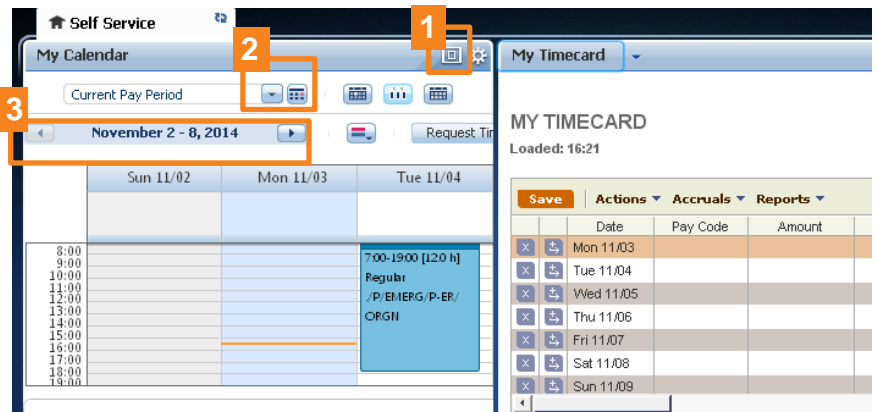


Reviewing your schedule

1 Activate the **My Calendar** widget - click 'maximize' to view the full screen: See label 1 on the screenshot below.

2 Select the dates to review from the **date selection tools** – use the pick list button or the icon directly to the right of it (calendar) to choose the required dates: See label 2.

Note: The dates selection field defaults to 'Current Pay Period'. To view alternative dates, you must change this field to include the required dates – this also applies to *Time off* and *Shift Swap* requests.



3 Click the arrows 'left' or 'right' to move to the next (or previous) week in the schedule: See label 3.

Important Note: The dates available to view are restricted by the **date selection tools**. Choose a wider range from the field 'labeled 2' above to view more of the schedule - available to view up to one year ahead.

Reviewing your timecard

Activate the **My Timecard** widget and maximize the screen by clicking this button -

0 Ensure your period of time is correct. See label 2 above for explanation.

1 Review the 'in' and 'out' punches for each scheduled day.

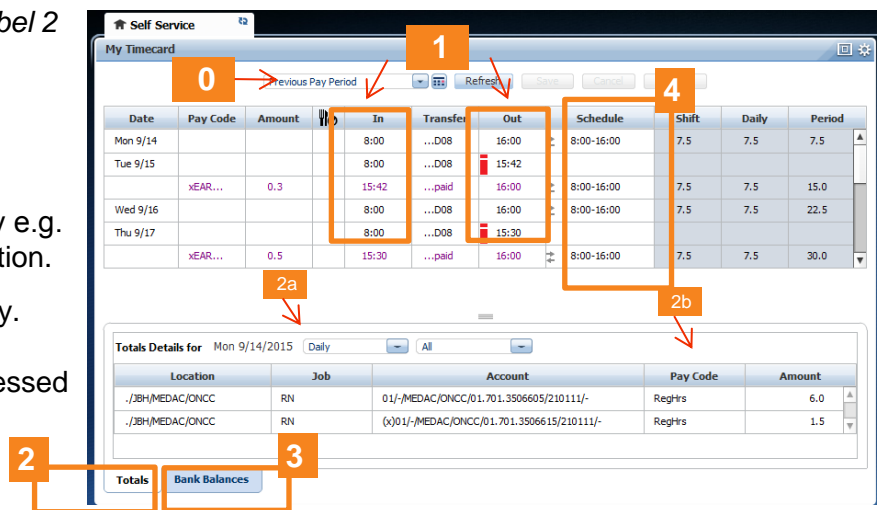
2 Click the **Totals** tab in the bottom left of 'My Timecard' to view the breakdown of your pay e.g. hours at regular pay, premium pay and vacation.

2a Select **Daily** to review totals for each day. Select the day in the Label 1 time card.

