How Do I View an Employee's Work Schedule?

Navigation

1. Log into OneUSG Connect.

2. From **Manager Self Service**, click the **Team Time** tile.

3. Select **Manage Schedules**.

4. On the **Weekly Schedules** page, you can see all or just a portion of your team's weekly schedule, including any scheduled days off, planned absences, or holidays.

5. Enter the employee's **name** or **ID** in the appropriate fields and click the **Get Employees** button. To return all of your employees, leave all fields blank and click the **Get Employees** button.

6. On the **Schedule Detail** tab, review the weekly schedule information.

7. For each day, the employee's scheduled hours are listed. Click the schedule **link** to review additional details.

    a. The Shift ID and scheduled hours are listed, along with any additional holiday or absence details.

    b. Click the **Return to Manage Schedules** link.

8. On the **Demographics** tab, each employee's Job Code, Department, Workgroup ID, etc., is listed.

9. To make changes to an employee's schedule, follow the procedure for "**How Do I Change an Employee's Schedule.**"

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