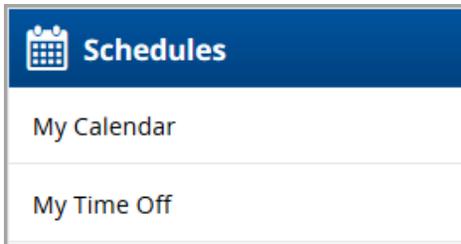


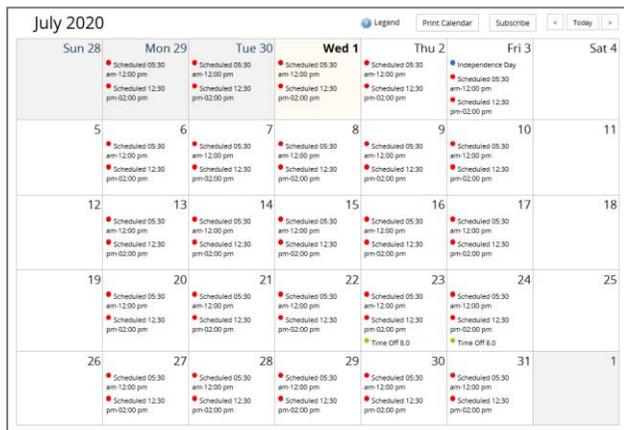


The **My Calendar** window allows you to see a monthly view of your schedule, holidays and time that you have requested off.

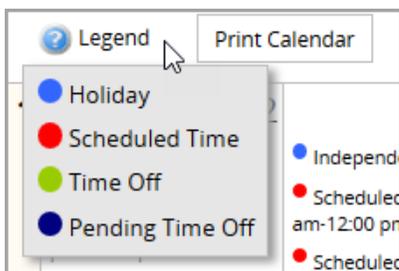
1. Log in and select **My Calendar** from the **Schedules** area on the dashboard.



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



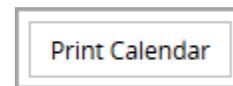
3. Hover over the **Legend** icon above the top right corner of the calendar to see a color-coded legend.



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.

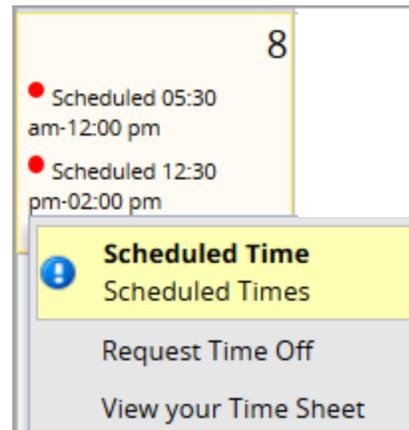


5. Select **Print Calendar** at the top right corner of the calendar to print a hard copy of the calendar.



6. 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**.