

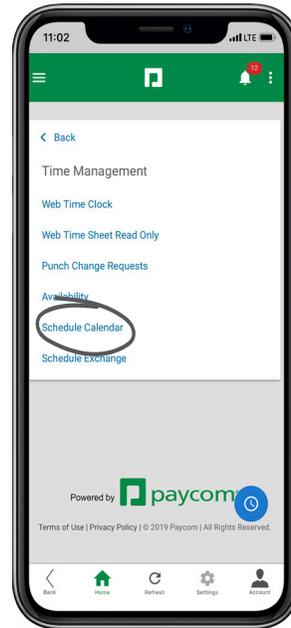
SHOW ME HOW

to Review My Schedule
My Schedule Exchange



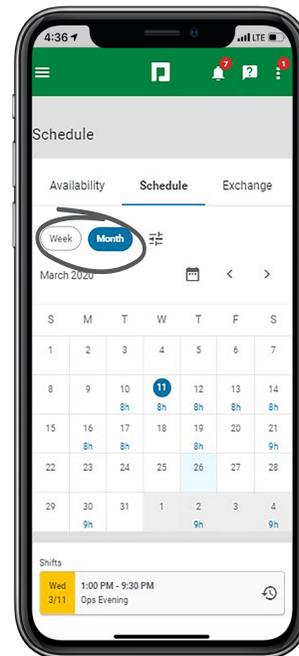
STEP 1

Navigate to Time Management > Schedule Calendar.



STEP 2

From here, you can view your schedule by week or month.



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



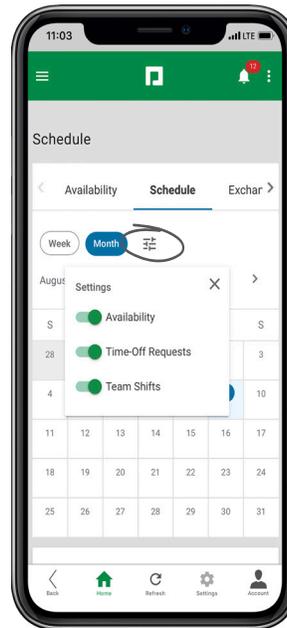
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STEP 3

Click the settings icon to review additional details, including Time-Off Requests and Team Shifts.



EMPLOYEES

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