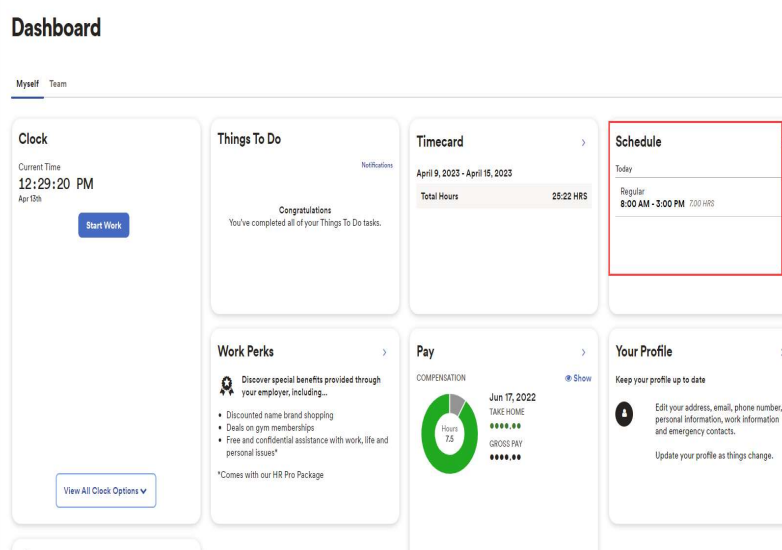
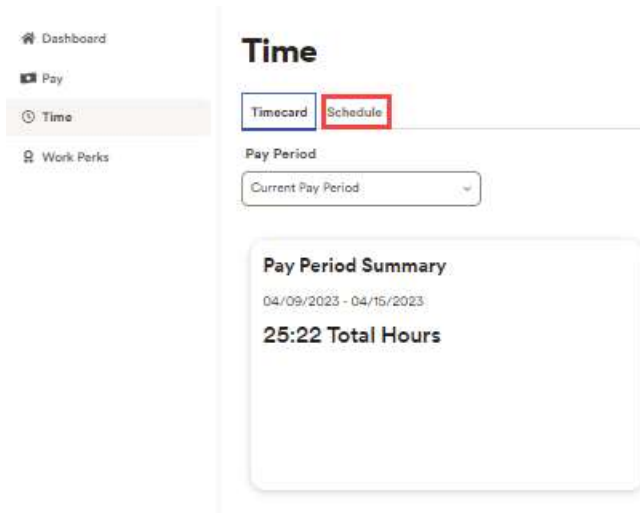


Viewing Your Schedule (Web)

