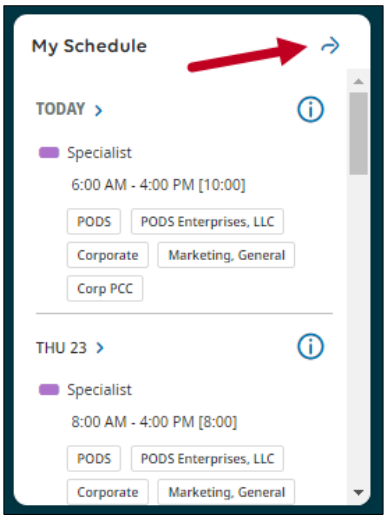
UKG – View/Print My Schedule
Quick Reference Guide

This document explains how hourly associates can view their schedules from either the desktop link or the mobile application as well as print their schedules from the desktop link.

View Schedule

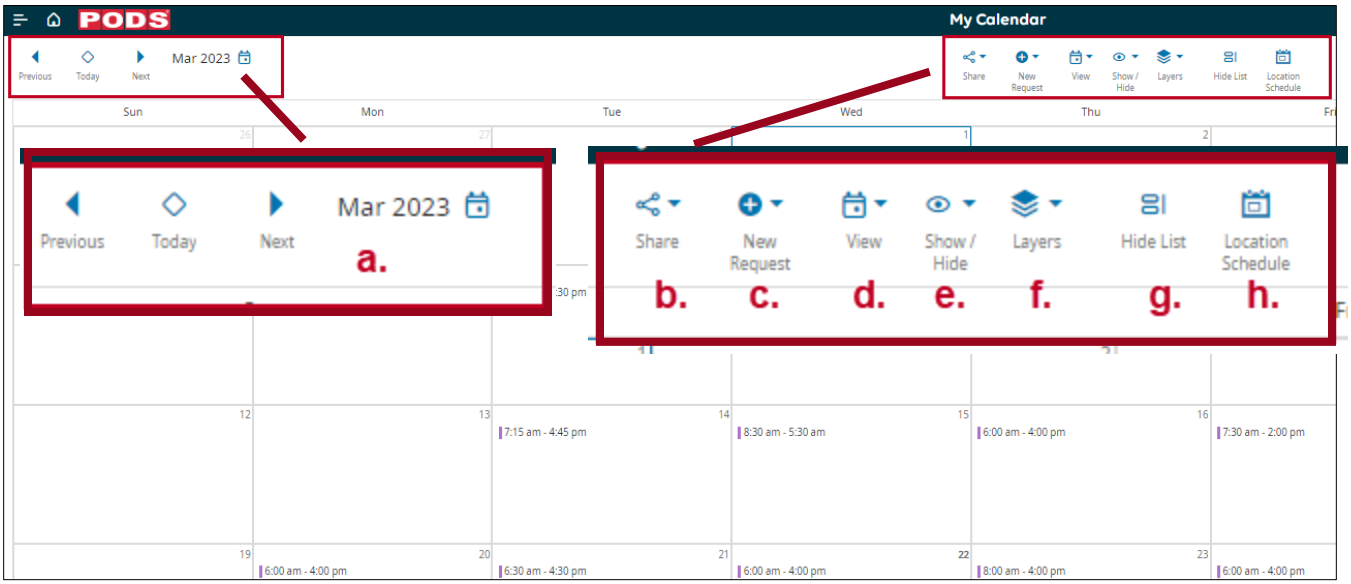


Desktop: View Your Schedule – Use the **My Schedule** tile for a dashboard view of your schedule from today + the next six days or open the tile for detailed current, future, and past schedules populated within the UKG platform.

1. From the **Workforce Management Homepage** on the **My Schedule** tile, **click** the **View My Schedule** arrow in the upper right to open the **My Calendar** view
2. From the **My Calendar** view use the **icons** along the top of the calendar to filter your view and perform actions
   a. **Previous/Next** = advances the view to the previous or next period
   b. **Share** = print your schedule
   c. **New Request** = submit time off requests directly from My Calendar view
   d. **View** = change calendar to view by day, week, month, or year
   e. **Show/Hide** = filter viewable information by selecting/deselecting options
   f. **Layers** = overlays pay period status with schedule information
   g. **Show/Hide List** = shows/hides the Events/Requests lists on the right side
   h. **Location Schedule** = displays Location Schedule view for all associates assigned to a specific location/job code

Tip: *Schedules can only printed from the desktop view and cannot be done from the mobile view.*

Use the Share icon on the desktop view to print schedules.



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Mobile: View Your Schedule – Use the Calendar tile to view your schedule on the UKG Mobile App.

1. From the **Mobile App Homepage click** the **Calendar** tile to open the **My Calendar** view
2. From the **My Calendar** view in the mobile app all the **same action icons** appear at the top of the calendar that are available in the **desktop view** except for the **Share** (print) action

