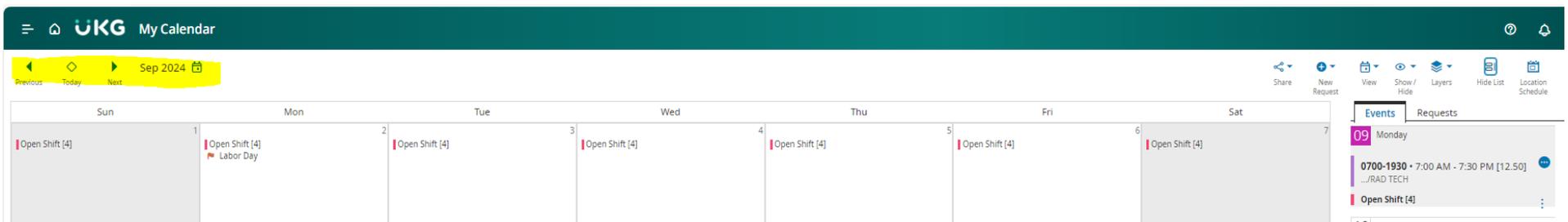
2. Select one of the following:

- a. **Events tab** — Shows shift segments and pay codes.
- b. **Requests tab** — Shows active requests for changes to your schedule.



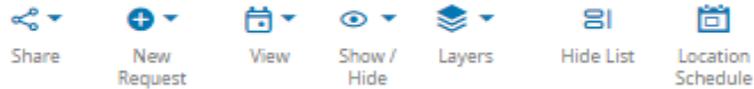
3. From the toolbar, select any of the following to change your view of the schedule:

- a. **Previous** — Shows the previous time period.
- b. **Today** — Shows the time period that includes today.
- c. **Next** — Shows the next time period.





4. Use the filters and options on the toolbar to adjust your view.



- a. **Share** – Provides a printable version of the schedule.
- b. **New Request** – Access to advanced scheduling options such as:
 - i. Time off requests
 - ii. Shift swaps
 - iii. Requests to cover
 - iv. Open Shift request
 - v. Self-Schedule request
 - vi. Change Availability
- c. **View** — Select a daily, weekly, monthly, or yearly view of the calendar.
- d. **Show/Hide** — Select schedule items to show in the calendar:
 - i. In progress requests — Requests that are submitted and not yet approved or rejected.
 - ii. Approved requests
 - iii. Holiday
 - iv. Transfers - The shift is not the primary job, cost center, or work rule of the assigned.
 - v. Shifts - The assigned job is the primary job of the employee.
 - vi. Schedule tags
 - vii. Pay codes



- e. **Layers** - Select information layers to display in the calendar.
- f. **Location Schedule** – Shows the schedule for the home department.