

Document Information

How-To Guide	Viewing Your Schedule
Relevant Audience(s)	Frontline/Field Associate, Clerical Hourly/SNE
Topic(s) included	• How to view your schedule and monitor updates • Overview of schedule icons
Version	V1
Date Last Updated	06-23-2026
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Glossary

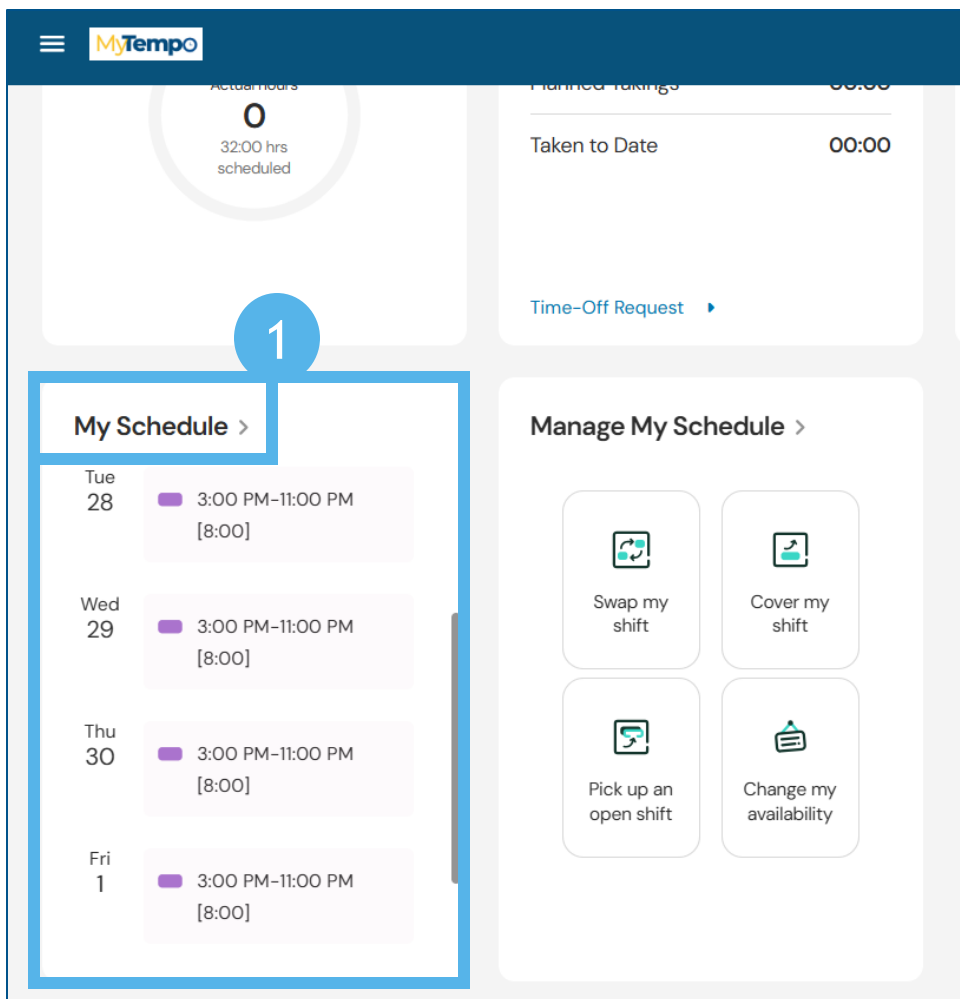
- **Swap My Shift** - Exchange your scheduled shift with another associate's shift
- **Cover My Shift** - Request another associate to take over your scheduled shift
- **Open Shift Available** - An unassigned shift available for associates to request
- **Request Time Off** - Submit a request for planned leave or time away from work
- **Transfer Shift** - Transfer to a different job, cost center, or work rule for a specific shift or period

This how-to guide will cover the following topics:

- How to view your schedule and monitor updates
- Overview of schedule icons and colors

