Employees: View Your Calendar

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.png)

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

![](calendar.png)

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

![](legend.png)

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.

![](navigation.png)

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

![](print_calendar.png)

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

![](menu.png)

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

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