

Employee View Personal Schedule - Video

Description: The scheduling module is a convenient way to see all scheduled shifts, even if you work in multiple cost centers. Your schedule can be seen once your supervisor has published it.

Role Required: Employee

Permission Required: N/A

View Schedule Web Portal

Your supervisor or employer will create your schedule. Once the schedule has been created it will be published and your schedule will be viewable.

1. Log in to your personal profile
2. Click **Home** on the main menu
3. Click **Schedules** on the sub menu
4. View your **schedule details** on the Your Schedule page

Schedule Details

- The schedule module displays the current week's schedule listed by all active service accounts
- To view a different week, use the arrows or the calendar icon
- View the schedule for Today, by Day or by Week
- To see a detailed view of the current day's scheduled shifts click "Today"
- Under the date, two numbers are listed (i.e., 8/12)
- The first number is the total number of hours worked based on your pending and approved punches
- The second number is how many total hours are scheduled for the day
- Each shift will display start and end time, total hours, and the client or program name, if applicable
- Scheduled Shifts (published) will appear in light blue
- On Call Shifts (residential and day program only) will appear in dark blue
- Offered Shifts will appear in yellow
- My Offered Shifts (shifts you have offered for others pick up) will appear in red
- Click the **Printer** icon to print your schedule in a calendar or list format
- Schedule notifications may be received based on the settings of your organization.
- If notifications are enabled by your program, you may receive notifications when:
 - The schedule has been published
 - If changes are made to the schedule and it is re-published

View Schedule Mobile App

Your supervisor or employer will create your schedule. Once the schedule has been created it will be published and your schedule will be viewable. Not actions can be taken in the mobile app, the schedule is only viewable.

1. Log in to your personal profile
2. Click Menu icon, (hamburger menu) in the upper left corner
3. Click **Schedules** on the menu
4. View your schedule in a list format by week, today or offered shifts with the following information included for each shift
 - a. Day
 - b. Service Date
 - c. Start Time
 - d. End Time
 - e. Employee Name
 - f. Account Type
 - g. Service Code
 - h. Hours
 - i. Status (Pending, Scheduled, Rejected, Offered, On-Call (residential only))

Click the video below to launch the video player in a new tab.

Oct 2016

Friday 23 0/0	Monday 24 0/0	Tuesday 25 0/4	Wednesday 26 0/4	Thursday 27 0/4

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Speaker icon

Settings gear icon

Fullscreen icon

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- [Employee Profile - Create, View or Edit or Deactivate - Admin Guide](#)
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