

Your Workforce ESP Self Service Home Page contains up-to-date schedule information. It displays your regular schedule, including all approved changes.

By default, your Home Page displays your regular schedule for the current month.

1. Click the **Previous** and **Next month** links at the top of the calendar to display the schedule for the previous and next months.

Dec	2020 January						Feb
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
26 07:30 - 15:45 D0 30 SBH - A7S SURC	27	28	29	30 15:30 - 23:45 E0 23 SBH - A7S SURC	31 15:30 - 23:45 E0 23 SBH - A7S SURC	1	
2	3	4	5	6 15:30 - 23:45 E0 23 SBH - A7S SURC	7 15:30 - 23:45 E0 23 SBH - A7S SURC	8 15:30 - 23:45 E0 23 SBH - A7S SURC	
9 15:30 - 23:45 E0 23 SBH - A7S SURC	10			13 07:30 - 15:45 D0 30 SBH - A7S SURC	14 07:30 - 15:45 D0 30 SBH - A7S SURC	15	
16 07:30 - 15:45 D0 30 SBH - A7S SURC	17			20 07:30 - 15:45 D0 30 SBH - A7S SURC	21 07:30 - 15:45 D0 30 SBH - A7S SURC	22 07:30 - 15:45 D0 30 SBH - A7S SURC	
23 07:30 - 15:45 D0 30 SBH - A7S SURC	24			27 15:30 - 23:45 E0 23 SBH - A7S SURC	28 15:30 - 23:45 E0 23 SBH - A7S SURC	29	

The current date is always shaded in grey.

Each shift you are working displays separately.

- Weekdays have a white background
- Weekends have a light grey background

Shifts you are booked off for are highlighted light blue.

Shifts you are booked on for, for extra work, such as heavy workload, education, or relief for another employee, are highlighted light green.

Each scheduled shift displays the:

- Shift start and end times
- Shift code
- Facility and unit on which the shift is worked

i Check the unit schedule to verify any shifts you are working relief for another employee. See how to [Display Unit Schedules](#) for step-by-step instructions. All shifts for casual employees are highlighted light green.

2. Click **View** and select **Requests**, **Shift Detail**, or **Legend** from the drop-down.

Actions ▾ Requests ▾ View	
Jan	
Sun	
26 07:30 - 15:45	27
<input type="checkbox"/> Requests <input type="checkbox"/> Shift Detail <input type="checkbox"/> Legend	

Requests

Requests are colour-coded on the schedule.

- Dark blue indicates that the request has been submitted, but not yet approved or denied.
- Light blue indicates the request has been approved and is a booked off shift.

Actions ▾ Requests ▾ View ▾						
Jan		2020 February				Mar
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 07:30 - 15:45	27	28	29	30 15:30 - 23:45	31 15:30 - 23:45	1
D0 30				E0 23	E0 23	
SBH - A7S SURC				SBH - A7S SURC	SBH - A7S SURC	
2	3	4	5	6 15:30 - 23:45	7 15:30 - 23:45	8 15:30 - 23:45
				E0 23	E0 23	E0 23
				SBH - A7S SURC	SBH - A7S SURC	SBH - A7S SURC

A request has been submitted, but has not yet been approved or denied.

Shift Detail

The *Shift Details* table opens below the schedule and provides the details for all worked and non-worked hours from the schedule.

SHIFT DETAILS								
Date	Start Time	End Time	Symbol	Status	Occ	Unit	Paid Hours	Pay Reason
Sun Jan 26	07:30	15:45	D030	Regular	4840	A7S SURG	7.75	2000 - Regular
Thu Jan 30	15:30	23:45	E023	Regular	4840	A7S SURG	7.75	2000 - Regular
Fri Jan 31	15:30	23:45	E023	Regular	4840	A7S SURG	7.75	2000 - Regular
Thu Feb 06	15:30	23:45	E023	Regular	4840	A7S SURG	7.75	2000 - Regular

Legend

The *Legend* displays to the right of the schedule, and provides an explanation for the colour-coding.

