

The **My Calendar** window allows you to see a monthly view of your schedule, holidays and time that you have requested off.

1. Log in and select **My Calendar** from the **Schedules** area on the dashboard.

Schedules
My Calendar
My Time Off

2. The **My Calendar** window appears, showing scheduled work times, holidays, and approved and pending time off.

Cup 20	Map 20	Tue 20	Mod 4	Thu 2	E-12	Eat
3un 26	Scheduled 05:30 am-12:00 pm Scheduled 12:30 pm:02:00 pm	Scheduled 05:30 am-12:00 pm Scheduled 12:30 pm-02:00 pm	Scheduled 05:30 em-12:00 pm Scheduled 12:30 pm-02:00 pm	Scheduled 05:30 em-12:00 pm Scheduled 12:30 pm:02:00 pm	Independence Day Scheduled 05:30 am-12:00 pm Scheduled 12:30 pm-02:00 pm	Sat *
5	6 • Scheduled 05:30 am:12:00 pm • Scheduled 12:30 pm:02:00 pm	7 • Scheduled 05:30 am: 12:00 pm • Scheduled 12:30 pm: 02:00 pm	8 • Scheduled 05:30 am-12:00 pm • Scheduled 12:30 pm-02:00 pm	9 • Scheduled 05:30 am:12:00 pm • Scheduled 12:30 pm:02:00 pm	10 • Scheduled 05:30 am-12:00 pm • Scheduled 12:30 pm-02:00 pm	11
12	13 • Scheduled 05:30 am-12:00 pm • Scheduled 12:30 pm-02:00 pm	14 • Scheduled 05:30 am-12:00 pm • Scheduled 12:30 pm-02:00 pm	15 • Scheduled 05:30 am-12:00 pm • Scheduled 12:30 pm-02:00 pm	16 • Scheduled 05:30 am: 12:00 pm • Scheduled 12:30 pm: 02:00 pm	17 • Scheduled 05:30 am-12:00 pm • Scheduled 12:30 pm-02:00 pm	18
19	20 • Scheduled 05:30 em-12:00 pm • Scheduled 12:30 pm-02:00 pm	21 • Scheduled 05:30 em-12:00 pm • Scheduled 12:30 pm-02:00 pm	22 • Scheduled 05:30 em-12:00 pm • Scheduled 12:30 pm-02:00 pm	23 • Scheduled 05:30 em:12:00 pm • Scheduled 12:30 pm:02:00 pm • Time Off 8.0	24 • Scheduled 05:30 am:12:00 pm • Scheduled 12:30 pm:02:00 pm • Time Off 8.0	25
26	27 • Scheduled 05:30 am-12:00 pm • Scheduled 12:30 pm 02:00 pm	28 • Scheduled 05:30 am: 12:00 pm • Scheduled 12:30 pm: 02:00 pm	29 • Scheduled 05:30 am-12:00 pm • Scheduled 12:30 pm-02:00 pm	30 • Scheduled 05:30 am 12:00 pm • Scheduled 12:30 pm 02:00 pm	31 • Scheduled 05:30 am:12:00 pm • Scheduled 12:30 pm:02:00 pm	1

3. Hover over the Legend icon above the top right corner of the calendar to see a color-coded legend.



4. Use the navigation arrows above the top right corner of the calendar to view previous and upcoming months. Or select **Today** to be directed back to the current day.



5. Select Print Calendar at the top right corner of the calendar to print a hard copy of the calendar.



- Click a scheduled time slice to open a menu. The menu shows the time type, in this case your scheduled time. You can navigate to other areas in UD WorkForce:
 - a. Time Off Request screen
 - b. Your timesheet



For more information on the Time Entry window see the Entering Time on Your Timesheet – AFSCME 3472 Job Aid.