How Do I View an Employee’s Permanent Work Schedule?

**Navigation**

1. Log into OneUSG HCM.
2. If the Manager Self Service page is not displayed, click on the blue NavBar and select Manager Self Service from the drop down listing.
3. On the Manager Self Service page, click the Team Time tile.

**Select an Employee to Update**

5. On the Assign Work Schedule page, populate the Last Name field or the Employee ID field.
6. Click the Search button.

**Select an Employee Record in the Search Listing**

7. Click the desired Employee Name/Employee Record combination in the search results listing.

**Review the Current Schedule Information**

8. On the Assign Work Schedule page, review the Schedule ID and Description information.
9. Click the Show Schedule link and view details of the schedule.
10. Make note of the Workgroup information displayed in the page header. 
    NOTE: The workgroup includes “smart coding” which indicates whether it is institution-specific or universal, used by exempt or non-exempt employees, etc. Please contact your HR representative for a quick reference guide explaining the workgroup “smart coding” and related attributes.
11. Make note of the work days displayed in the Schedule Calendar section.
12. On the Schedule Calendar page, click the Shift Detail link.
13. Make note of the timesheet type (**Punch Type**) used by the employee.
14. Click the **Return** button to return to the **Schedule Calendar** page.
15. Click the **Cancel** button to return to the **Assign Work Schedule** page.

**Review the History of Schedule Assignments**
16. Click the **Expand** icon associated with the **View History of Schedule Assignments**, including **Default Changes** section, displayed at the bottom of the **Assign Work Schedule** page.
17. Review the listing of schedule changes.

**Complete the Task/Sign Out of the Application**
18. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.
19. Click the **Sign Out** option in the listing.