

How Do I View My Schedule?

Navigation

1. Log into OneUSG HCM and click the **NavBar** icon.



2. Click the **Navigator** icon in the **NavBar** menu listing.



3. Click the **Self Service** link.
4. Click the **Time Reporting** link.
5. Click the **View Time** link.
6. Click the **Monthly Schedule** link.

Review Your Schedule for the Current Month

7. On the **Monthly Schedule** page, review the work days, time off, holidays, vacation and other schedule information for the current month. **NOTE:** The legend located at the bottom of the page provides a description of the icons used in the schedule to indicate planned absences, holidays, vacation, scheduled off days and approved training time.

Review Schedule Details for a Specific Day in the Current Month

8. Click on the desired **Day** (link) in the calendar.
9. On the **Schedule Detail** page, review schedule information for the specified date.
10. After completing the review, click the **Return to Monthly Schedule** link displayed at the bottom left of the page.
11. Repeat **Steps 5** through **7** to review schedule details for other days in the current month's schedule.



Review Your Schedule for a Previous or Future Month

12. To review view monthly calendars for recently past or upcoming future months, click the **Previous Month** or **Next Month** links displayed at the top of the **Monthly Schedule** page.
13. Click on the desired **Day** (link) in the calendar.
14. On the **Schedule Detail** page, review schedule information for the specified date.
15. After completing the review, click the **Return to Monthly Schedule** link displayed at the bottom left of the page.
16. Repeat **Steps 10** through **12** to review schedule details for other days in the previous or future month's schedule.
17. Then, click the appropriate link (**Previous Month** or **Next Month**) to return to the current month's schedule.

"Jump" to a Specific Month/Year Schedule

18. To review a monthly calendar for a specific month and year, click the **Month** field displayed in the middle of the **Monthly Schedule** header (between the **Next Month** and **Previous Month** links).
19. Select the desired **Month** from the listing.
20. Then, click the **Year** field (adjacent to the **Month** field).
21. Select the desired **Year** from the listing.
22. Click on the desired **Day** (link) in the calendar.
23. On the **Schedule Detail** page, review schedule information for the specified date.
24. After completing the review, click the **Return to Monthly Schedule** link displayed at the bottom left of the page.
25. Repeat **Steps 19** through **21** to review schedule details for other days in the selected month's schedule.



Complete the Task/Sign Out of Application

26. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



27. Click the **Sign Out** option in the listing.

