How Do I View My Schedule?

Navigation

1. Log into OneUSG Connect.
2. From Employee Self Service, click the Monthly Schedule tile.
3. Your schedule for the current month appears.
4. To navigate to a different month, use either the Previous Month link, the Next Month link, or the Month and Year dropdown fields.
5. Your Monthly Schedule lists the total hours you are scheduled to work on a particular day. To review your schedule details for a specific date, click the Date link in the calendar.
   a. Schedule details are listed including absence or holiday details.
   b. Click the Return to Monthly Schedule link.
6. If you have a Planned Absence or there is a Scheduled Holiday, the appropriate icon will be listed for that day.