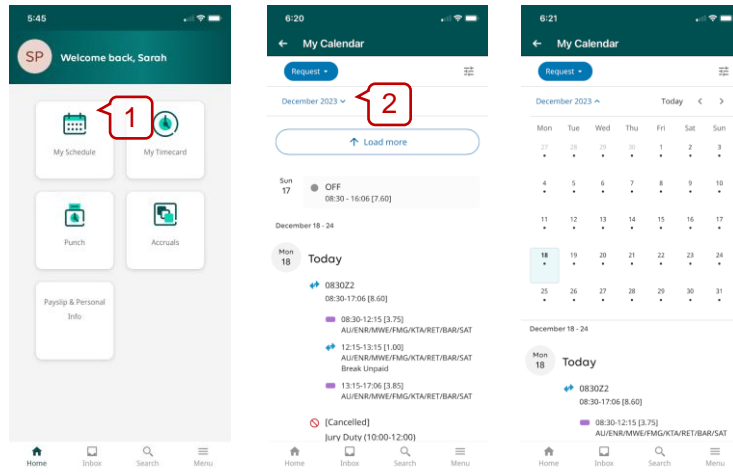


Viewing your calendar on the mobile app

The My Calendar screen shows your schedule, including your rostered days off and on, start and stop times, and any time off (leave) requests.

The quickest way to view your calendar / schedule is to:

1. Tap the **My Schedule** tile from your home screen.
2. The **My Calendar** screen displays showing the current week's schedule, including start / stop times and RNR / OFF. Tap the **Current Calendar Month** at the top left and the **My Calendar** screen displays the full 'Month' view by default.

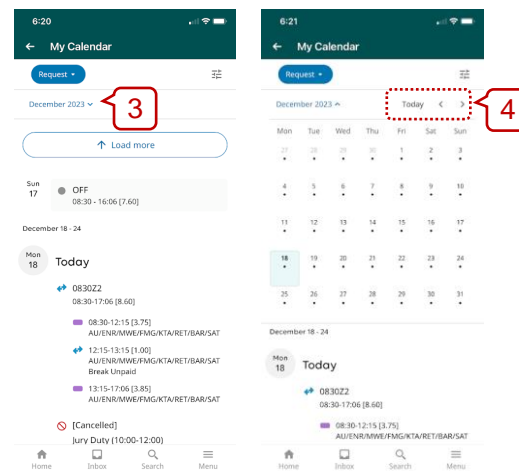


Note: Today's date is highlighted in blue.

Key indicators in the Calendar

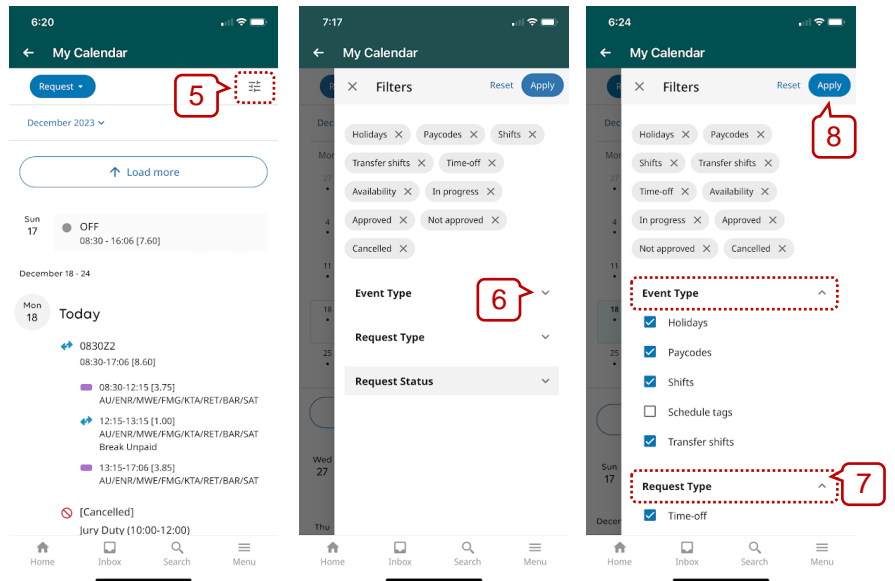
	Scheduled Shift with Transfer		Time off requests waiting approval (in progress)*
<p>Paycode is applied – this could be one of the following: scheduled shift (without transfer), approved time off, RNR, allowance (e.g. tool allowance etc.)</p>			
	Public holidays*		Cancelled request

3. Tap the **Current Month** ▾ date to change to a day, week, month, or year view (month is the default).
4. Tap the **arrows** < > to display the previous or next timeframe (daily, weekly, monthly etc.), or **Today** to display today.



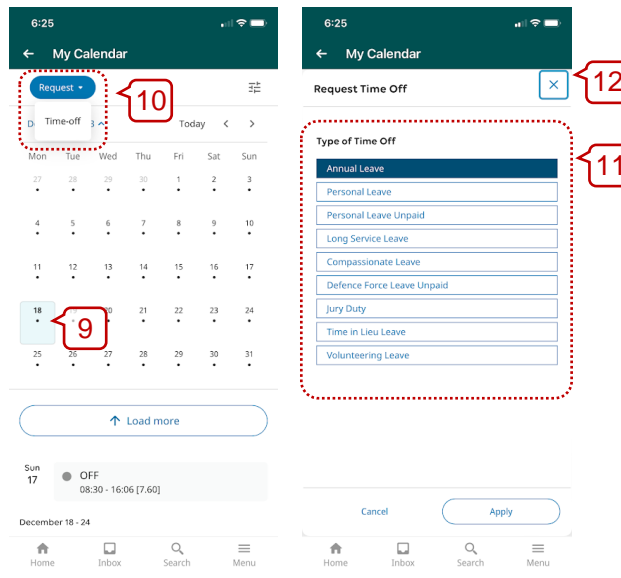
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- Tap the **Filter** icon to display the Events / Request types tabs. Tap to **Hide List**.
- Tap **Event Type** to show and select information to filter in the calendar, like shift segments, time off, and sick leave etc.
- Tap **Request Type** to show and select information to filter, like your time off requests and their status (e.g. 'Cancelled').
- Tap **Apply** and close the filter view to save your filters to view within **My Calendar**.



To request time off using the calendar:

- Navigate to the relevant day (can't select multiple days here but can change in a later screen) and tap to **select**.
Note: Today's date is set as the default.
- Tap the **Request** icon and tap **Time-off**.
- Complete the time off request (refer to [Submitting time off requests](#)).
- Tap **Close** to cancel the request.



Note: Time Off Requests are **not** applicable to Agency personnel as this would be managed directly with their third-party provider manager.