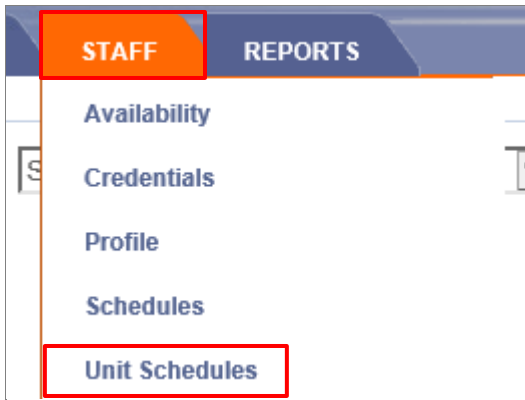


You can display a unit schedule using Workforce ESP Self Service.

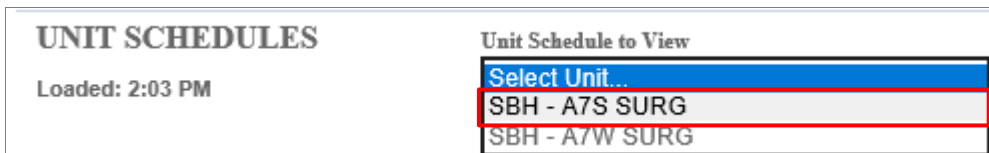
From your Manager Home Page,

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



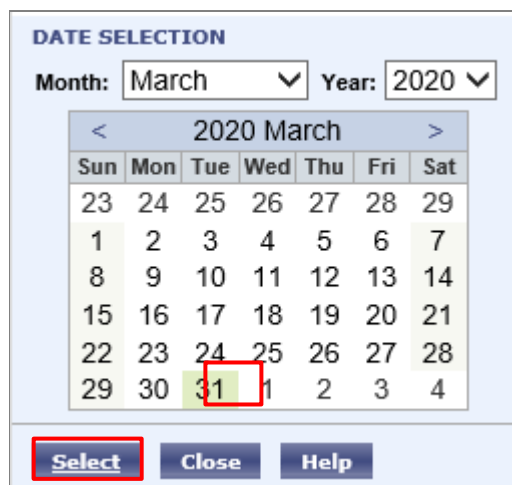
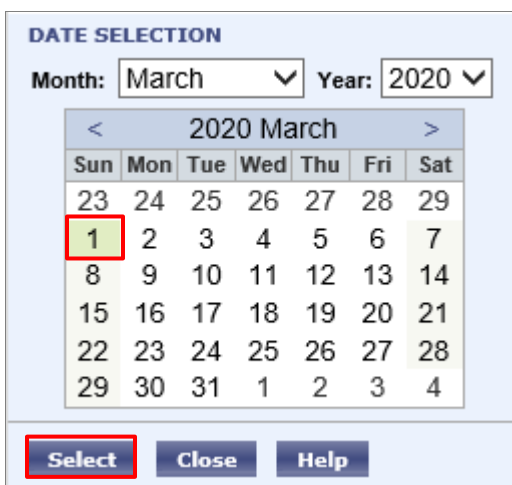
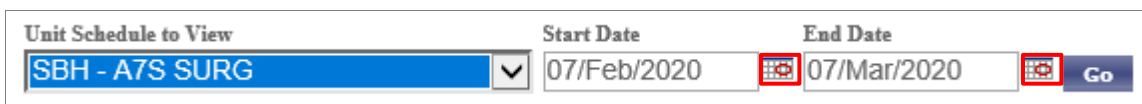
2. Click the **Unit Schedule to View** menu and select the **unit schedule** that you want to display from the drop-down.

i Only unit schedules for which you have security access are displayed in the drop-down.



3. Click the **Start Date** and **End Date** calendars, click a **date on each calendar**, and then click **Select**.

i You cannot select a date range longer than 31 days.



4. Click **Go**.

Unit Schedule to View	Start Date	End Date
SBH - A7S SURG	01/Mar/2020	31/Mar/2020
		Go

The unit schedule now displays for the selected date range.

5. Use the **scrollbar** to move down to the schedules of the unit employees.

At the bottom of the schedule, you can see the baseline number of staff for each of the various shift categories.

- For each day, the numbers displayed are a combined total for all occupations scheduled on the unit.
- The total is separated by the number of staff scheduled for the respective shift.
- The denominator is the baseline, and the numerator is the number of staff scheduled for the shift category.

i To see all of the shift categories, you may need to use the scrollbar to the right of the bottom section.

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	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	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	6/0
D576(07:30 - 19:55)	4/0	6/0	4/0	5/0	6/0	6/0	4/0	5/0	4/0	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	7/0