The My Calendar widget allows you to view your work schedule and request time off. If Workforce Scheduler is installed, you may be able to submit open shift and shift swap requests.

In this job aid, you will learn how to access and review the My Calendar widget.

Accessing the My Schedule and Time Off Requests widget

2. Log in using your credentials.
3. If the My Schedule and Time Off Requests widget is not in your default workspace, navigate to the Related Items pane.
4. If necessary, open the Related Items pane.
5. Click My Schedule and Time Off Requests.

Viewing the My Schedule and Time Off Requests widget

- **A** Current Pay Period
- **B** Select Dates: Use if you want to select a specific date range outside of the preconfigured options.
- **C** Views: Choose from the view options to view calendar information by day, week, or month.
- **D** Date label: Displays range of dates that you are viewing. Click the arrows to toggle back and fourth between time periods.
- **E** Request Time Off: Click to fill out and submit a time-off request.
- **F** Visibility filter: Choose elements you want displayed, or clear elements that you do not want displayed within the calendar.

For further assistance or additional information please visit [http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm](http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm)

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ECU Workforce Central®
Managing the My Schedule and Time Off Requests

Requesting time off

1. Select a date within the calendar.
2. Click Request Time Off.
3. In the Request Time Off window, select or enter information for the available fields.
4. If applicable, enter additional details about the request in the Notes field.
5. Click Submit to send the request to your manager.
6. Optionally, click Draft to save the request as a draft and come back to it later.

Retracting a time-off request

1. Click My Schedule and time off Request.
2. Click the link for the time-off request.
3. From the menu, click Retract.
4. In the Retract Time-Off Request dialog box, Select Time-Off Request.
5. In the drop down box select Retracted.
6. Click at the top of the page. Employee Notifications Alert Category.
7. You should see a message that says Your time off Request has changed status.

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