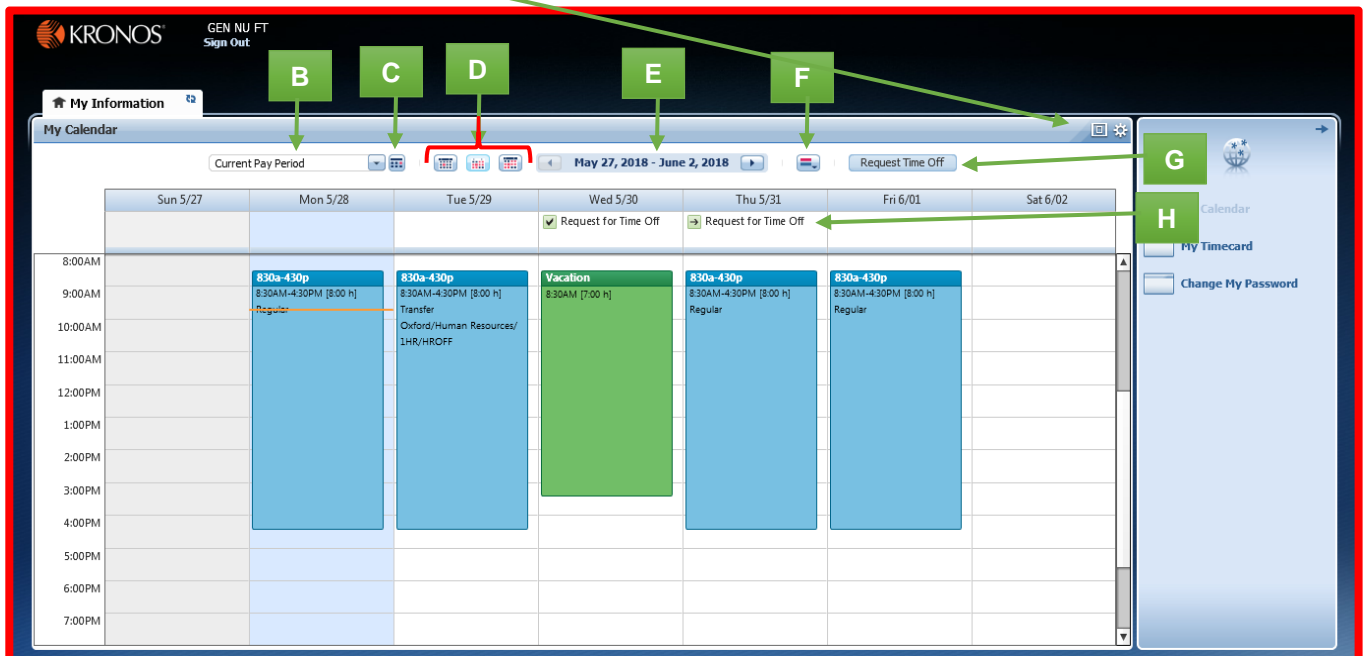


# USE MY CALENDAR

**Objective** To learn how to access and review the My Calendar widget.

**Purpose** My Calendar widget allows you to view your work schedule and request time off (*not applicable for Woodingford Lodge and Paramedic Services Telestaff employees*).

## Maximize My Calendar widget



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<b>A</b>	<b>Calendar grid:</b> Displays scheduled shifts, including start time, end time, number of hours, and pay code.
<b>B</b>	<b>Time period drop-down list:</b> Select from a preconfigured list to view a specific time period.
<b>C</b>	<b>Select Dates:</b> Use if you want to select a specific date range outside of the preconfigured options.
<b>D</b>	<b>Views:</b> Choose from the view options to view calendar information by day, week, or month.
<b>E</b>	<b>Date label:</b> Displays range of dates that you are viewing. Click the arrows to toggle back and forth between time periods. The System defaults to the Current Pay Period (two weeks). To see different dates change the dates in C or D.
<b>F</b>	<b>Visibility filter:</b> Choose elements you want displayed, or clear elements that you do not want displayed within the calendar. This includes the various status of the Time Off Requests.
<b>G</b>	<b>Request Time Off:</b> Click to fill out and submit a time-off request [ <a href="#">See Requesting Time Off Job Aid</a> ]
<b>H</b>	<b>Time Off Request:</b> View time-off request details. [ <a href="#">See Requesting Time Off Job Aid</a> ]