

### 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.
- 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.

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**Note**: Today's date is highlighted in blue.

#### Key indicators in the Calendar

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

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

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#### SmartPay Training – UKG Mobile App

- 5. Tap the **Filter** icon <sup>≆</sup> to display the Events / Request types tabs. Tap <sup>≇</sup> to **Hide List**.
- 6. Tap **Event Type** to show and select information to filter in the calendar, like shift segments, time off, and sick leave etc.
- 7. 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:

9. 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.

- 10. Tap the **Request** icon and tap **Time-off**.
- 11. Complete the time off request (refer to <u>Submitting time off</u> requests).
- 12. Tap **Close**  $\times$  to cancel the request.

6:20 6:24 My Calendar My Calenda My Calenda Filters × Filters × 5 ecember 2023 🗸 Holidays × Paycodes × Shifts × days × Paycodes × 8 Transfer shifts  $\,\times\,$  Time-off  $\,\times\,$ Shifts  $\,\times\,$  Transfer shifts  $\,\times\,$ ↑ Load more Availability  $\times$  In progress  $\times$ Time-off X Availability X Approved × Not approved × In progress × Approved × OFF 08:30 - 16:06 [7.60] Cancelled  $\times$ Not approved × Cancelled × 18 - 24 ..... Event Type Event Type 6 18 Today Holidays Request Type 0830Z2 Paycodes 08:30-17:06 [8.60] Request Status Shifts 08:30-12:15 [3.75]
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**Note**: Time Off Requests are **not** applicable to Agency personnel as this would be managed directly with their third-party provider manager.

