## **Viewing Schedules**

Employees can view their following four days' working schedules.

1. An employee accesses the GT10 clock with face recognition.



2. Tap the **Options** button. The **Employee Options** screen is displayed.



3. Tap Self Service to access the employee self-service operations.



## 4. Tap View schedules.

Self-Service Options - Blake, Rebecca	
My Profile	Daily Shift Approval
Enroll	⊐x Manage Consent
Enter Tips	P Recent Punches
View schedules	

5. The employee working schedules with their dates, start times, and end times are displayed.

← View Schedules - Blake, R	Rebecca COattendance
Date	Start End
Tue 27	04:30 - 13:00
Wed 28	04:30 - 13:00
Thu 29	04:30 - 13:00
Fri 30	04:30 - 13:00

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