# Calendar Overview

To see your work schedules and days off, open the calendar screen in My Attendance Manager. If your system is configured for shift trades, drops and pickups, the calendar will display shift availability and status. The calendar screen displays schedule information in both calendar and list format.
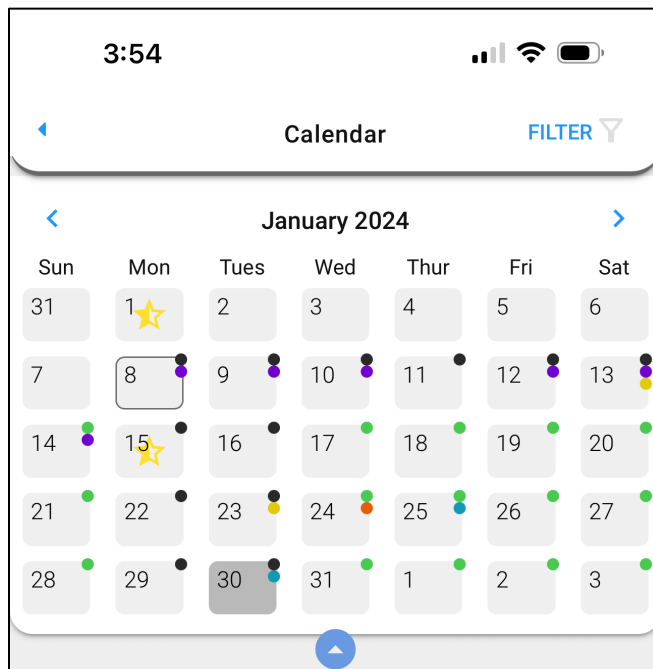
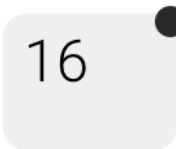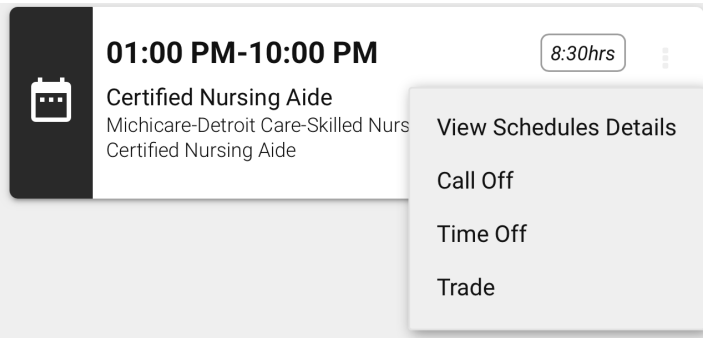To view calendar information, tap the 📅 icon in the home screen toolbar.
