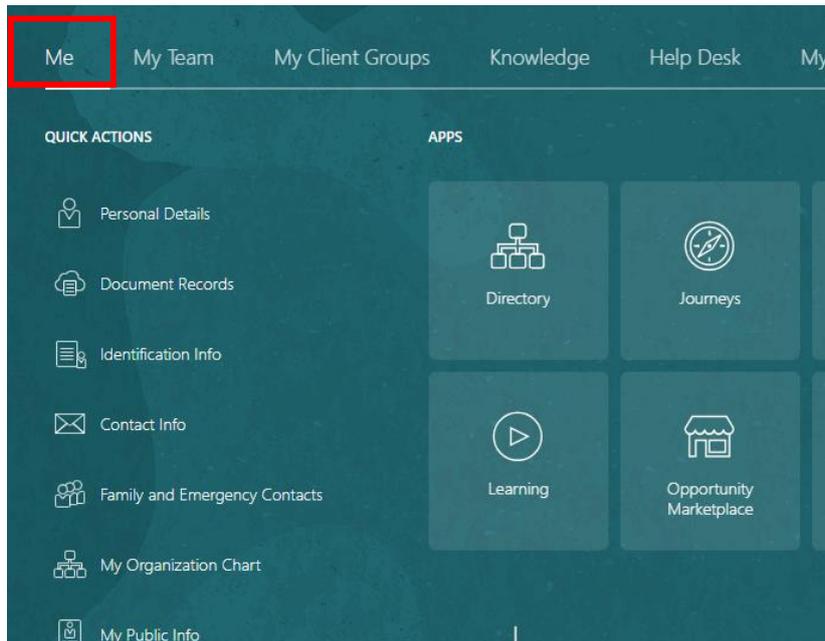
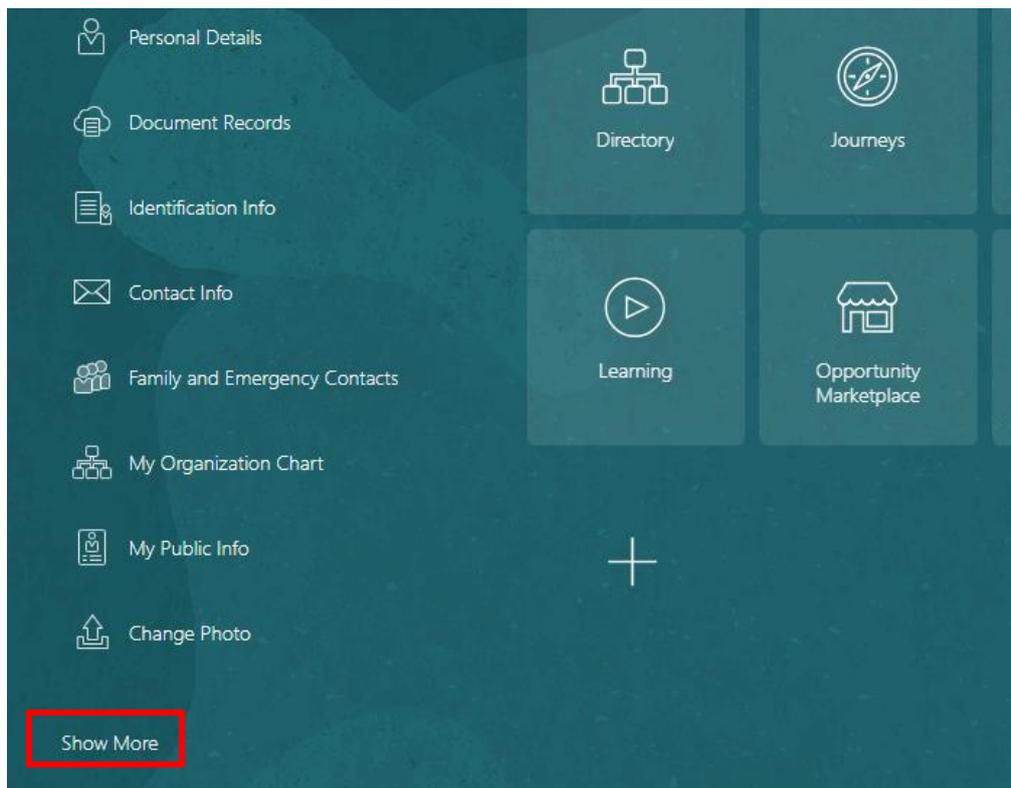


You will be required to check your work pattern if you change your working hours or days.

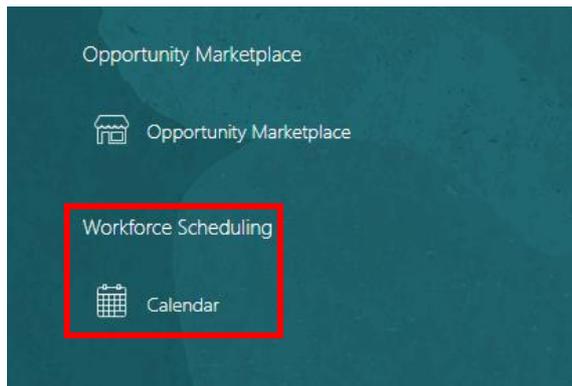
On the home screen click the “Me” tab



Then click “show more”



Then find “workforce scheduling” and click “calender”



From there you will be able to see what hours you work per day at the top of the page for example:

Mon 11-Dec 0 (7)	Tue 12-Dec 0 (7)	Wed 13-Dec 0 (7)	Thu 14-Dec 0 (7)	Fri 15-Dec 0 (7)
7 hrs 07.00 Hours Shift				

Note: - If your work pattern is incorrect, you must contact your line manager to advise then, they will then advise Personnel who will update your pattern.

If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk