

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.

