

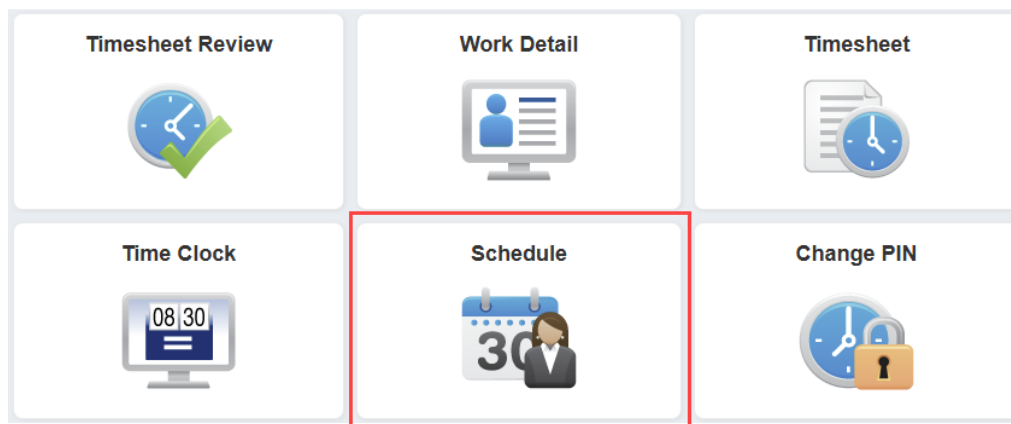
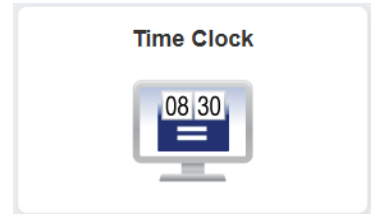
Frontline Time & Attendance

Employee Reference Guide: Viewing Your Schedule

This guide explains how to view your Time & Attendance schedule, which displays your scheduled work times, along with absence details and other events pulled from the Absence Management calendar.

Viewing Your Schedule

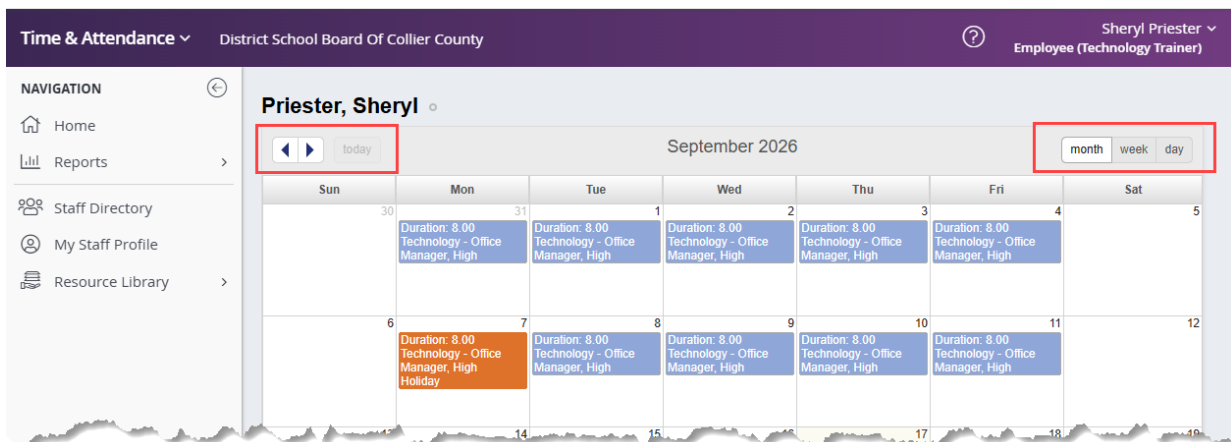
1. Navigate to your Time & Attendance home page.
2. Click the Schedule icon to open your calendar.



Navigating the Calendar

Your schedule is displayed in a calendar view, which can be shown as a monthly, weekly, or daily view.

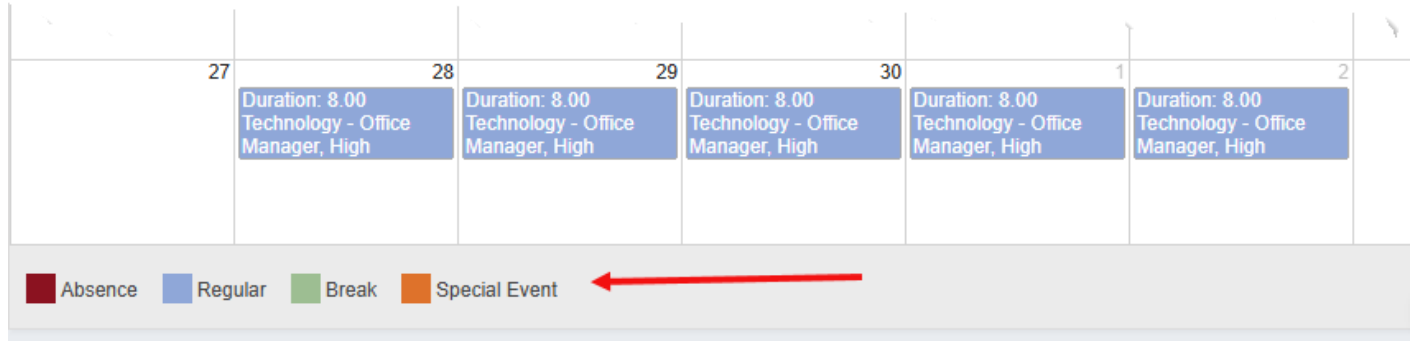
- Use the navigation arrows to move forward or backward in time.
- Toggle between Month, Week, or Day views by clicking the corresponding buttons.



