INTRODUCTION
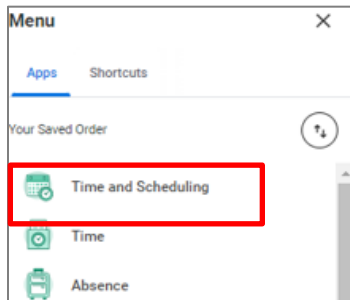
If you do not have this application icon, please contact <u>Payroll</u> to ensure you have the correct access.
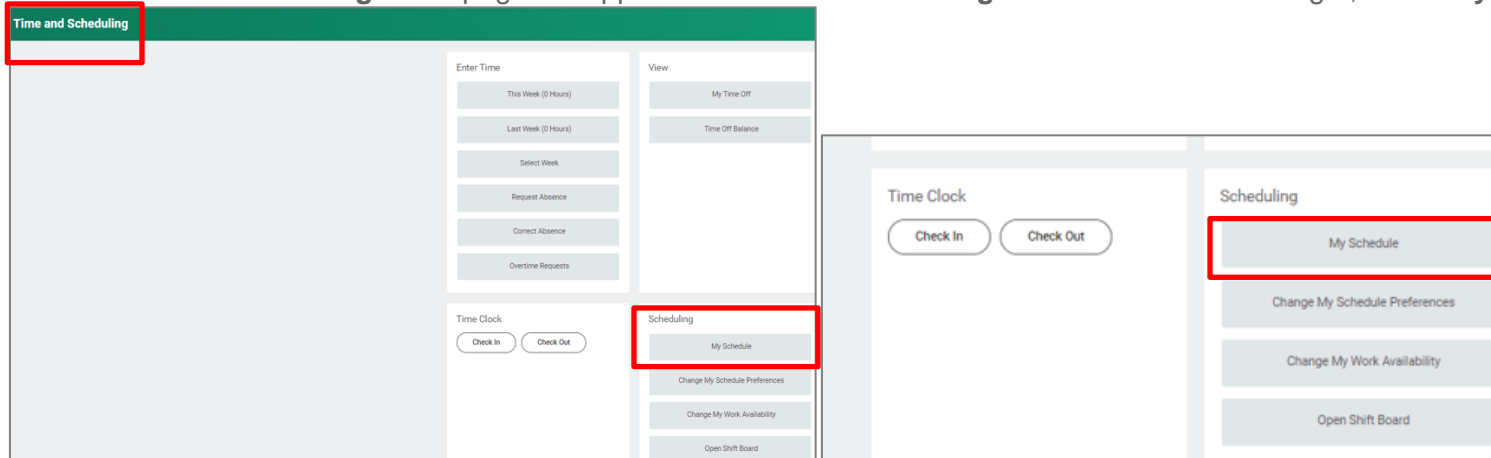
This job aid covers: <u>Viewing My Schedule</u>, <u>How to View an Open Shift</u>, and <u>How to Request Overtime (Laborers/Gardeners only).</u>
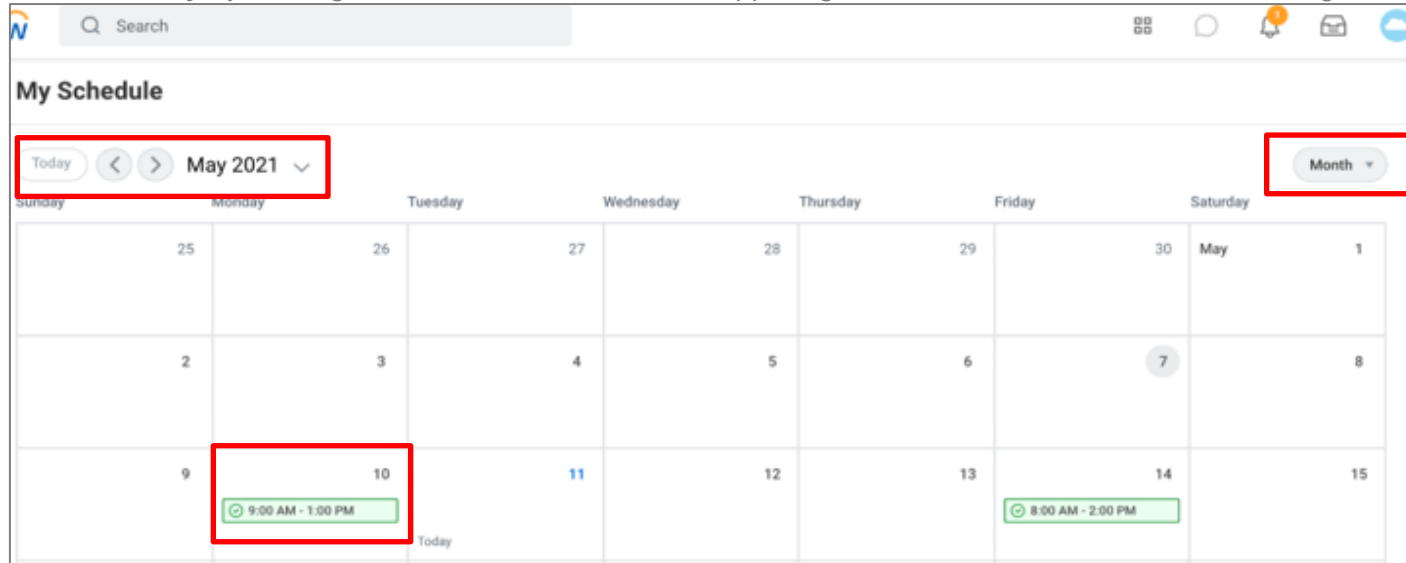
VIEWING MY SCHEDULE

