# Managing Time in Findd

If you run into any issues, please notify the Findd representative!

View Your Schedule

To view your schedule:
1. Go to the "Work" tab at the bottom of the screen.
2. Select "Confirmed".
3. You should see the list of your scheduled shifts.

Reminder – Your schedule will begin with Orientation. Upon the successful completion of orientation, your schedule for the first week of the strike will be loaded into Findd.
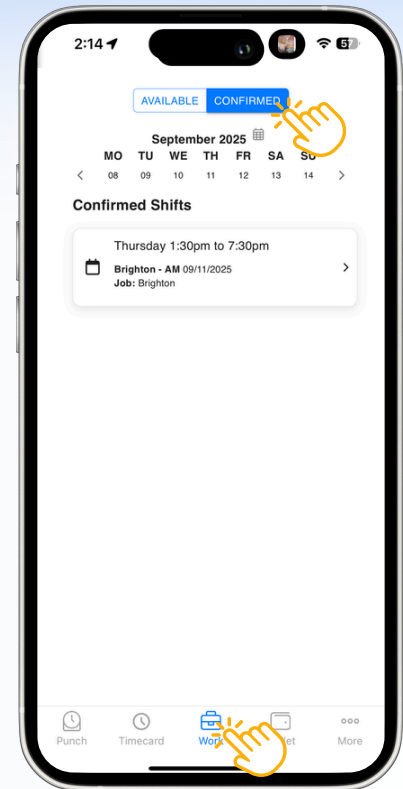
Approving & Submitting Timesheets

1. Go to the "Timecard" tab at the bottom of the screen.
2. Select the timecard for the day you want to approve.
3. Select "Approve Your Timecard".
4. Click 'Ok' and sign to agree to the terms of the timecard submission.