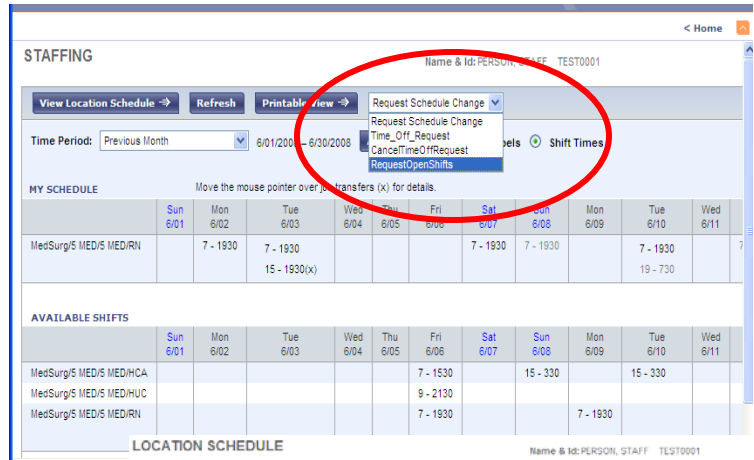


Employee Self-Service – Adding Extra Shifts To My Schedule

View your schedule

To view your schedule you will choose the **Staffing** icon.

1. Click the **Staffing** icon.
2. You will see your schedule.
3. Choose the **time period** you prefer and **apply** it.
4. You will see your schedule and any available shifts.
5. Next you will “**View Location Schedule**” which is located in the menu bar next to “**Refresh**”.
6. The location schedule will allow you to see all other staff schedules.
7. If you choose a **printable view** you will be able to print your own individual schedule.

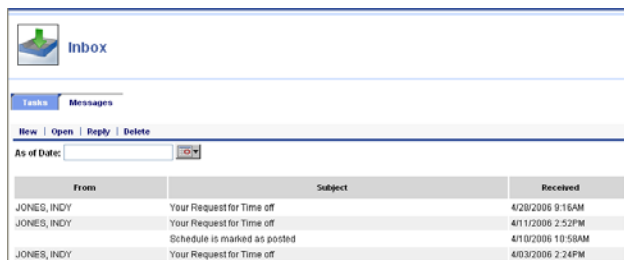
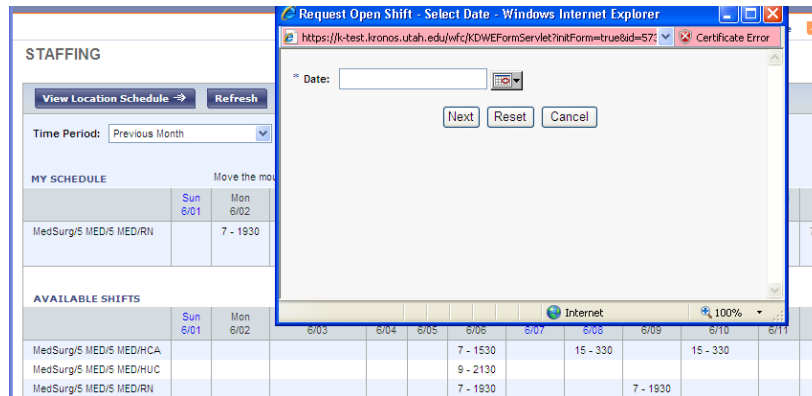
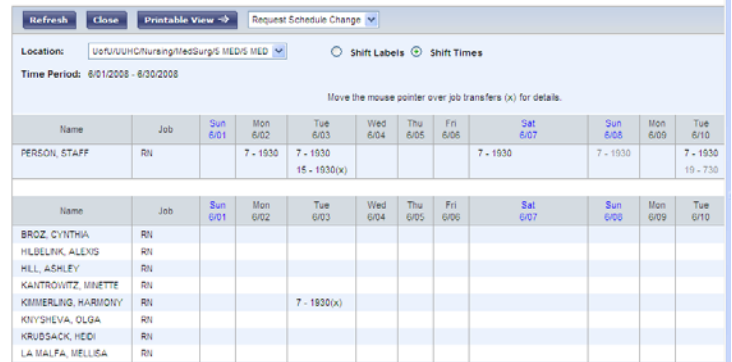


You are not able to print a schedule for your unit, only yourself.

Adding extra shifts to your current schedule

To add extra shifts to the current schedule period you are working in, click on the **Staffing** icon.

1. Look at the Available Shifts area to find the shift you want.
2. Select **Request Open Shifts** on the **Actions** menu.
3. Complete the **Request Open Shifts** forms.
4. **Check your Inbox for you manager's response.**



Checking your inbox

Click on the **Inbox** icon to access your Kronos mail. Click on the **Messages** tab to view any messages.