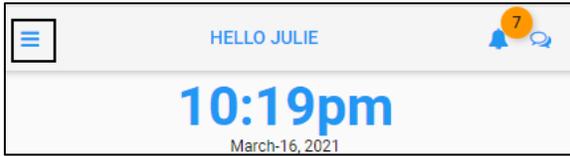# ESS Mobile 3.0: Viewing Assigned Work Schedules   Job Aid
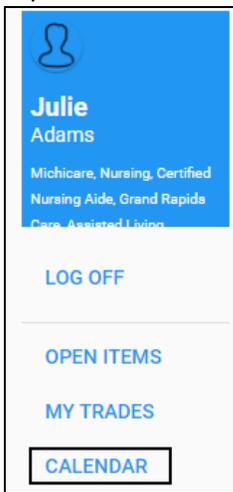
Employees can view their assigned work schedules on calendar so that they can request time off, request to drop work schedules, or trade their work schedules with their coworkers.

To view assigned work schedules   :
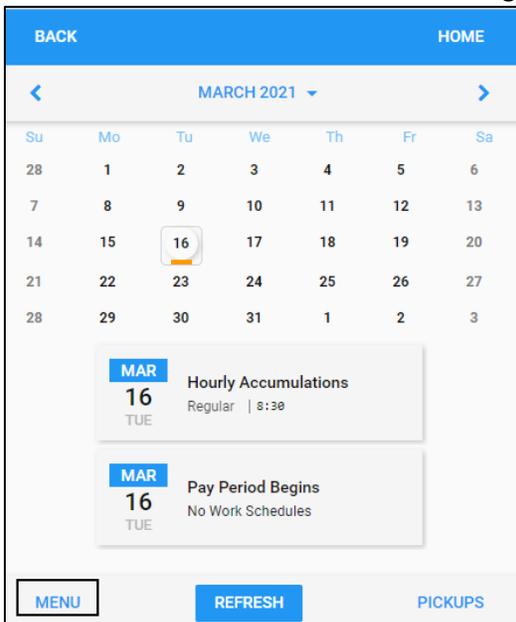
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.
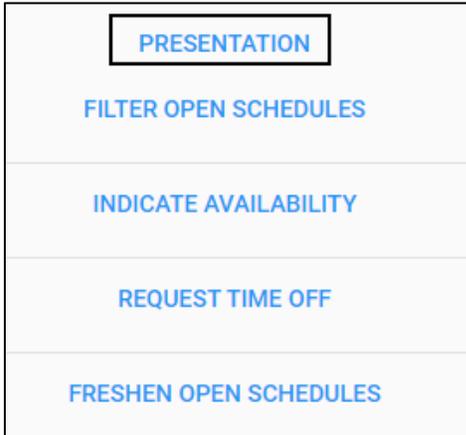

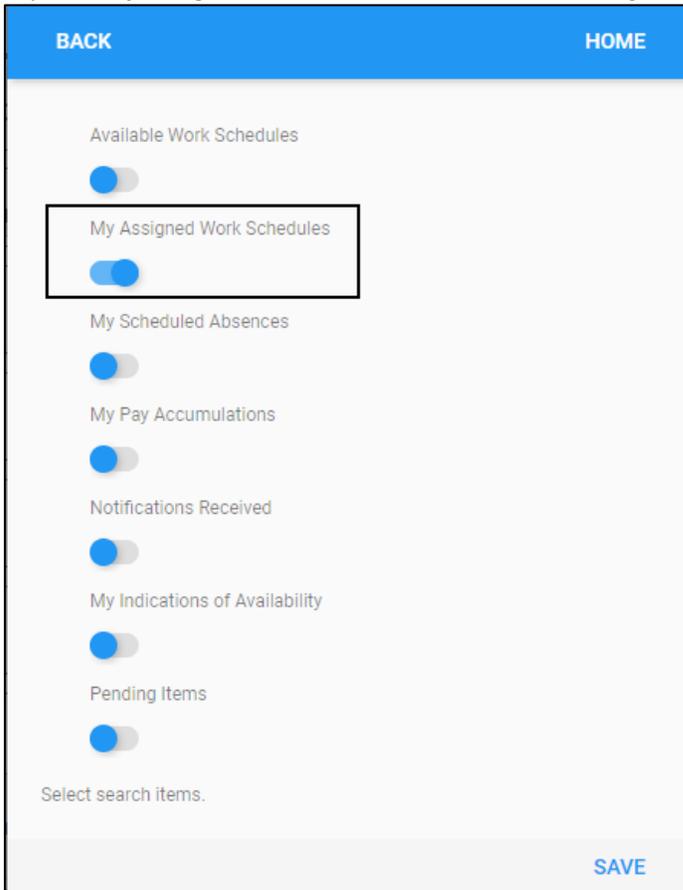2. Tap the **CALENDAR** menu item. The calendar screen is displayed.

