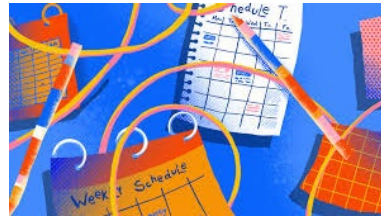


Workday

Job Aid: View Schedule



workday.



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In order to view your schedule in Workday (if applicable), follow these steps. Please note that most worksites use a different application or post the schedule otherwise. Ask your Supervisor how to find out your work schedule.

1. Log into your Workday account.
2. Under Your Top Apps, choose Time.



Time

3. Click on My Schedule under View.

View

My Time Off

Time Off Balance

My Schedule

Note: The holidays displayed are informational only. Eligibility for payment depends on your employee status (e.g. active, regular), standard hours, normal work schedule and schedule adherence before and after the holiday. Please review our [holiday policy](#) for details.

For general questions, please contact workday@guestservices.com.