How to View Your Schedule and Monitor Updates

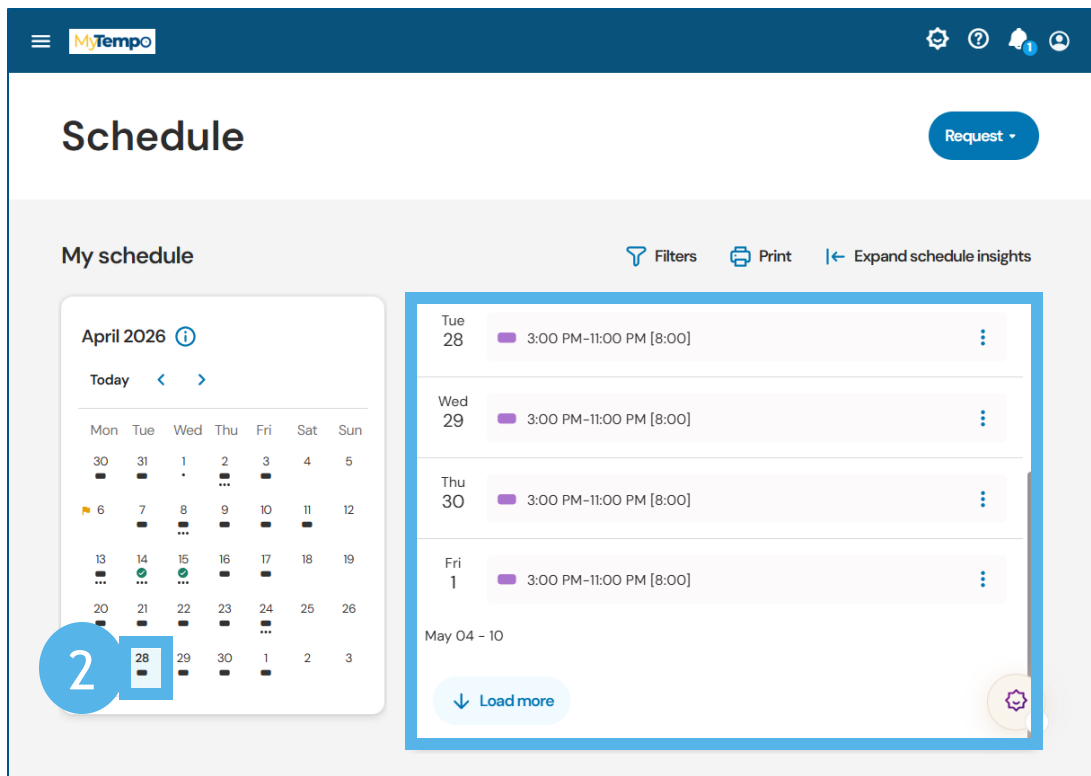
1. From the home page, look for the **My Schedule** tile and select **My Schedule**.



2. The **Schedule** page appears. Select any date from the calendar to view that day's schedule in the panel next to it.

Any updates to your schedule will also be reflected here.

Note: Details such as work hours, shifts, holidays, and time-off information are displayed.



The screenshot shows the MyTempo Schedule page. At the top, there's a dark blue header with the MyTempo logo, a menu icon, and several utility icons (settings, help, notifications, profile). Below the header, the main section is titled "Schedule" and includes a "Request" button. Underneath, there's a "My schedule" section with options for "Filters", "Print", and "Expand schedule insights". On the left, a calendar for April 2026 is displayed, with a blue circle and the number "2" highlighting the date April 28th. On the right, a detailed view of the schedule for April 28th through May 1st is shown, with a blue border highlighting this panel. Each day entry shows a purple bar representing a shift from 3:00 PM to 11:00 PM [8:00]. At the bottom of the schedule panel, there's a "Load more" button and a gear icon for settings.

Overview of Schedule Icons

	Regular Shift
	Transfer Shift
	Holiday
	Approved Time Off
	Cancelled Time Off
	Open Shift Available
	Submitted Time Off
	Refused Time Off