# **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
  - $^{\circ}\,\,$  To view a different week, use the arrows or the calendar icon.
- View the schedule for Today, by Day. or by Week.
  - $^{\circ}\,$  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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