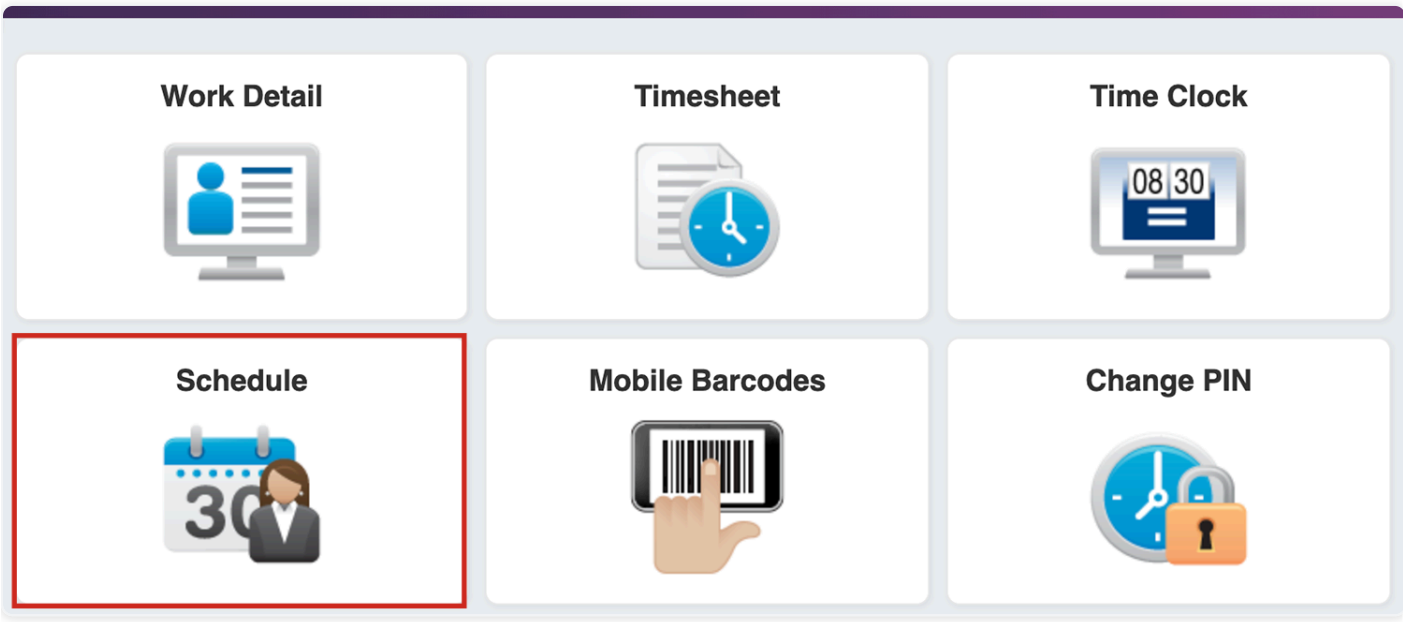
Viewing Your Schedule

This article explains how to view your Time & Attendance schedule, which displays your scheduled work times, absences, and other district-managed calendar information.

If your district has created a schedule for you, it can be accessed from your home page.

- Click **Schedule** on your Time & Attendance home page to open your calendar.



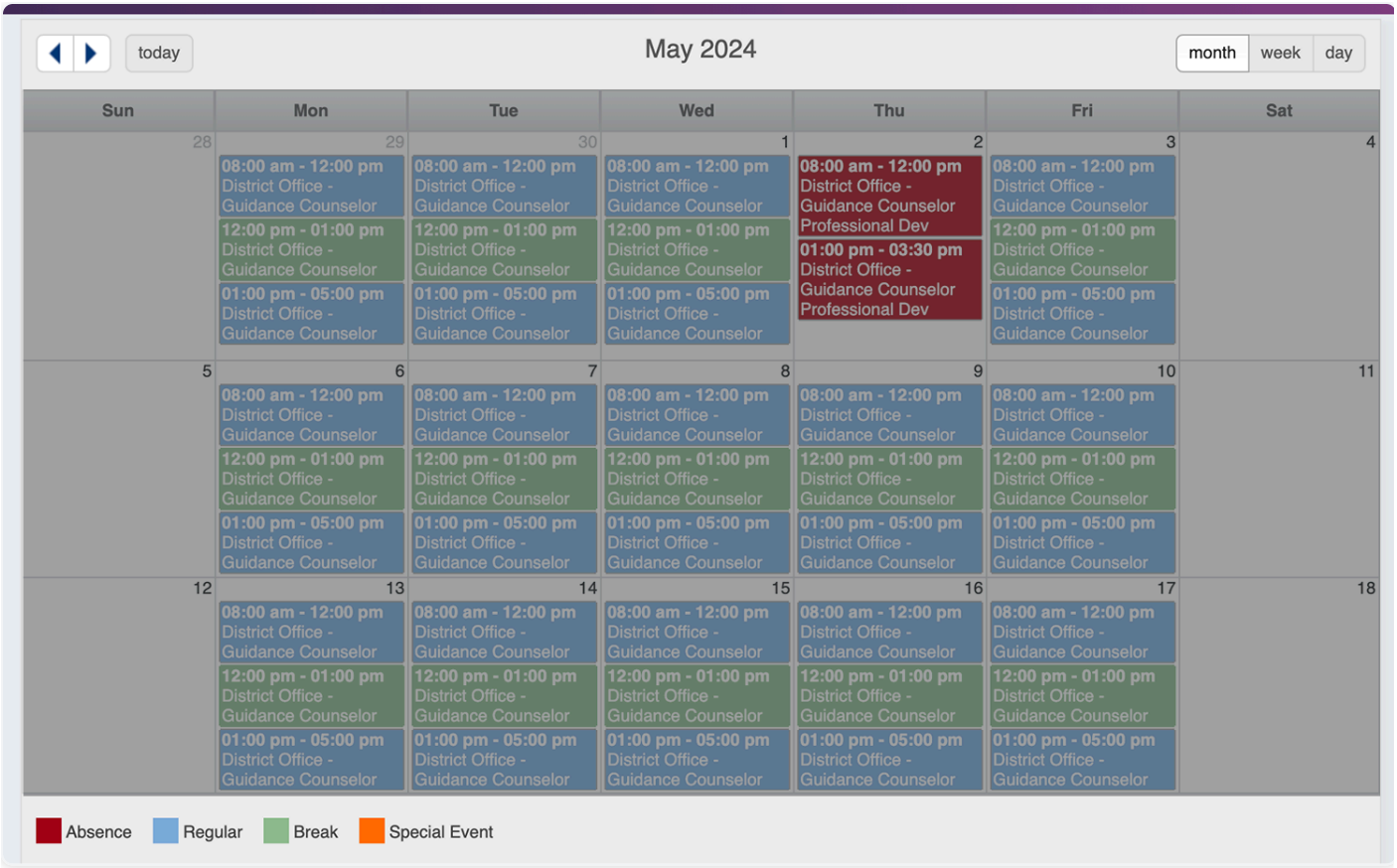
This schedule is separate from your Absence Management schedule. It displays your assigned work times, along with absence details and other events pulled from your district's Absence Management calendar.