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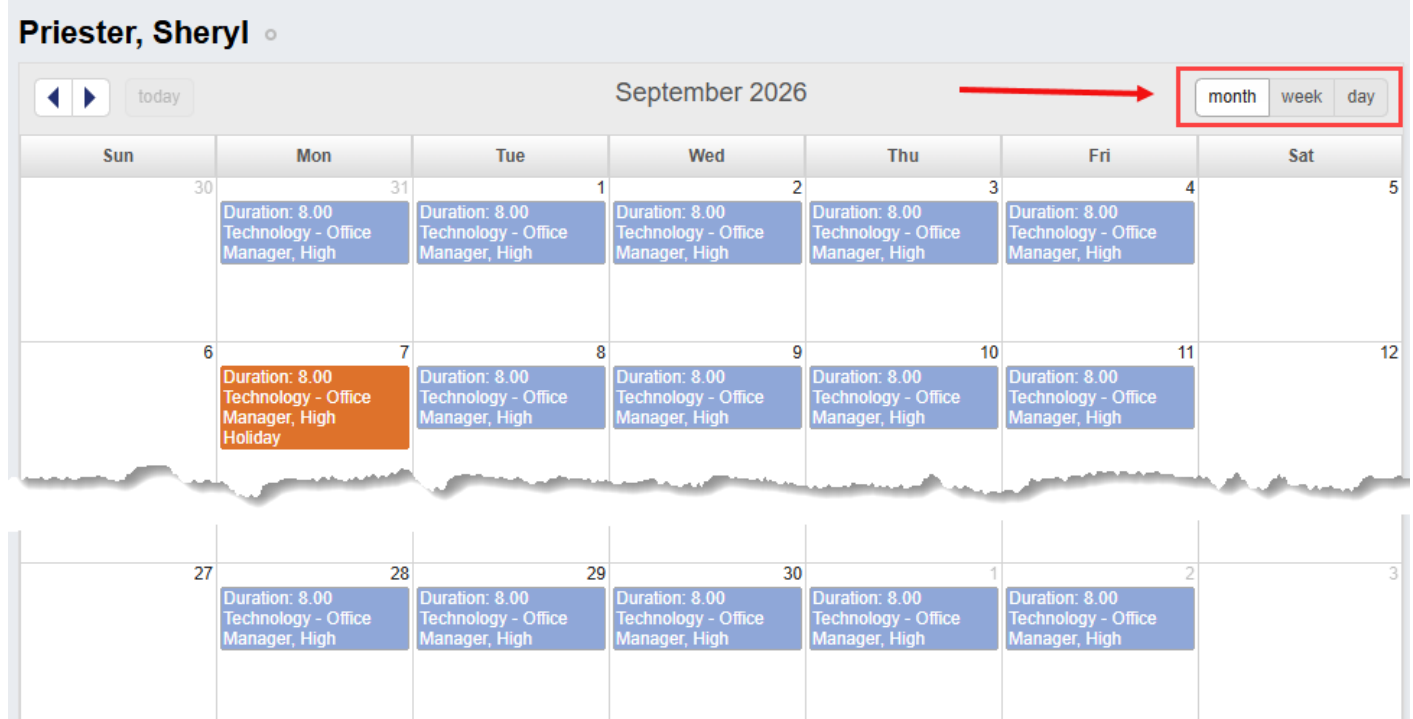
Different activity types appear in distinct colors. A color key at the bottom of left corner of your schedule identifies what each color represents (e.g., Absence, Regular, Break, Special Event).



Schedule Information by View

View	What's Displayed
Monthly View	Start and end times, job type, location, and break time.
Weekly & Daily	All monthly details, plus the total duration of each scheduled shift.

Example of Month View



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Example of Week View

Priester, Sheryl ◦

◀ ▶ today Sep 13 — 19 2026

 month week day

	Sun 9/13	Mon 9/14	Tue 9/15	Wed 9/16	Thu 9/17	Fri 9/18	Sat 9/19
Duration Events		Technology - Office Manager, High Total Duration: 08:00 View Timesheets for this day	Technology - Office Manager, High Total Duration: 08:00 View Timesheets for this day	Technology - Office Manager, High Total Duration: 08:00 View Timesheets for this day	Technology - Office Manager, High Total Duration: 08:00 View Timesheets for this day	Technology - Office Manager, High Total Duration: 08:00 View Timesheets for this day	

Example of Daily View

Priester, Sheryl ◦

◀ ▶ today Thursday, Sep 17, 2026

 month week day

Thursday 9/17

Duration Events	Technology - Office Manager, High Total Duration: 08:00 View Timesheets for this day
06:00 am	
07:00 am	