

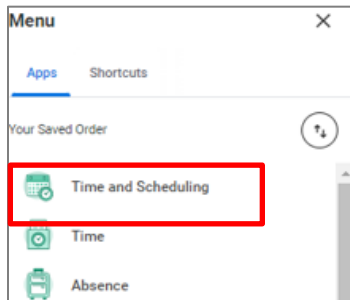
INTRODUCTION

If you do not have this application icon, please contact [Payroll](#) to ensure you have the correct access.

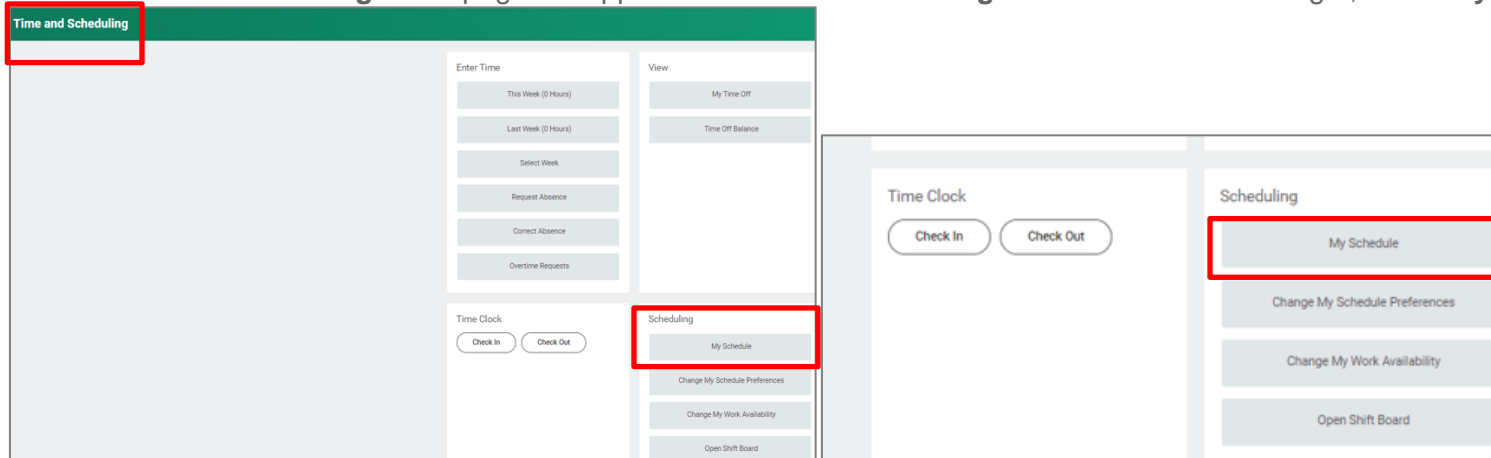
This job aid covers: [Viewing My Schedule](#), [How to View an Open Shift](#), and [How to Request Overtime \(Laborers/Gardeners only\)](#).

