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

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.