

View My Calendar

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

About the Calendar

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

To View your Calendar

Navigation: Main Menu > My Information > My Calendar

1. Scroll up and down to view information about shifts and holidays in each day.
2. Optionally, select 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.
 - Today's date is highlighted in light blue
 - **> Next** — Show the next time period.

My Schedule

Request

December 2024
Today

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Tue 31
Today

7:30 PM-8:00 PM [0.50]

7:30 PM-8:00 PM [0.50]
NURSING/3070 EMERGENCY DEPARTMENT/RN

Open shifts are available

Wed 1
HUU-New Year's Day

7:30 PM-8:00 PM [0.50]
NURSING/3070 EMERGENCY DEPARTMENT/Chrg

Open shifts are available

Thu 2
Open shifts are available

Fri 3
Open shifts are available

Sat 4
7:30 PM-8:00 PM [0.50]

Open shifts are available

Accruals
Balances as of today

Sick
806.47 Hours

Vacation
44.97 Hours

Request time off

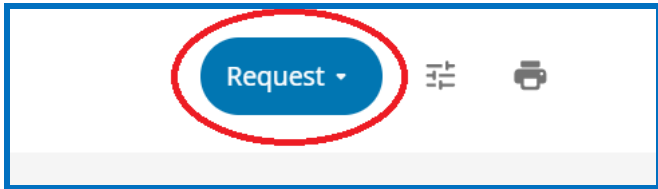
View accruals in timecard

Submission periods

No submission periods to display

Try again later.

3. Optionally, you can select the **Request** button to request the following:



- [Time Off](#)
- Swap Shifts (**Advanced Scheduling users ONLY**)
- Open Shift (**Advanced Scheduling users ONLY**)
- [Self-Schedule](#) (**Advanced Scheduling users ONLY**)
- Cover my shift (**Advanced Scheduling users ONLY**)
- [Change availability](#)

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



-  **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.
 -  Schedule Tags
 -  Paycodes

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