Checking your Schedule Last Modified on 01/07/2022 12:33 pm EST

To see your work schedule, follow the outlined steps below.

Salaried employees should check with their manager on whether or not this feature should be used.

START HERE

1. From the main menu, search for My Schedule and click the My Schedule option in the search results (or navigate to My Info>My Schedule>Schedule). The right side of the screen updates to show your schedule.

M - A	× WÜ∩k ← Schedule ■ ← Mar 2020 → 19047 MAR	9	MY SCHEDULE	
Myinformation MyTime MyTime MyTime	53N MON TUE MED THU ME 547 1 2 3 4 5 6 7 8 9 10 11 12 13 14	Mar 15 50% Notineevel Mar 16 50%		
to hydroxite to hydro	15 16 17 18 19 28 21 22 23 24 25 26 27 28 29 30 31 2 3 4	Des Deur Daly Intraduis V DETALS	Tanking Paul 9.00 Inte	lan lan Mar
MyCaver > d MyFay > MyFay >	Ciloi: the calendar to see your schedule on particular dates	Mair 17 Toll Des Devo Zally Schedule V OETALS	Washing Tread 9.00 kms	Sector Tet
B MyReports > cf WurkHelp >		Mar 18 mto Des Grav Bally Schedule V OCTALS	Montring Street 6 GB from	laster Vid
		Mar 19 Troj pos dov baly tometole	making final 6.02 ms	arter Te
		Mar 20 Hit Son bey Interface	moreg final 6:01 tra	Ban Dav Ri
e Harra di Damisani		Mar 21 st		

If your screen shows the Advanced Scheduler options below, you can also set your availability and swap shifts with coworkers. If you do not have these options, communicate directly with your manager about your availability.

IM •	* ×	()	wü	гk						MY SCHEDULE	Fredback
Search	Q.	+ Schedule								the second second second	
		a den	eusie						If you see the upgraded to Adv	ese options, your company has ranced Scheduler so you can work	
* 1 4	*	-							with your availa	ability preferences and swap shifts	
MY INFO		-		nar 20	20		- NUM	MAR 12		with coworkers.	
L My Information	>	SUN	MON	TUE	WED	THU	FRI	SAT	Mar 1 SUN		
(3) My Time	>	1	2	3	4	5	6	7	5.8	Working Tatel	that bes
th My Schedule	~	8	9	10	11	12	13	14	02:00p-07:00p	5.00 hrs	Sur
Scheale		15	16	17	18	19	20	21	V DETALS		
availability/meterences		22	23	24	25	26	27	28	558 07:00p - 11:00p	Working Total 4.00 hrs	Diant Dank Sum
@ My Benefits	>	29	30	31		2	3	4	V DETALS		
St My HIT	<u>ی</u>								Mar 2 MON		
My Career	<u>ب</u>								puti	Working Total	Shart Date
🕫 My Pay	>								00-00-e00-90	9.00 hrs	Mon
My Company	>								V DETAILS		
B My Reports	>								Mar 3 TUE		
of Wurk Help	>								Shift 02:00p-07:00p	Working Total 5.00 hms	Shart Date Tue
									V DETAILS		
									Mar 4 WED		
									shift 08:00a - 05:00p	Working Total 9.00 hns	Strart Date Wird
· Hone & Deshto	erd .								V DETALS		

2. To see your schedule on a specific date, navigate in the calendar on the left. When you click on a date, the

right panel updates to show that week with the day you picked in focus. For more information about a shift (if any has been provided), expand the **DETAILS** \checkmark DETAILS dropdown.

Your scheduled hours may be specific to you (called a *Personal Schedule*) or following a standard pattern of hours defined for a shift set up for your team. Whether your manager has assigned either a personal schedule or a standardized team shift to you, this means that when you clock in and out, Wurk will check for exceptions to that schedule and alert your manager during the process of reviewing your time entries. If your total hours worked are less than the expected amount on your schedule, you may receive less pay, and if your company uses the Performance module in Wurk, this may affect your performance points.