2b Paycode determines the pay to be processed

3 View **Bank Balances**

4 View **Current Schedule**

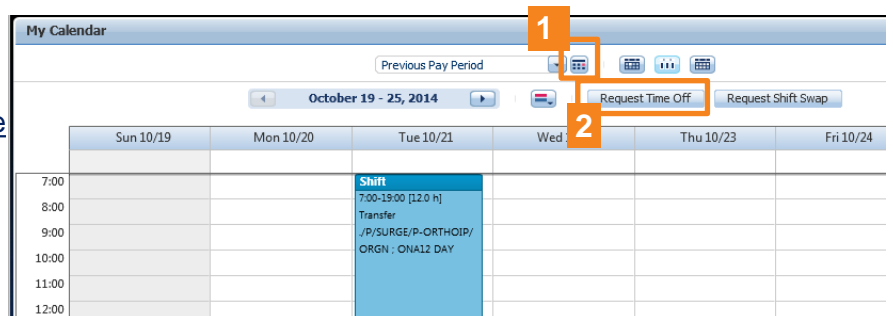


How to access the Time Off request forms

Activate the **My Calendar** widget and maximize the screen -

1 Click the **Select Dates** button to choose the dates to view (you must include all dates in this range that you want to request time off or shift swap). See label 1

2 Click the **Request Time Off** button to open the time off form: See label 2



Time Off: From My Calendar, click Request Time Off

- 1 **Type:** Select request type
- 2 **Start date:** Click the calendar icon and select the start date of the time off request
- 3 **End date:** Click the calendar icon and select the end date of the time off request.
- 4 **Pay Code:** Select the pay code for the vacation bank the hours are to be deducted from.
- 5 **Duration:**, select 'Full Day' or 'Hours' from the pick list. If you chose 'Full day', skip to step 7.
- 6 If selecting 'Hours' in step 5 (for part of a shift off) enter:
 - **Start time:** enter the time that the 'time off' request is to commence, then
 - **Length:** enter the number of hours requesting off.
- 7 **Notes:** enter a message to your manager / SWP regarding your request (optional).
- 8 Click **Submit** to send the request.

1-LT Request beyond 60 d
1-LT Request beyond 60 days
1-ST Request within 60 days
Overtime Request
Vacation Planner Request

The screenshot shows the 'Request Time Off' form with the following elements highlighted by numbered callouts:

- 1: Type dropdown menu (set to '1-LT Request beyond 60 d')
- 2: Start date calendar icon and input field (9/22/2015)
- 3: End date calendar icon and input field (9/22/2015)
- 4: Pay code dropdown menu (set to 'Vacation')
- 5: Duration dropdown menu (set to 'Hours')
- 6: Start time and Length input fields
- 7: Notes (Optional) text area
- 8: Submit button

Below the form, there is a table for Accruals:

Accrual	Balance
Emergency Leave Occurrence	0.0 Hour
Sick Occurrence	0.0 Hour
Stat01 NY	0.0 Hour
Stat02 FD	0.0 Hour
Stat03 GF	0.0 Hour
Stat04 EM	0.0 Hour
Stat05 UD	0.0 Hour

Process Note: The request is submitted to your Manager and SWP (scheduling office) to review. You will receive an email when it is approved or refused.

System Note: To request non-consecutive days or multiple pay codes in a single request, click **Add Another Time-Off Period** e.g., request one week in June and another week in July

Accessing Self-service from the Terminal

- 1 Select the icon you wish to review.
- 2 Use TouchID to access your information.
- 3 Select a date or time period to view more details.
- 4 When finished, select **Close**.



During peak times punching in & out will be the only feature available at the terminal.

Outside of peak times all of the self service features will be available

Peak times are: 0630-0830 / 1430-1630 / 1830-2030
Access by PC for self service is available at all times

Overtime Requests

There is no change to the current overtime request process. Currently the paper 'Overtime Submission Process' form will continue to be used to submit overtime requests, unless directed otherwise by your Manager.