1 From the Dashboard, you can either click on **Schedules** on the top right or click on **Time** on the left hand side.

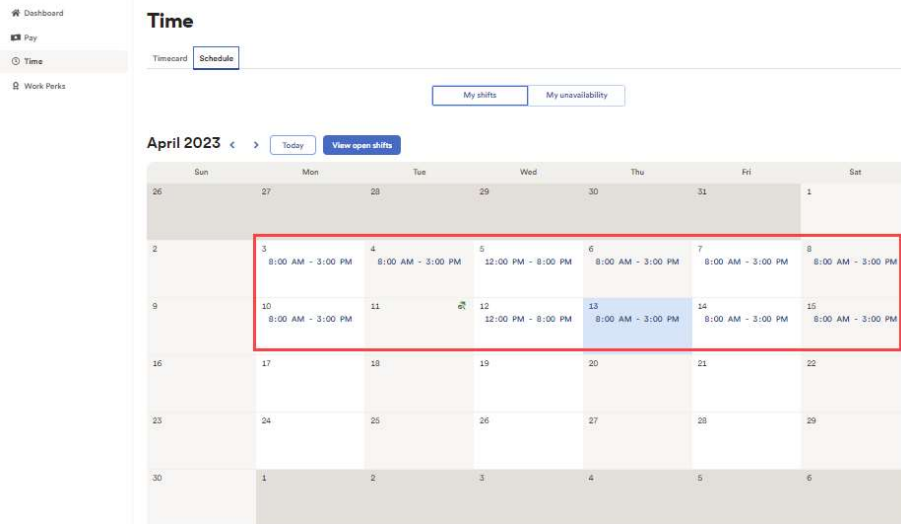


2 Then you can click on **Schedules**.

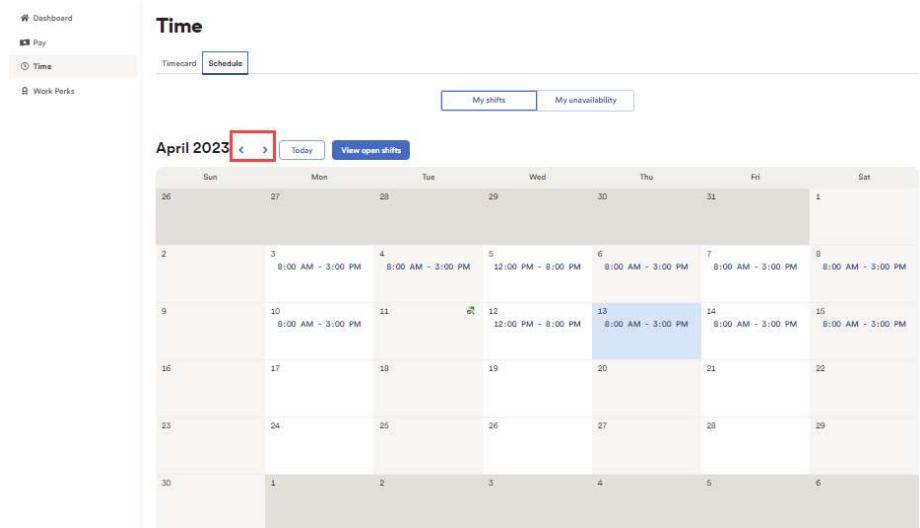


Viewing Your Schedule (Web)

3 Here you will see all your shifts that are posted.



4 You can navigate between current, previous, and next months by using these **arrows** as shown below.



- 5 If you have upcoming unavailability you can click on the **unavailability** tab to make sure it is recorded on the schedule so you don't accidentally get double booked. If you need to add upcoming unavailability you can click on the day to add it.

The screenshot shows a web interface for viewing a schedule. On the left is a navigation menu with 'Dashboard', 'Pay', 'Time', and 'Work Perks'. The main area is titled 'Time' and has two tabs: 'Timecard' and 'Schedule'. Below the tabs are two buttons: 'My shifts' and 'My unavailability', with the latter highlighted by a red box. Below this is a calendar for April 2023, with a 'Today' button and an 'Add unavailability' button. The calendar grid shows days from 26 to 13. A red box highlights the plus sign on the 5th of the month.

Sun	Mon	Tue	Wed	Thu
26	27	28	29	30
+	+	+	+	+
2	3	4	5	6
+	+	+	+	+
9	10	11	12	13
+	+	+	+	+

Viewing Your Schedule (Web)

6 If you have a shift you cannot work, click on the **shift**.

Timecard Schedule

My shifts My unavailability

April 2023 < > Today View open shifts

Sun	Mon	Tue	Wed	Thu	Fri
26	27	28	29	30	31
2	3 8:00 AM - 3:00 PM	4 8:00 AM - 3:00 PM	5 12:00 PM - 8:00 PM	6 8:00 AM - 3:00 PM	7 8:00 AM - 3:00 PM
9	10 8:00 AM - 3:00 PM	11	12 12:00 PM - 8:00 PM	13 8:00 AM - 3:00 PM	14 8:00 AM - 3:00 PM
16	17	18	19	20	21

7 Then **Request Cover**.

← Back Friday, Apr 14, 2023

Regular
8:00 AM - 7.00 HRS
3:00 PM

Request swap Request cover

- 8 Here you can request a **co-worker** to cover your shift. And then an approval will be sent to your manager.

[← Back](#) **Shift cover request**

Your shift cover request:

Fri, Apr 14, 2023

8:00 AM - 3:00 PM 7.00 HRS

Search for coworkers

 Search