**How Do I View My Schedule?**

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| Navigation |

1. Log into OneUSG Connect.
2. From **Employee** **Self** **Service**, click the **Monthly** **Schedule** tile.
3. Your schedule for the **current** month appears.
4. To navigate to a different month, use either the **Previous** **Month** link, the **Next** **Month** link, or the **Month** and **Year** dropdown fields.
5. Your **Monthly** **Schedule** lists the total hours you are scheduled to work on a particular day. To review your schedule details for a specific date, click the **Date** link in the calendar.
   1. Schedule details are listed including absence or holiday details.
   2. Click the **Return** **to** **Monthly** **Schedule** link.
6. If you have a **Planned** **Absence** or there is a **Scheduled** **Holiday**, the appropriate icon will be listed for that day.