1. Click **Main Menu** > **My Information** > **My Calendar**.
   - If the tabs to the right of the calendar are not visible, click **Show List**.

2. Click one of the following:
   - **Events** tab — Shows shift segments and pay codes
   - **Requests** tab — Shows active requests for changes to your schedule

3. Optionally, click any of the following to change your view of the schedule:
   - **Previous** — Show the previous time period.
   - **Today** — Show the time period that includes today.
     - In the weekly view, the header for today is **orange**.
     - In the monthly or yearly view, today is highlighted in **light blue** and the date is **orange**.
   - **Next** — Show the next time period.

4. Optionally, use the filters and options to adjust your view settings as follows:
   - **View** — Select a daily, weekly, monthly, or yearly view of the calendar.
   - **Show/Hide** — Select schedule items to show in the calendar:
     - **In-progress Requests** — Requests that are submitted and not yet approved or rejected
Approved requests

Holiday

Transfers — The shift is not the primary job, cost center, or work rule of the assigned employee.

Shifts — The assigned job is the primary job of the employee.

Pay codes

Layers — Select information layers to display in the calendar.