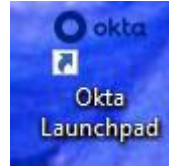
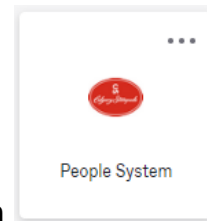




How to See My Schedule on the Desktop

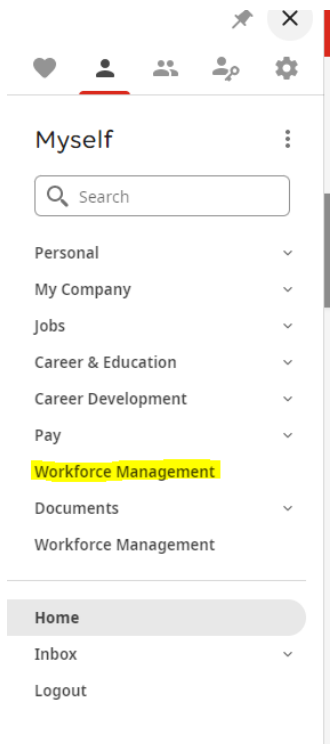


Step 1: Log into People System through Okta . The username and password will be sent to you in an e-mail from IT. It is usually your username and password you use to log into your computer.



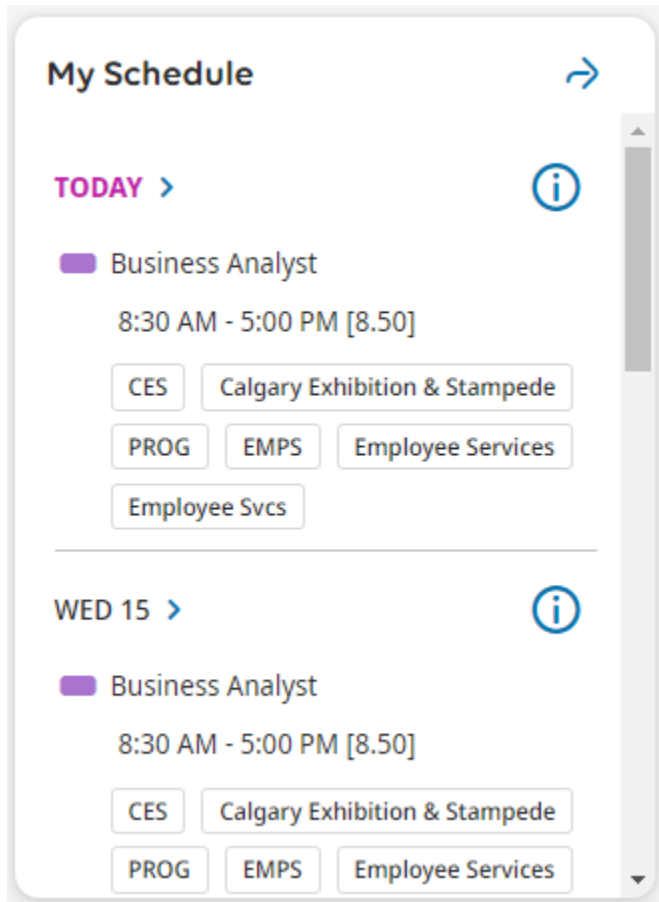
Step 2: Once you have logged on click on the People System Icon


Step 3: Click on the **Myself** icon and then the **First Workforce Management** in the list

