How Do I View My Schedule?

Navigation

- 1. Log into OneUSG Connect.
- 2. From Employee Self Service, click the Monthly Schedule tile.
- 3. Your schedule for the current month appears.
- To navigate to a different month, use either the Previous Month link, the Next Month link, or the Month and Year dropdown fields.
- Your Monthly Schedule lists the total hours you are scheduled to work on a particular day. To review your schedule details for a specific date, click the Date link in the calendar.
 - a. Schedule details are listed including absence or holiday details.
 - b. Click the Return to Monthly Schedule link.
- 6. If you have a **Planned Absence** or there is a **Scheduled Holiday**, the appropriate icon will be listed for that day.

