

How Do I View an Employee's Work Schedule?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Team Time** tile.
3. Select **Manage Schedules**.
4. On the **Weekly Schedules** page, you can see all or just a portion of your team's weekly schedule, including any scheduled days off, planned absences, or holidays.
5. Enter the employee's **name** or **ID** in the appropriate fields and click the **Get Employees** button. To return all of your employees, leave all fields blank and click the **Get Employees** button.
6. On the **Schedule Detail** tab, review the weekly schedule information.
7. For each day, the employee's scheduled hours are listed. Click the schedule **link** to review additional details.
 - a. The Shift ID and scheduled hours are listed, along with any additional holiday or absence details.
 - b. Click the **Return to Manage Schedules** link.
8. On the **Demographics** tab, each employee's Job Code, Department, Workgroup ID, etc., is listed.
9. To make changes to an employee's schedule, follow the procedure for "**How Do I Change an Employee's Schedule.**"