VIEWING MY SCHEDULE

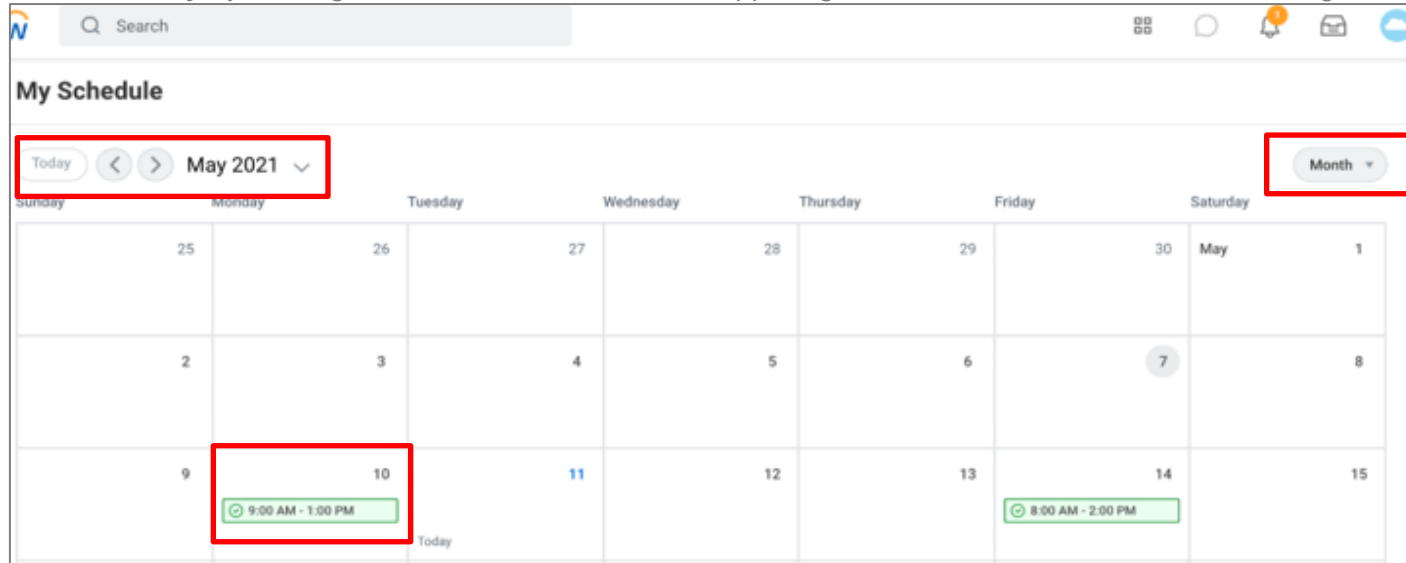
1. Log into USFWorks.
2. From the home page, click the **Time and Scheduling** app.



3. The **Time and Scheduling** home page will appear. Under the **Scheduling** column on the bottom right, select **My Schedule**.

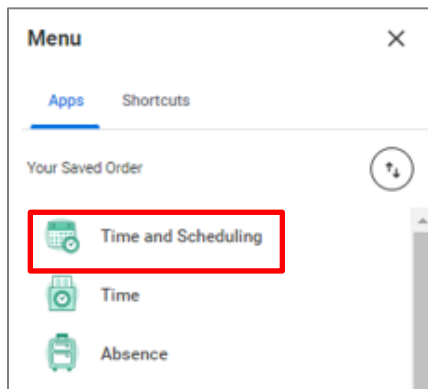


- 4. You can navigate to a different week or month by selecting the arrows next to the date field. You can also view your schedule by **Month**, **Week**, or **Day** by clicking on the **Month** button on the upper right corner of the calendar and choosing a different view.