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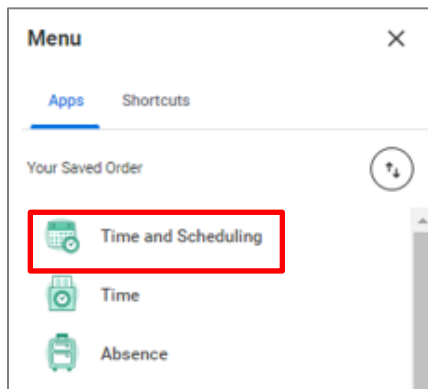
4. You can navigate to a different week or month by selecting the arrows next to the date field. You can also view your schedule by **Month**, **Week**, or **Day** by clicking on the **Month** button on the upper right corner of the calendar and choosing a different view.
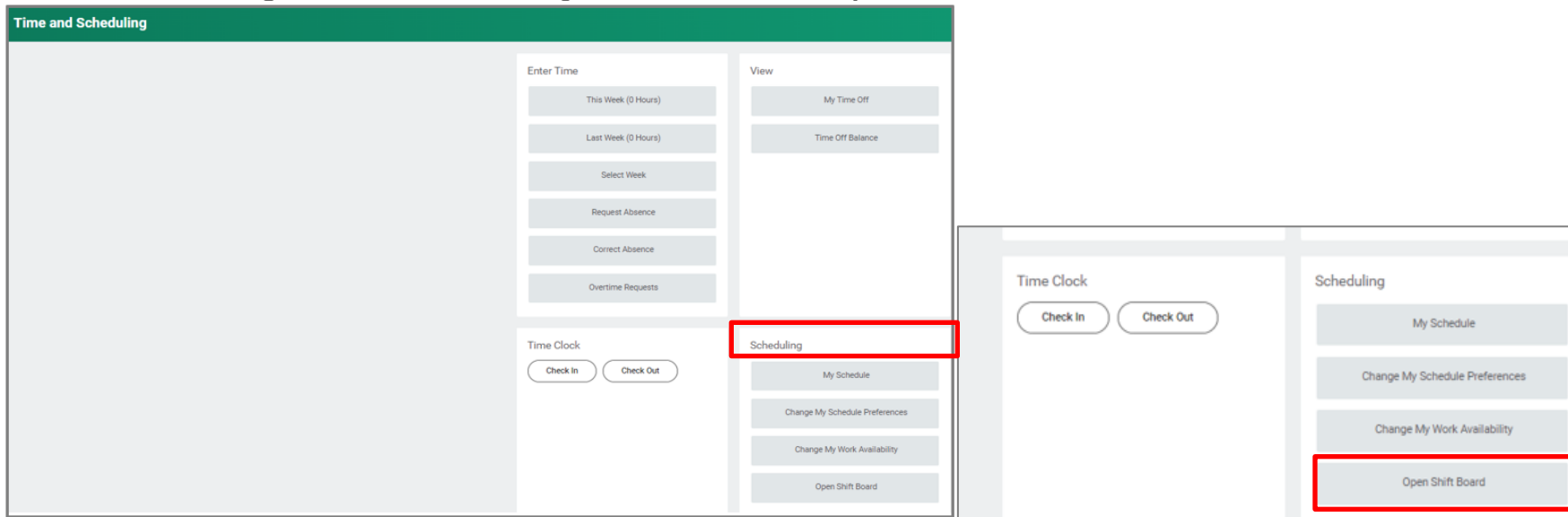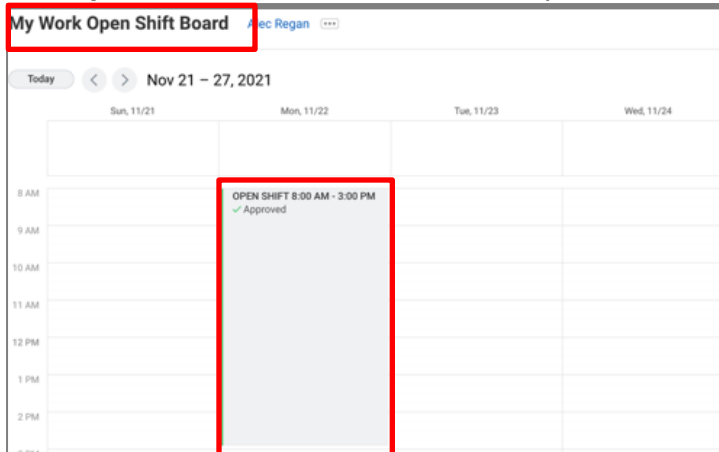