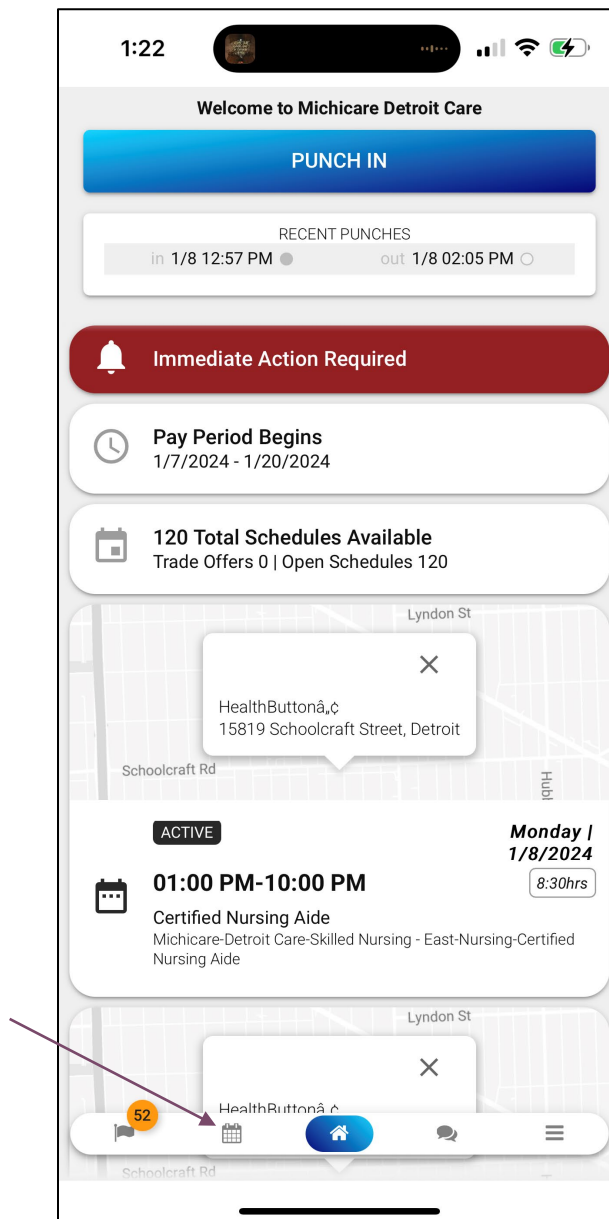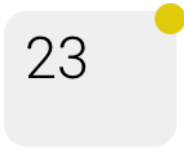
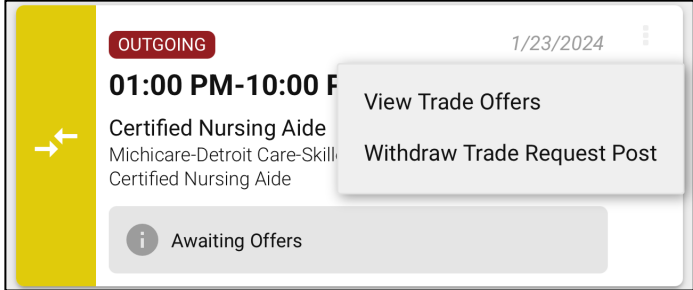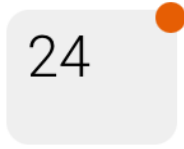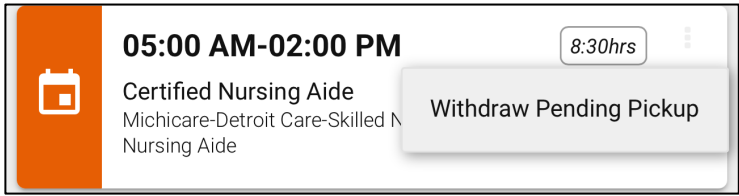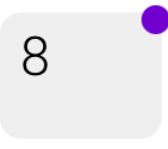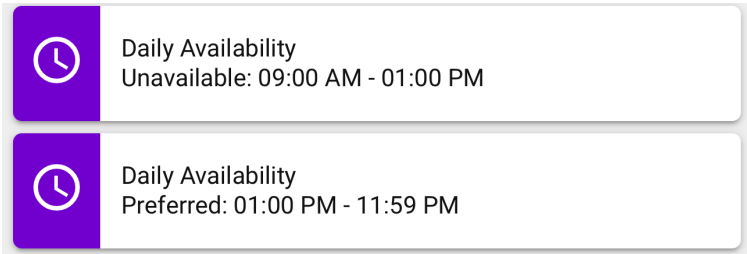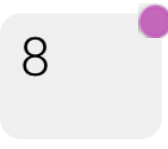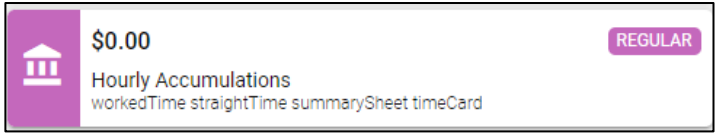You can view your schedule in the condensed calendar format or tap the blue arrow button to hide the calendar and view only the schedule tiles.
