View Monthly Employee Schedule

To view Time Off or Scheduled Shifts for a specific employee in a month, begin by selecting **Users** from the top navigation bar.

Click on the name of the employee that you would like to view.

Name	Employee ID	Email	Locations	User Role	Type	Signed Up
Abigail Barrett	10000005	abigail.barrett@optum.com	Fairfield	Employee	Full Time	
Alice Conway	10000012	alice.conway@optum.com	Fairfield	Employee	Part Time	
Andrew Higgins	10000011	andrew.higgins@optum.com	Fairfield	Employee	Full Time	
Carrie Toberman	10000032	carrie.toberman@optum.com	Fairfield	Employee	Full Time	
Charlotte Cartwright	10000033	charlotte.cartwright@optum.com	Fairfield	Employee	Part Time	
Christina Butler	10000037	christina.butler@optum.com	Fairfield	Employee	Casual	
Christopher Burnett	10000038	christopher.burnett@optum.com	Fairfield	Employee	Full Time	
David King	10000013	david.king@optum.com	Fairfield	Employee	Casual	

Click the desired department schedule on the left side navigation, if an employee belongs to more than one department. This is color coded to help you differentiate which schedule you are looking at, and which shifts belong to which department.

You will see the employee's monthly schedule on the right. You can add shifts from the left as well. The colors on the schedule will coordinate with the appropriate department calendar. You can also see **Time Off** and **Availability** in a monthly view. Use the left and right arrows at the top to view different months.