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.

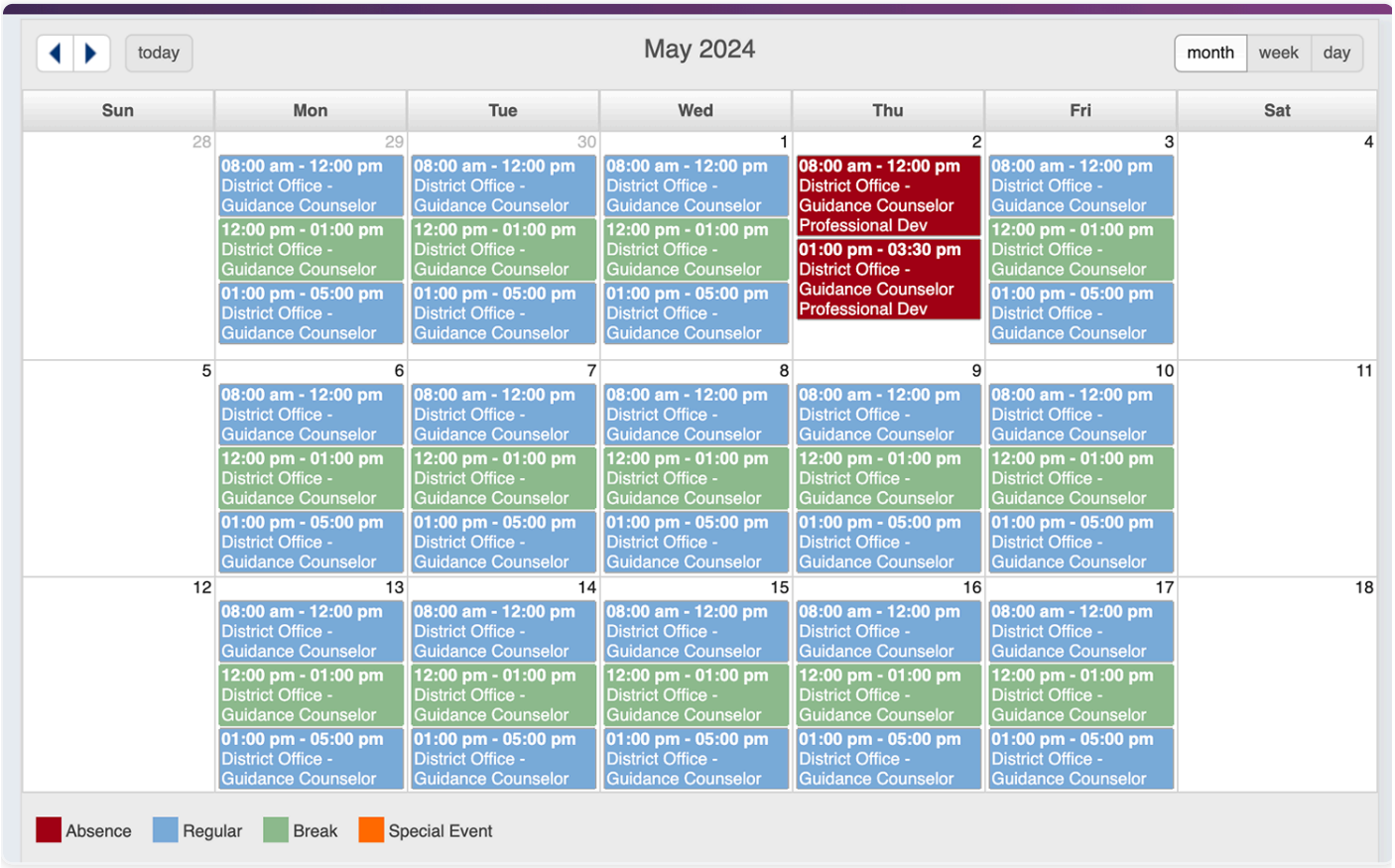
Different activity types appear in distinct colors. A color key at the bottom left corner of your schedule identifies what each color represents (e.g., Absence, Regular, Break, Special Event).



Schedule Information by View

- **Monthly View:** Displays start and end times, job type, location, and break time.
- **Weekly and Daily Views:** Include all monthly details plus the total duration of each scheduled shift.

Example of Month view



Example of Week view