3. The current date is identified with an orange underscore. Tap **MENU**. The menu options are expanded.
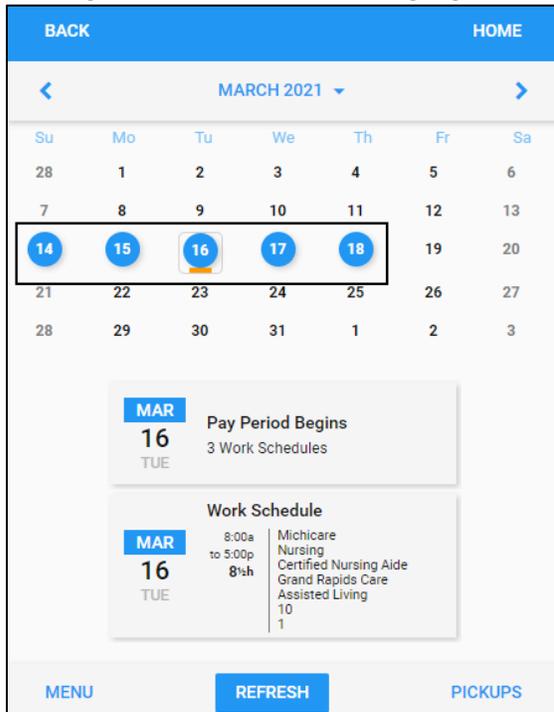
4. Tap **PRESENTATION**. The **REQUEST TIME OFF** calendar view is displayed with the current date highlighted.
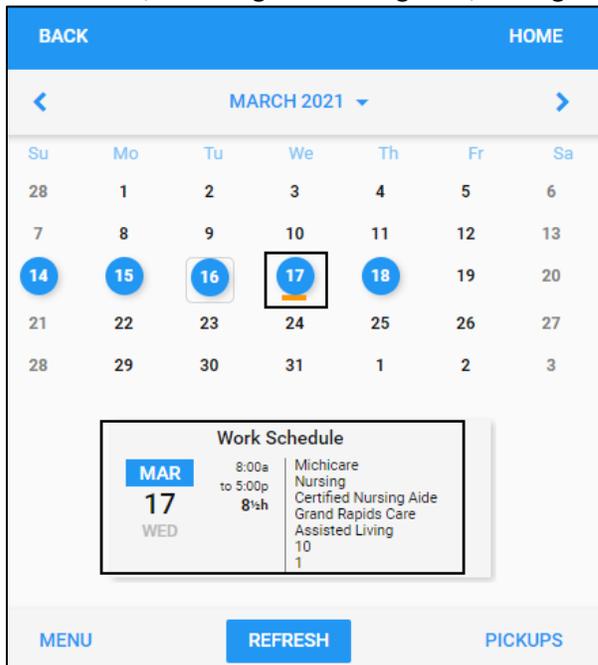

5. Tap the **My Assigned Work Schedules** slider to the right to enable this option. Tap **SAVE**.

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.