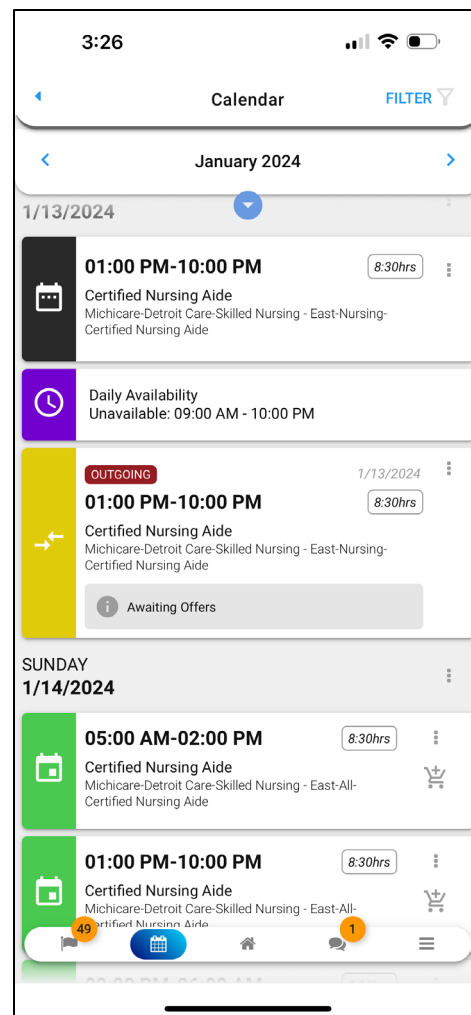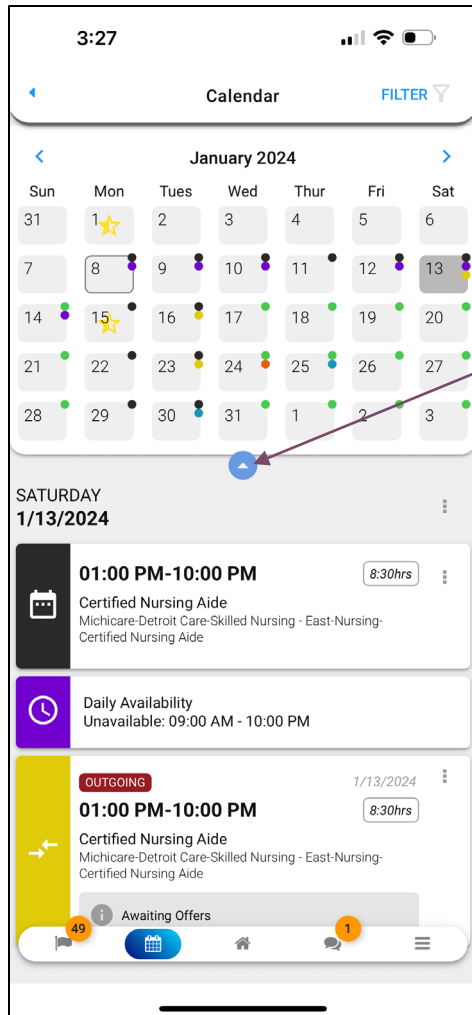
The monthly calendar displays colored badges to indicate assigned work schedules, time off, schedule trades and pending schedule pickups. Tap a date in the calendar to view schedule details for that day displayed in the tiles below. Tap the schedule tile to access the menu options for viewing details or making adjustments to the schedule.