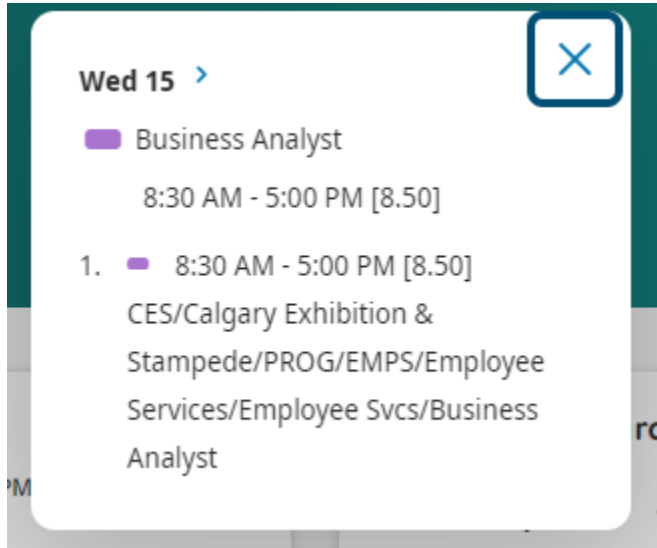





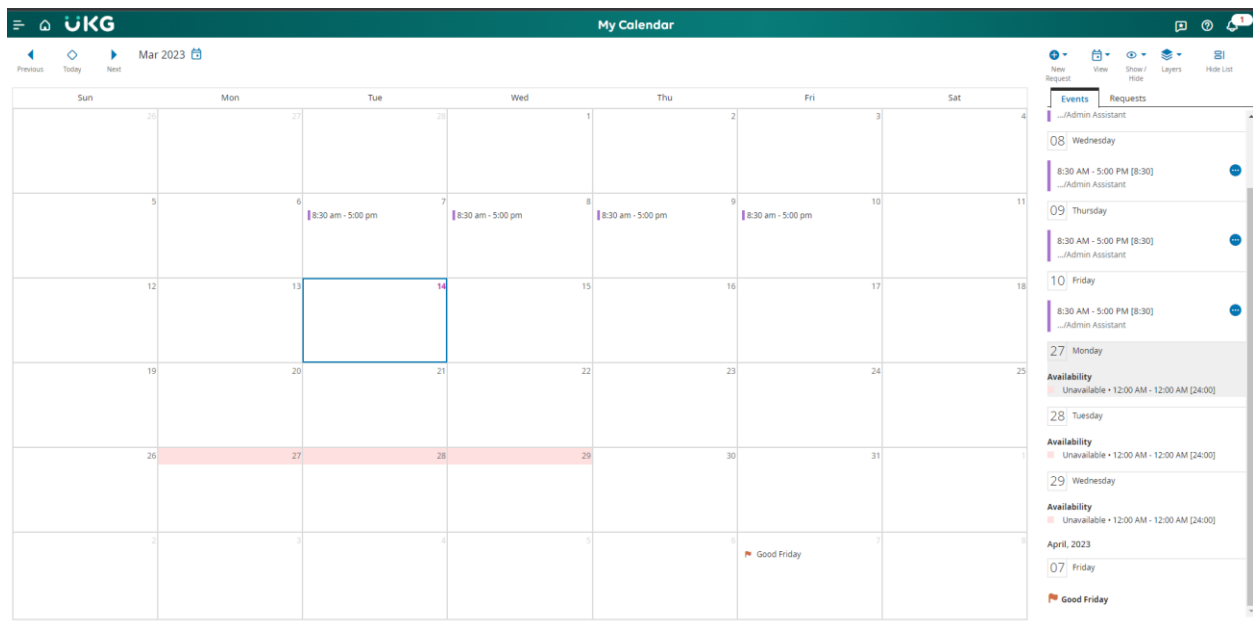
Step 4: This will open UKG Dimensions in another Tab. On the home screen you will see a tile labeled “My Schedule” this will show you what you are working the next 7 days.



Step 5: if you click on the  icon, a box will open, and it will show you more detail on what you are working.

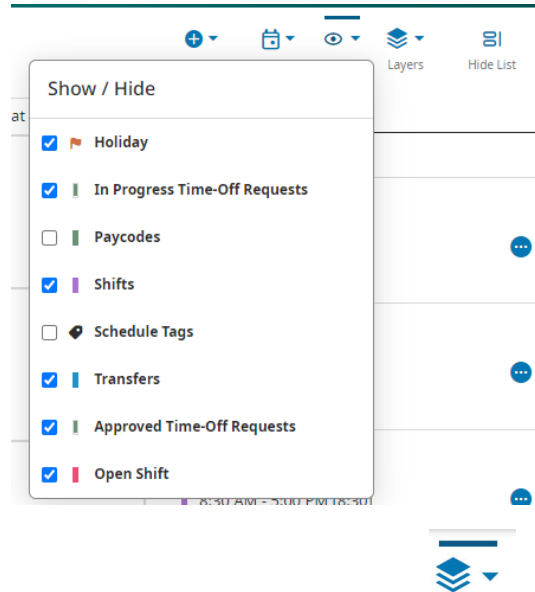


Step 6: if you click on the  icon it will open up to “My Calendar”. It will default to the “Availability” view.

