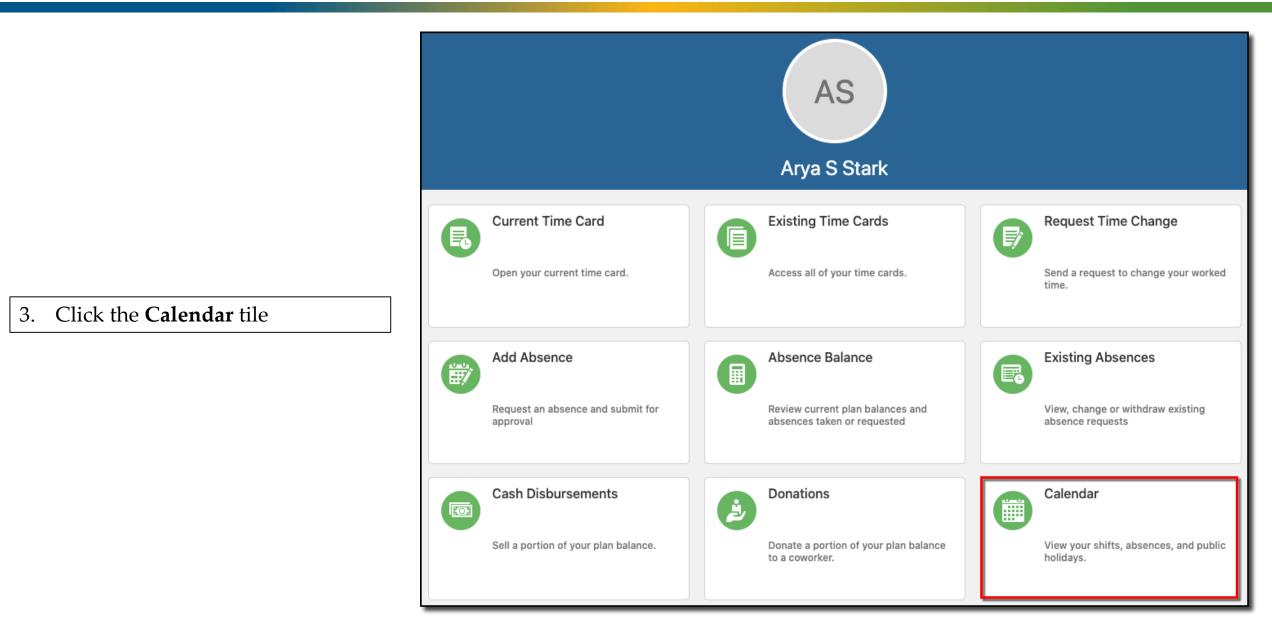
Cennect

ESS – Viewing My Work Schedule Calendar

Good morning, Arya Stark! Me My Team My Client Groups Benefits Administration Risk QUICK ACTIONS APPS Personal Details Document Records (E) Onboarding Directory E. Identification Info Contact Info Time and Career and 2° Family and Emergency Contacts Performance Absences -My Organization Chart

- 1. Select **Me** to display your employee functions
- 2. Click **Time and Absences**







