

# Employee Self – Service

## Open shifts and Schedule Views

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### 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.*

The screenshot shows the 'Staffing' interface. At the top, there is a 'Refresh' button and a 'Request Schedule Change' dropdown menu. Below this, there is a 'Time Period' dropdown menu set to 'Next Week' and a date range '4/30/2006 - 5/06/2006' with an 'Apply' button. The main content area is divided into two sections: 'My Schedule' and 'Available Shifts'. Both sections display a grid with columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for different units (XY/HUC, XY/HCA, XY/HUC, XY/MGR).

The screenshot shows the 'Location Schedule' interface. At the top, there is a 'Refresh' button, a 'Close' button, and a 'Request Schedule Change' dropdown menu. Below this, there is a 'Location' dropdown menu set to 'Organization/University of Utah/XZ' and a 'Time Period' dropdown menu set to '04/30/2006 - 05/06/2006'. There are also radio buttons for 'Shift Labels' and 'Shift Times'. A 'Printable View' link is located below the controls. The main content area displays two tables. The first table shows the schedule for 'JONES, INDY' with columns for days of the week and rows for 'Name' and 'Job'. The second table shows the schedule for 'JEMIMA, AUNT', 'BATLEY, LISA', and 'HOLMES, SHERLOCK' with columns for days of the week and rows for 'Name', 'Job', and 'Shift Times'.

Name	Job	Sun 4/30	Mon 5/01	Tue 5/02	Wed 5/03	Thu 5/04	Fri 5/05	Sat 5/06
JONES, INDY	HUC							

  

Name	Job	Sun 4/30	Mon 5/01	Tue 5/02	Wed 5/03	Thu 5/04	Fri 5/05	Sat 5/06
JEMIMA, AUNT	RN	7a - 130p		7a - 130p		7a - 130p		
BATLEY, LISA	MGR		8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p	
HOLMES, SHERLOCK	MGR			6a - 730p				