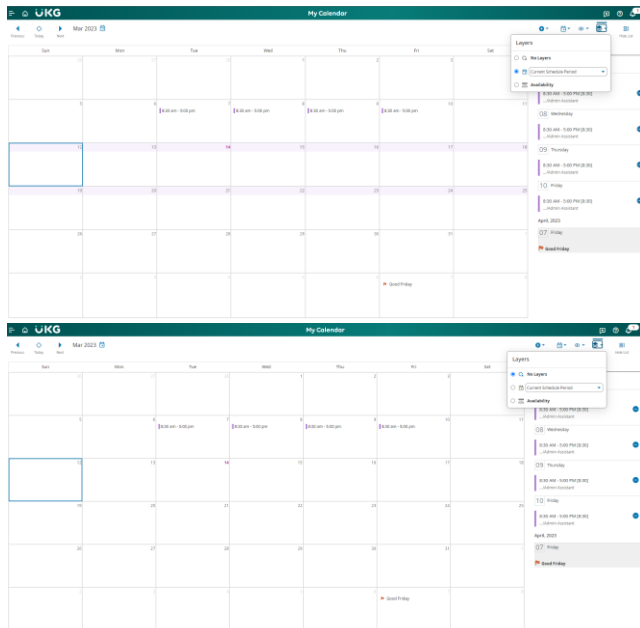




Step 7: If you click the Show/ Hide button at the top of the My Calendar screen, you will be able to see the legend of what you are viewing on your calendar and add or remove different items if you wish.

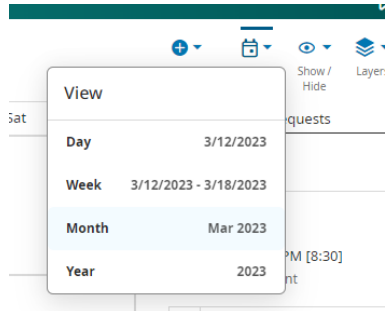


Step 8: If you click the “Layers” icon at the top of the My Calendar screen. You can change what you are looking at on your Calendar, (i.e. Availability will show when you are and are not available, Current schedule Period will highlight the current period in Purple (you can change this by clicking the down arrow. No layers will show your basic calendar with shifts).

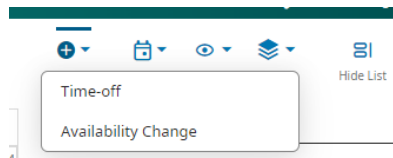




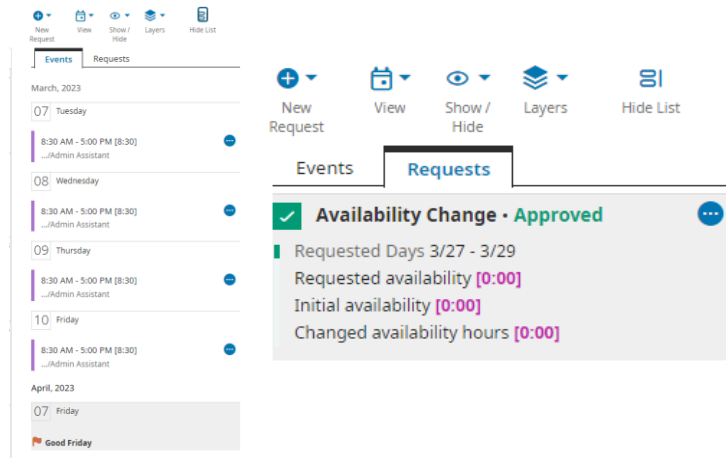
Step 9: If you Click the “View” Button on the My Calendar Screen you can change the view of the Calendar. It will default to the monthly view.




Step 10: If you Click the “New Request” Button on the My Calendar Screen you can Submit a Time off Request (if eligible) or Update your Availability. (See how to book time off and change availability how to guides and follow steps after your selection. Click the X to exit.



Step 11: If you Click the “Show List” Button on the My Calendar Screen you will be able to see your scheduled shifts in a list view. You then can click “Hide List” to go back to the calendar view.



Step 12: To go back to the home screen, Click the  in the top left hand corner.

Congratulations, you have now viewed your schedule in Dimensions on the Desktop.