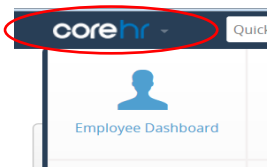


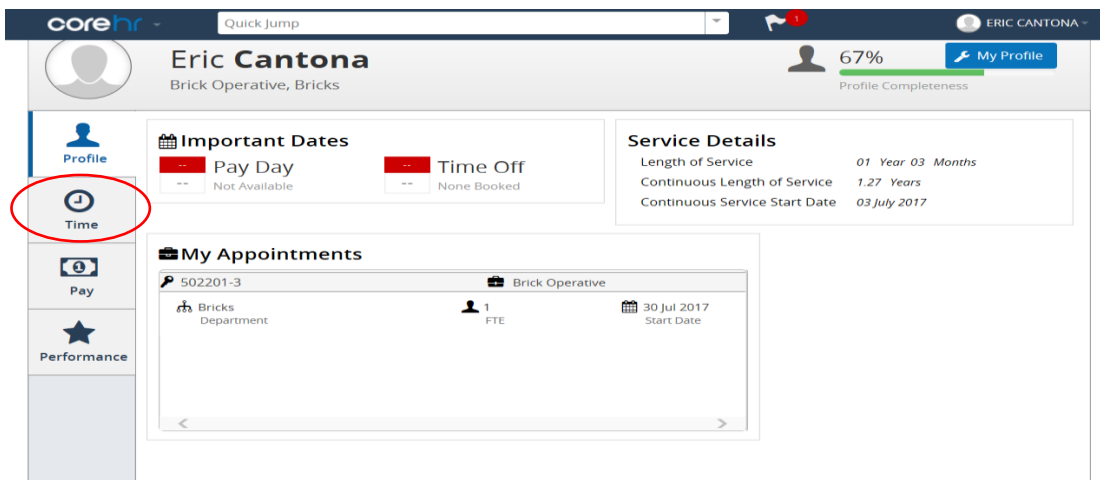
EMPLOYEE SELF SERVICE (ESS) USER GUIDE - DESKTOP VIEWING YOUR SHIFT PATTERN/ROSTER REQUESTING A SHIFT SWAP

To view your work pattern or 'roster', you'll need to access the **Time** widget (aka 'icon') in your Employee Dashboard.

At the top of the screen is the main menu bar. Click on the drop-down arrow next to the Core HR logo and click on the **'Employee Dashboard'** widget.



From the Employee Dashboard click on the **'Time'** widget.



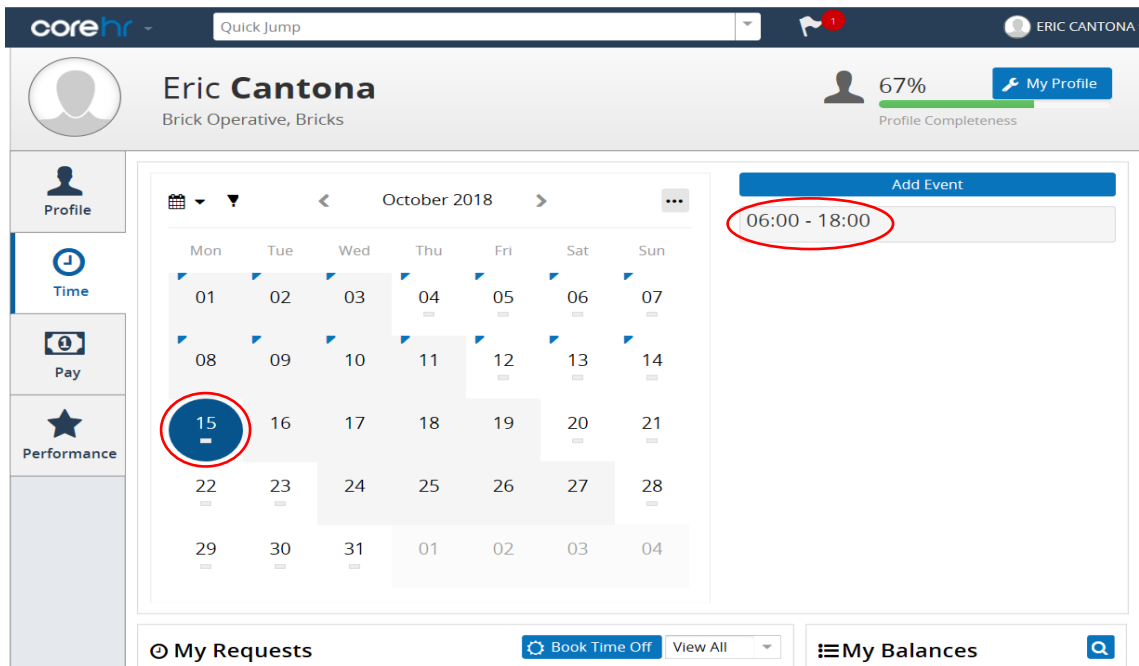
To view your roster, click the three dots and 'My 12-month Roster'.

The following window will then appear. From here you'll be able to hover your mouse over each date to see the working pattern assigned and your rest periods.

You'll also be able to see at a glance any annual leave requested/taken or booked (this is noted as 'Absence' on the screen).

Being able to see your roster like this will help you and your line manager to plan ahead.

You can also view your work pattern on a specific date by clicking on a date in the calendar.



The screenshot shows the corehr user interface for Eric Cantona, a Brick Operative. The main content area displays a calendar for October 2018. The date 15th is highlighted with a red circle. To the right of the calendar, there is an 'Add Event' button with a red circle around the text '06:00 - 18:00'. Below the calendar, there are sections for 'My Requests' (with a 'Book Time Off' button and 'View All' dropdown) and 'My Balances' (with a search icon).

End.