How Do I View an Employee’s Work Schedule?

**Navigation**

1. Log into OneUSG Connect.
2. From Manager Self Service, click the Team Time tile.
3. Select Manage Schedules.
4. On the Weekly Schedules page, you can see all or just a portion of your team’s weekly schedule, including any scheduled days off, planned absences, or holidays.
5. Enter the employee’s name or ID in the appropriate fields and click the Get Employees button. To return all of your employees, leave all fields blank and click the Get Employees button.
6. On the Schedule Detail tab, review the weekly schedule information.
7. For each day, the employee’s scheduled hours are listed. Click the schedule link to review additional details.
   a. The Shift ID and scheduled hours are listed, along with any additional holiday or absence details.
   b. Click the Return to Manage Schedules link.
8. On the Demographics tab, each employee’s Job Code, Department, Workgroup ID, etc., is listed.
9. To make changes to an employee’s schedule, follow the procedure for “How Do I Change an Employee’s Schedule.”