HOW TO VIEW OPEN SHIFTS

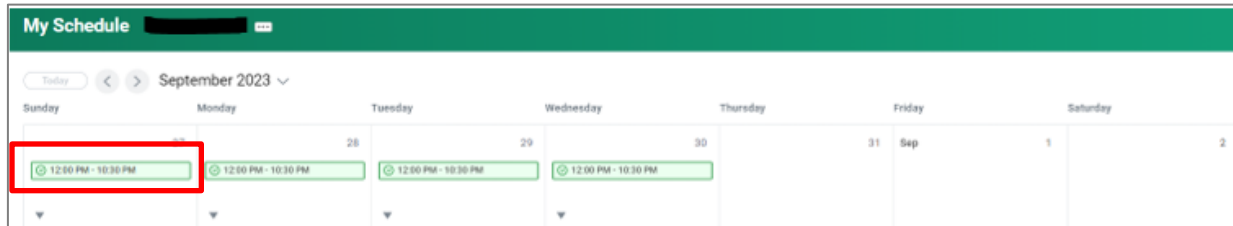1. From the USFWorks home page, click the **Time and Scheduling** app.

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.
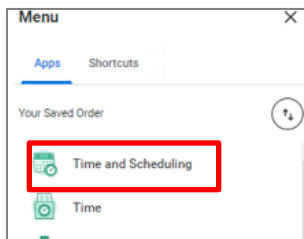

4.   If you are approved to cover a shift, you will receive a notification in Workday and the requested shift will appear on your schedule.
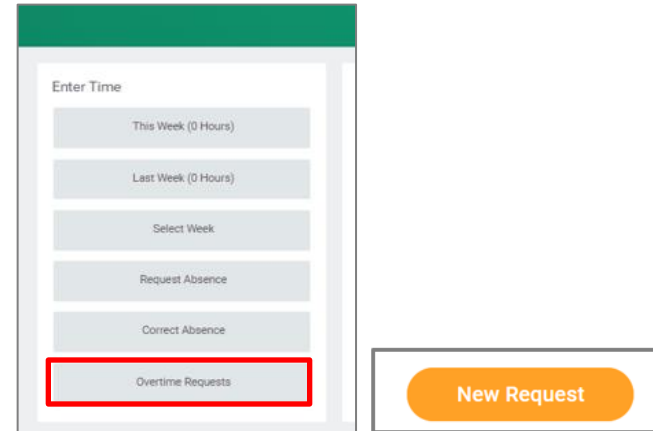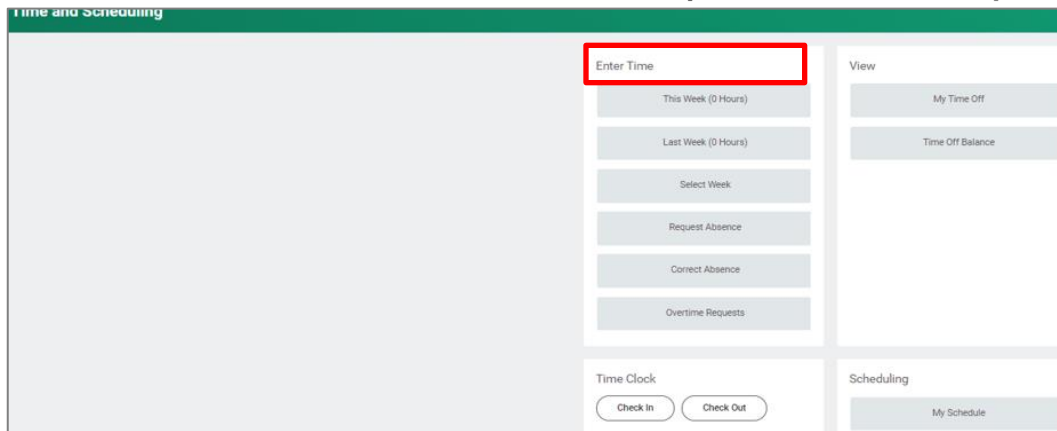
REQUEST FOR OVERTIME (LABORS AND GARDENERS ONLY)

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.