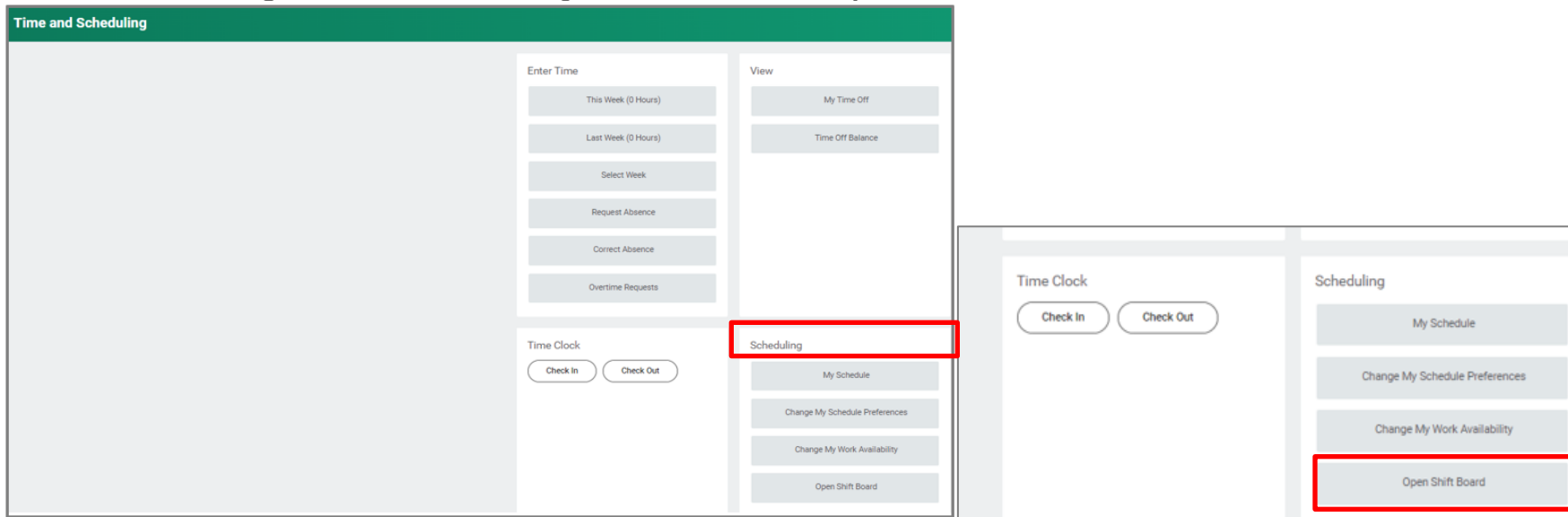


HOW TO VIEW OPEN SHIFTS

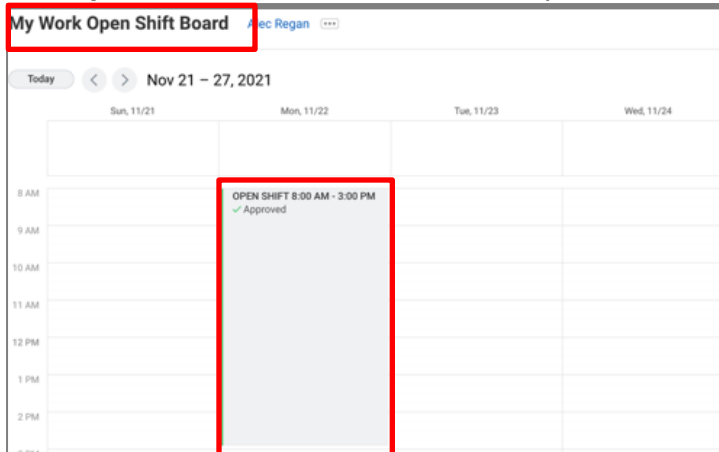
- 1. From the USFWorks home page, click the **Time and Scheduling** app.



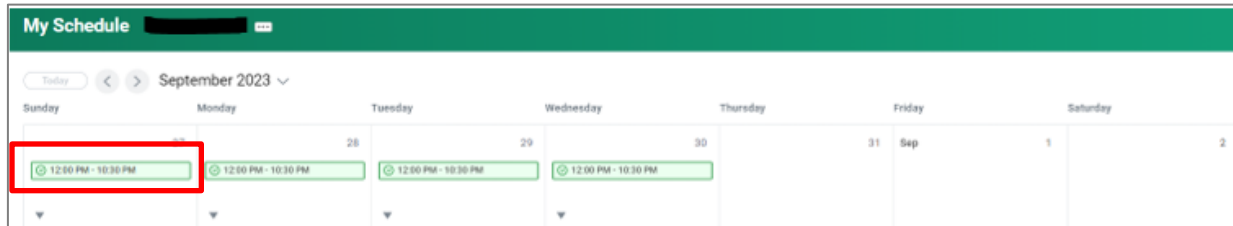
- 2. Under the **Scheduling** column on the bottom right of the menu, select **Open Shift Board**.



- 3. The **Open Shift Board** will show all the open shifts needing coverage. To cover a shift, notify your manager that you would like to cover a shift.

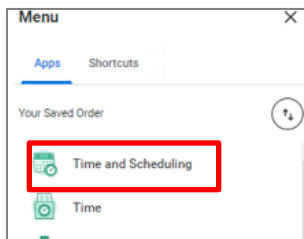


- 4. If you are approved to cover a shift, you will receive a notification in Workday and the requested shift will appear on your schedule.

