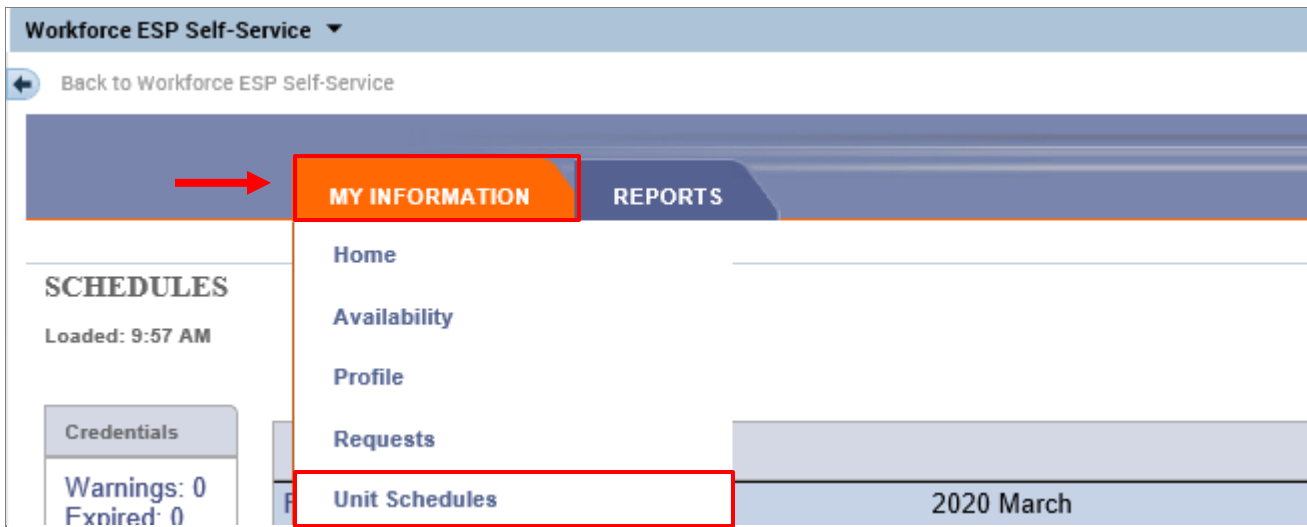


You can display unit schedules for the units where you are qualified to work using Workforce ESP Self Service.

1. Click the **My Information** tab and select **Unit Schedules** from the drop-down.



The schedule for your home department displays, starting two weeks prior to the current date.

2. Click the **Start Date** calendar.

The screenshot shows the 'UNIT SCHEDULES' page with 'MY INFORMATION' and 'REPORTS' tabs. The 'Unit Schedule to View' is 'SBH - A7S SURG'. The 'Start Date' is '17/Feb/2020' and the 'End Date' is '17/Mar/2020', with a calendar icon on the 'End Date' field highlighted by a red box. A 'Go' button is next to the date fields. Below is a table showing the schedule for 'A7S SURG' from Feb 17 to Mar 1.

A7S SURG	Feb 17	Tue 18	Wed 19	Thu 20	Fri 21	Sat 22	Feb 23	Mon 24	Tue 25	Wed 26	Thu 27	Fri 28	Sat 29	Mar 1
SUP1 1 (UA)	DO 30	DO 30	DO 30	DO 30	DO 30			DO 30	DO 30	DO 30			EO 23	EO 23
SUP1 2 (UA)	DO 30	DO 30	DO 30			EO 23	EO 23	EO 23	EO 23	EO 23	EO 23	EO 23		
SUP1 3 (UA)				EO 23	EO 23								DO 30	DO 30
SUP1 4 (UA)	DO 30	DO 30	DO 30					EO 23	EO 23			EO 23	EO 23	EO 23
SUP1 5 (UA)	EO 23	EO 23	EO 23					DO 30	DO 30			DO 30	DO 30	DO 30

3. Click a **date** on the calendar and then click **Select**.

Select Date - I... - □ ×

DATE SELECTION

Month: Year:

< 2020 March >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

4. Click the **End Date** calendar.

Unit Schedule to View: ▼

Start Date:

End Date:

5. Click a **date** on the calendar and then click **Select**.

i You cannot select a date range longer than 30 days.

Select Date - I... - □ ×

DATE SELECTION

Month: Year:

< 2020 March >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
23	24	25	26	27	28	29
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

6. Click **Go**.

Unit Schedule to View: ▼

Start Date:

End Date:

The unit schedule for the selected date range displays.

7. Use the **scrollbars** to move up and down and left to right, to view the schedules of the unit employees.

i At the bottom of the schedule, you can see the baseline number of staff for the day and the shift, and the number of staff that are scheduled for the day and the shift.

A7S SURG	Mar 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Mar 7	Sun 8	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Mar 14	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20
SUP1 1 (UA)	E0 ²³	E0 ²³	E0 ²³	E0 ²³	E0 ²³	E0 ²³			E0 ²³	E0 ²³	E0 ²³			D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰
SUP1 2 (UA)		E0 ²³	E0 ²³	E0 ²³			D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰			D0 ³⁰	D0 ³⁰	D0 ³⁰		
SUP1 3 (UA)	D0 ³⁰				D0 ³⁰	D0 ³⁰								E0 ²³	E0 ²³				E0 ²³	E0 ²³
SUP1 4 (UA)	E0 ²³	E0 ²³	E0 ²³	E0 ²³					D0 ³⁰	D0 ³⁰			D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰		
SUP1 5 (UA)	D0 ³⁰	D0 ³⁰	D0 ³⁰	D0 ³⁰					E0 ²³	E0 ²³			E0 ²³	E0 ²³	E0 ²³	E0 ²³	E0 ²³	E0 ²³		
D030(07:30 - 15:45)	8/0	6/0	7/0	7/0	6/0	6/0	6/0	5/0	4/0	4/0	4/0	6/0	6/0	5/0	6/0	4/0	5/0	5/0	6/0	5/0
D576(07:30 - 19:55)	4/0	6/0	4/0	5/0	6/0	6/0	4/0	5/0	5/0	4/0	6/0	6/0	5/0	5/0	4/0	6/0	4/0	4/0	4/0	4/0
E023(15:30 - 23:45)	6/0	7/0	7/0	5/0	6/0	8/0	8/0	9/0	6/0	6/0	8/0	8/0	6/0	6/0	6/0	8/0	8/0	6/0	7/0	5/0

i To display the schedule for a different unit, use the **Unit Schedule to View** menu to select one from the drop-down and click **Go**.

Only units where you are qualified to work will display in the drop-down.

UNIT SCHEDULES
Loaded: 12:01 PM

Unit Schedule to View

SBH - A7S SURG

Start Date

01/Mar/2020

End Date

31/Mar/2020

Go

A7S SURG	Mar 1	Mon 2	Tue 3	Wed 4	Thu 5	Fri 6	Mar 7	Sun 8	Mon 9	Tue 10	Wed 11	Thu 12	Fri 13	Mar 14	Sun 15	Mon 16
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