4. Click the **Calendar** icons to change the view from daily to weekly to monthly

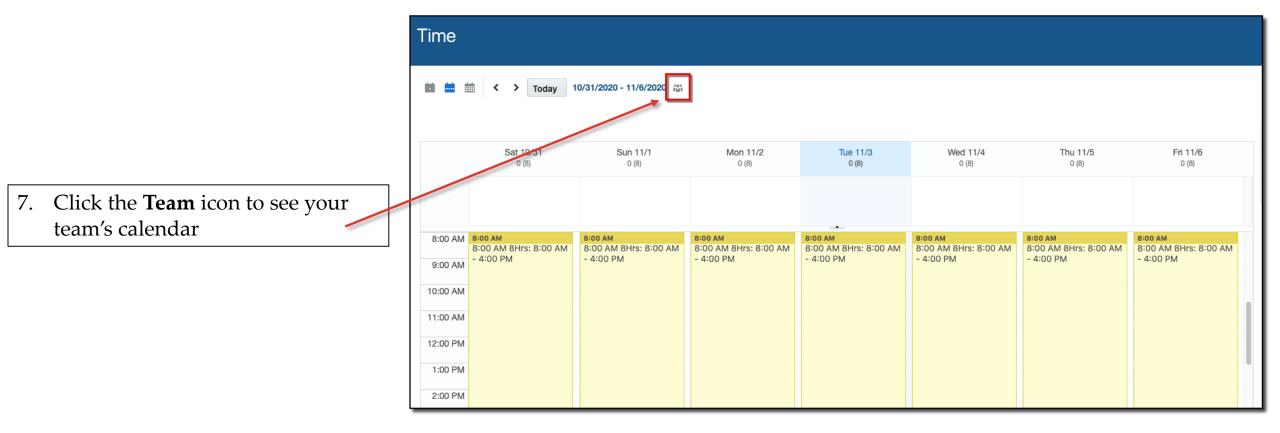
Time											
■											
	Sat 10/31 0 (8)	Sun 11/1 0 (8)	Mon 11/2 0 (8)	Tue 11/3 0 (8)	Wed 11/4 0 (8)	Thu 11/5 0 (8)	Fri 11/6 0 (8)				
8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 PM 1:00 PM 2:00 PM		8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM	8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM	8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM	8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM	8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM	8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM				



- 5. Click the **arrows** to move forward or backwards
- 6. Click **Today** to return to the current week

Time	9						
10 ±	i 🛗 < > Today 1	10/31/2020 - 11/6/2020 👪					
	Sat 10/31 0 (8)	Sun 11/1 0 (8)	Mon 11/2 0 (8)	Tue 11/3 0 (8)	Wed 11/4 0 (8)	Thu 11/5 0 (8)	Fri 11/6 0 (8)
8:00	AM 8:00 AM 8Hrs: 8:00 AM	8:00 AM 8:00 AM 8Hrs: 8:00 AM	8:00 AM 8:00 AM 8Hrs: 8:00 AM	8:00 AM 8:00 AM 8Hrs: 8:00 AM	8:00 AM 8:00 AM 8Hrs: 8:00 AM	8:00 AM 8:00 AM 8Hrs: 8:00 AM	8:00 AM 8:00 AM 8Hrs: 8:00 AM
9:00	- 4:00 PM	- 4:00 PM	- 4:00 PM	- 4:00 PM	- 4:00 PM	- 4:00 PM	- 4:00 PM
10:00	AM	a a a a a a a a a a a a a a a a a a a					
11:00	AM						
12:00	PM						
1:00	PM						
2:00	PM						







8. View the **Team Schedule**

Note: Your team schedule view might appear differently than what you see here depending on the number of people on your team and their corresponding schedules

E 🗧 🔤 < *Schedule	Week 11/3/2020	>						
ame	Assignment Number	Week 45						
lano		11/1/2020	11/2/2020	11/3/2020	11/4/2020	11/5/2020	11/6/2020	11/7/2020
Bratschi, Heather	E4769	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Brown, Cassie	E5254	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Burcroff, Neil	E2045	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Davis, Chester	E5257	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Eubanks, John	E4200	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Gunn, Ashlee	E5175	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Hinton, Christina	E3828	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Kemp, Keyonee	E5284	8:00	8:00	8:00	8:00	8:00	8:00	8:00
McCauley, Alysa	E4804	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Moreno, Christopher	E3971	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Newsom, Lynn	E10066		8:00 AM-5:00 PM	8:00 AM-5:00 F	8:00 AM-5:00 PN	8:00 AM-5:00 PM	8:00 AM-5:00 PM	
Ross, Shuntae	E5703	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Sherman, Kyrstin	E5021	8:00	8:00	8:00	8:00	8:00	8:00	8:00
Milese Olesla	E4400		0.00	0.00	0.00	0.00	0.00	

Team Schedule 🗇

End of Procedure