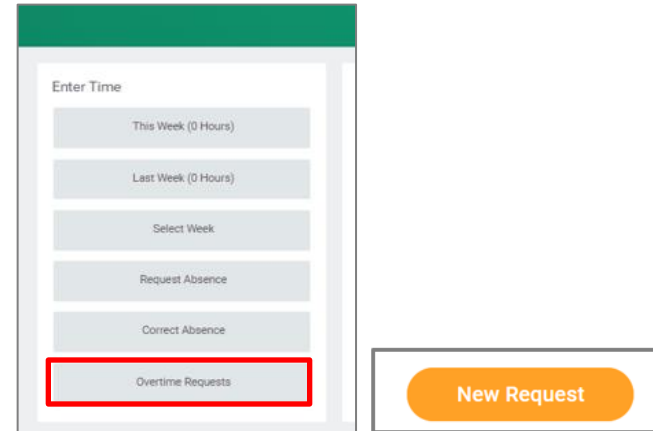
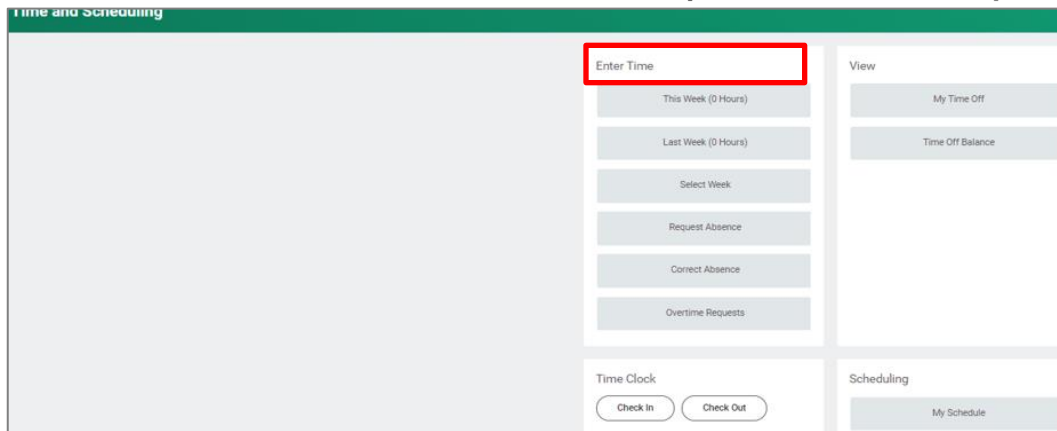


REQUEST FOR OVERTIME (LABORS AND GARDENERS ONLY)

- 1. From the home page, click the **Time and Scheduling** app.



- 2. Under the **Enter Time** column, select **Overtime Requests**. Select **New Request**.



- 3. Complete the **Overtime Request** details.
 - a. Enter **Start Date**
 - b. Enter **End Date**
 - c. Enter **Total Hours** requested for overtime
 - d. **NOTE: Comment is required**
 - e. Click **Submit** when done

Request Overtime

Insert Custom help text here (ie....All overtime requests require comments before submitting.)

Start Date * 09/24/2023

End Date * 09/24/2023

Total Hours * 2

Comment

enter your comment

Submit Cancel

- 4. Confirm your submission by going back to the **Time and Scheduling** app. Click **Enter Time** and select **Time Work**
- 5. Once the request has been approved, the word **Approved** and a check mark will appear on the day you requested Overtime.

Sep 18 - 24, 2023							Week	Actions
Mon, 9/18 Hours: 0	Tue, 9/19 Hours: 0	Wed, 9/20 Hours: 0	Thu, 9/21 Hours: 0	Fri, 9/22 Hours: 0	Sat, 9/23 Hours: 0	Sun, 9/24 Hours: 9		
		Time Period Lockout 09/01/2023 - 09/15/2023		Pay date 09/01/2023 - 09/15/2023		Overtime Request 1 Hours ✓ Approved		