Employee Views Personal Schedule - Video

Description: In this topic, the user will learn how to view their schedule.

Role Required: Employee (base user)

Permission Required: N/A

View the Schedule in the Web Portal

A supervisor or employer will create the schedule. After the schedule has been created it will be published and viewable.

1. Log in to DCI
2. Click **Home** on the main menu
3. Click **Schedules** on the submenu
4. View schedule details on the Your Schedule page

Schedule Details

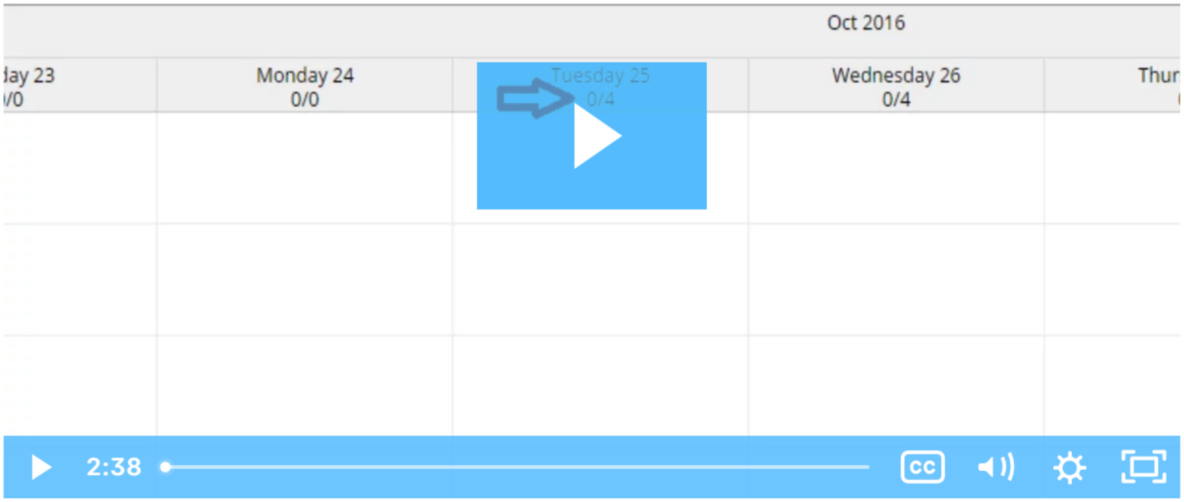
- The schedule module displays the current week's schedule listed by all active service accounts
    - To view a different week, use the arrows or the calendar icon.
- View the schedule for Today, by Day. or by Week.
    - To see a detailed view of the current day's scheduled shifts click Today
- Under the date, two numbers are listed (e.g., 8/12)
    - The first number is the total number of hours worked based on pending and approved punches
    - The second number is how many total hours are scheduled for the day
- Each shift will display the 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 to pick up) will appear in red
- Click the **Printer** icon to print the schedule in a calendar or list format
- Schedule notifications may be received based on organizational settings and may be received when:
- The schedule is published
- Changes are made to the schedule and it is re-published

View Schedule Mobile App

No actions can be taken in the mobile app. The schedule is view only.

1. Log in to the DCI mobile app
2. Click the **Menu** icon (hamburger menu) in the upper-left corner
3. Click **Schedules**
4. View the schedule in a list format by week, today, or offered shifts. The following information is 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.



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