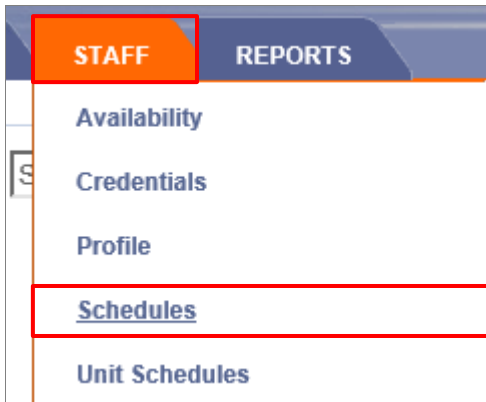


You can display the schedule for an individual employee using Workforce ESP Self Service.

From your Manager Home Page,

1. Click the **Staff** tab and select **Schedules** from the drop-down.

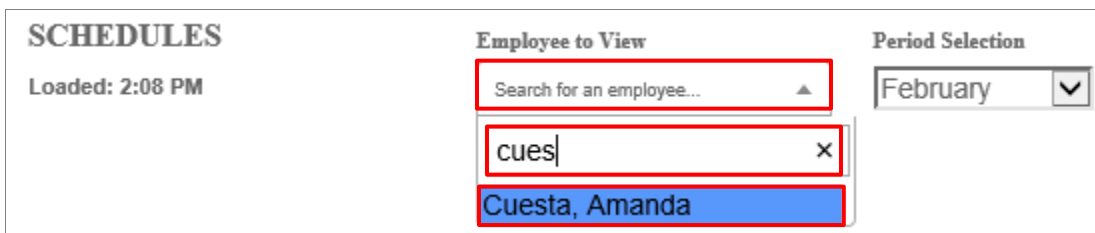


The *Schedules* screen appears.

2. Click in the **Employee to View** field, and enter the **last name of the employee** you want to display in the text box.

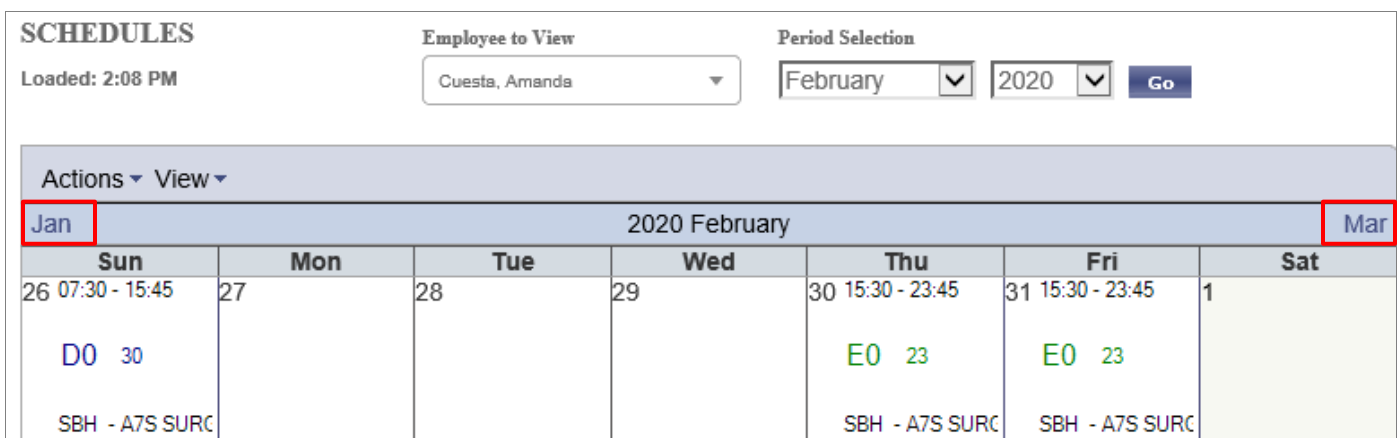
i As you type, names that match will populate in the list below the text box. Only the names for employees you have access to in the system will display.

3. Click the **applicable employee name** to select it.



The employee's schedule for the current month displays.

4. Click the **previous and next month links** to display the schedules for those months.



The screenshot shows the 'SCHEDULES' screen for 'Cuesta, Amanda' in February 2020. The 'Employee to View' dropdown is set to 'Cuesta, Amanda'. The 'Period Selection' dropdown is set to 'February' and the year is '2020'. There is a 'Go' button. Below the search area, there are 'Actions' and 'View' dropdowns. The main schedule table is displayed for '2020 February' with navigation links for 'Jan' and 'Mar'. The table shows the following schedule:

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		

- Click the **Period Selection menus** for month and year to select a month and year from the drop-downs, if you'd like to display a different month and year.

SCHEDULES Employee to View → Period Selection

Loaded: 2:08 PM Cuesta, Amanda February 2020 Go

Employee to View: Cuesta, Amanda

Period Selection: **February** (highlighted in red), 2020, Go

2020 February		2020 March	
Tue	Wed	Thu	Fri
28	29	30	31 15:30 - 23:45

- Click **Go**.

Employee to View: Cuesta, Amanda

Period Selection: **March** (highlighted in red), 2020, **Go** (highlighted in red)

The employee's schedule for the period selected displays.

Feb		2020 March						Apr
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
23 07:30 - 15:45 D0 30 SBH - A7S SURC	24	25	26	27 15:30 - 23:45 E0 23 SBH - A7S SURC	28 15:30 - 23:45 E0 23 SBH - A7S SURC	29		
1	2	3	4	5 15:30 - 23:45 E0 23 SBH - A7S SURC	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	10	11	12 07:30 - 15:45 D0 30 SBH - A7S SURC	13 07:30 - 15:45 D0 30 SBH - A7S SURC	14		
15	16	17	18	19 07:30 - 15:45 D0 30 SBH - A7S SURC	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	23	24	25	26 15:30 - 23:45 E0 23	27 15:30 - 23:45 E0 23	28		