

## When to Use This Guide

Use this document to guide you through viewing your schedules and covering open shifts in Workday. Only for hourly TSMs in the Distribution Centers.

### Viewing your Schedule (on computer)

- 1) Click **Menu** in the upper left corner
- 2) Click **Time and Scheduling**
- 3) Click **My Schedule**

### Viewing your Schedule (Workday app)

- 4) Tap **Apps** in the bottom menu to view your apps
- 5) Tap **Schedule**
- 6) Your schedule for the current week displays. Use the **arrows** < > at the top to view past or future weeks

### Covering an Open Shift (on computer)

- 1) Click **Menu** in the upper left corner
- 2) Click **Time and Scheduling**
- 3) Click **Open Shift Board**
- 4) Click the **Shift** you would like to Cover
- 5) Click **Cover Shift**
- 6) Click **Submit**
- 7) The scheduler will get the option to approve the shift and you will receive a notification
- 8) Prior to approval, you may **Withdraw Request** if you change your mind and do not want to cover the open shift

### Covering an Open Shift (Workday app)

- 9) In the **Schedule** app, tap the **3 dots** in the upper-right corner of the screen
- 10) Tap **Open Shift Board**
- 11) Tap the **Shift** you would like to Cover
- 12) Tap **Cover Shift**
- 13) Tap **Submit**
- 14) The scheduler will get the option to approve the shift and you will receive a notification
- 15) Prior to approval, you may **Withdraw Request** if you change your mind and do not want to cover the open shift