Badge Color	Description
	Assigned Schedules The days you are scheduled to work will have a red badge in the calendar and a red stripe with the calendar icon in the tile view. Menu: • View schedule details • Call Off • Time Off • Trade

| Badge Color	Description
20 🟢	**Open Schedules** Schedules that are available for you to pick up. **05:00 AM-02:00 PM** `8:30hrs` Certified Nursing Aide Michicare-Detroit Care-Skilled Nurs Certified Nursing Aide View Schedules Details Pickup Open Schedule Partial Pickup Add to Pending Pickups **01:00 PM-10:00 PM** Certified Nursing Aide Michicare-Detroit Care-Skilled Nurs Certified Nursing Aide Menu: • View Schedule Details • Pickup Open Schedule • Partial Pickup • Add to Pending Pickups
30 🔵	**Time off request** Time off requests that are pending manager approval. APPROVED(1) *1/30/2024* **PTO** Leave Request 22 Days from now Cancel Leave Request Planned Absence 1/30/2024 PTO 8:00 Approved PTO Menu: • Cancel Leave Request PENDING(0) *1/25/2024* **PTO** Leave Request 17 Days from now Withdraw Time Off Request Pending PTO Menu: • Withdraw time off request

Badge Color	Description
23 ●	**Shift Trade Offer** A schedule that you have submitted for trade. OUTGOING 1/23/2024 01:00 PM-10:00 P View Trade Offers Certified Nursing Aide Withdraw Trade Request Post Michicare-Detroit Care-Skill Certified Nursing Aide ⓘ Awaiting Offers Menu: - View Trade Offers - Withdraw Trade Request Post
24 ●	**Pending Pickup** 05:00 AM-02:00 PM 8:30hrs Certified Nursing Aide Withdraw Pending Pickup Michicare-Detroit Care-Skilled N Nursing Aide Menu: Withdraw Pending Pickup
8 ●	**Availability** 🕐 Daily Availability Unavailable: 09:00 AM - 01:00 PM 🕐 Daily Availability Preferred: 01:00 PM - 11:59 PM
8 ●	Hourly accumulations Displays the total dollar amount you have earned based on your rate and hours worked. 🏛 $0.00 REGULAR Hourly Accumulations workedTime straightTime summarySheet timeCard

Icon	Description
	Star Icon Indicates a company holiday

The calendar Filter lets you turn on and off features in your calendar, such as available schedules and leave requests. If a feature is turned on, you can fine tune your view with adjustments that determine which aspects of the feature will appear, such as selecting to view either leave requests or planned absences or both for the Time Off Requests feature. To view the filtering options, tap the Filter link at the top of the calendar page.
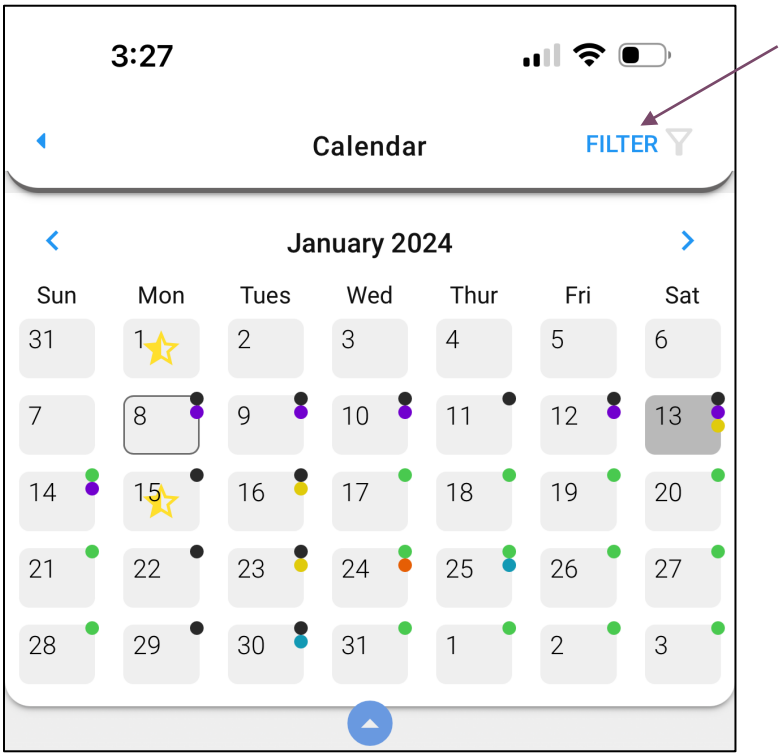
Swipe the colored button to the right to turn on or to the left to turn off the feature. Enable the feature details checkboxes to view them in the calendar. Tap the Filter button to save your selections.

Will be viewed in calendar

Will not be viewed in calendar