ESS Mobile 3.0: Viewing Assigned Work Schedules

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Employees can view their assigned work schedules on calendar so that they can request time off, request to drop work schedules, or trade their work schedules with their coworkers.

To view assigned work schedules

1. Tap the Three Line menu () in the upper-left corner of the screen. The left panel is expanded.



2. Tap the **CALENDAR** menu item. The calendar screen is displayed.



3. The current date is identified with an orange underscore. Tap **MENU**. The menu options are expanded.

BACK						НОМЕ
<	MARCH 2021 👻					>
Su	Мо	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
	MAR Hourly Accumulations 16 Regular 8:30 TUE Pay Period Begins No Work Schedules					
MENU	REFRESH				PIC	KUPS

4. Tap **PRESENTATION**. The **REQUEST TIME OFF** calendar view is displayed with the current date highlighted.



5. Tap the **My Assigned Work Schedules** slider to the right to enable this option. Tap **SAVE**.

BACK	НОМЕ
Available Work Schedules	
My Assigned Work Schedules	
My Scheduled Absences	
My Pay Accumulations	
Notifications Received	
My Indications of Availability	
Pending Items	
Select search items.	
	SAVE

6. All assigned work schedules are highlighted on the calendar with a blue circle.



7. Tap a day with blue circle. The assigned work schedule are displayed below the calendar with detailed information, including the starting time, ending time, total hours and assigned workgroup.



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