

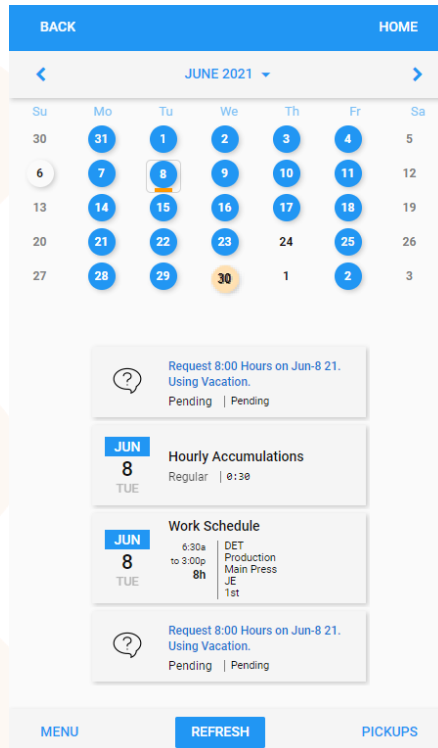
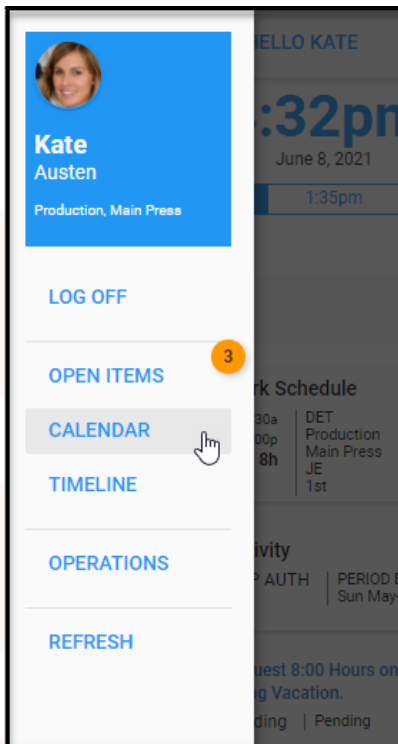
ESS MOBILE CALENDAR

The Calendar screen enables you to view information outside the current period.

Note: The screens and options below might not match exactly to your system depending on what is configured.

To access the **Calendar** Screen

Select the More Operations (hamburger) button  on the top left of the home screen and then choose **Calendar**.



Key	
Available Work Schedules	30
My Assigned Work Schedules	12
My Scheduled Absences	12
Pay Accumulations – Hours Worked	
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> APR 30 Hourly Accumulations THU Regular 7:06 </div>	
Notifications Received	
My Indication of Availability	
Pending Items	28

The **MENU** button at the bottom of the screen will display the following options.

MENU ITEMS	DESCRIPTION	OPTIONS
Presentation	Toggle what items you want displayed on the calendar	Toggle on or Off the items you want visible.
Request Time Off	Request time off for a single day, multiple days, or partial day.	
Filter Open Schedules*	Filter available schedules distance, preferred work position, or work location.	Distance from Home – Set a distance preference. Only useful with multiple work locations. Preferred Work Position Preferred Work Location
Indicate Availability*	Indicates day(s) your available or unavailable.	
Refresh Open Schedules*	Update the lasted open schedules available for pickup.	

*Only available with the Visual Scheduling module