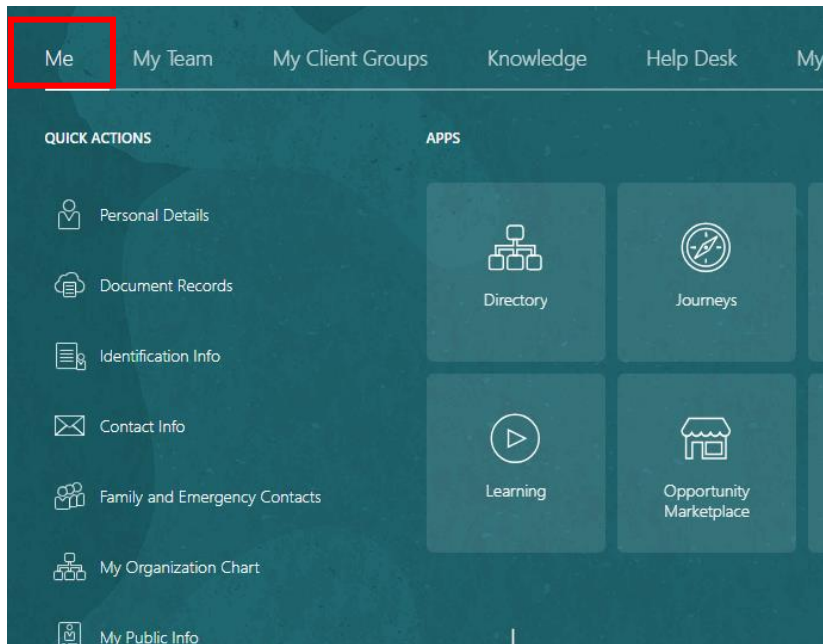
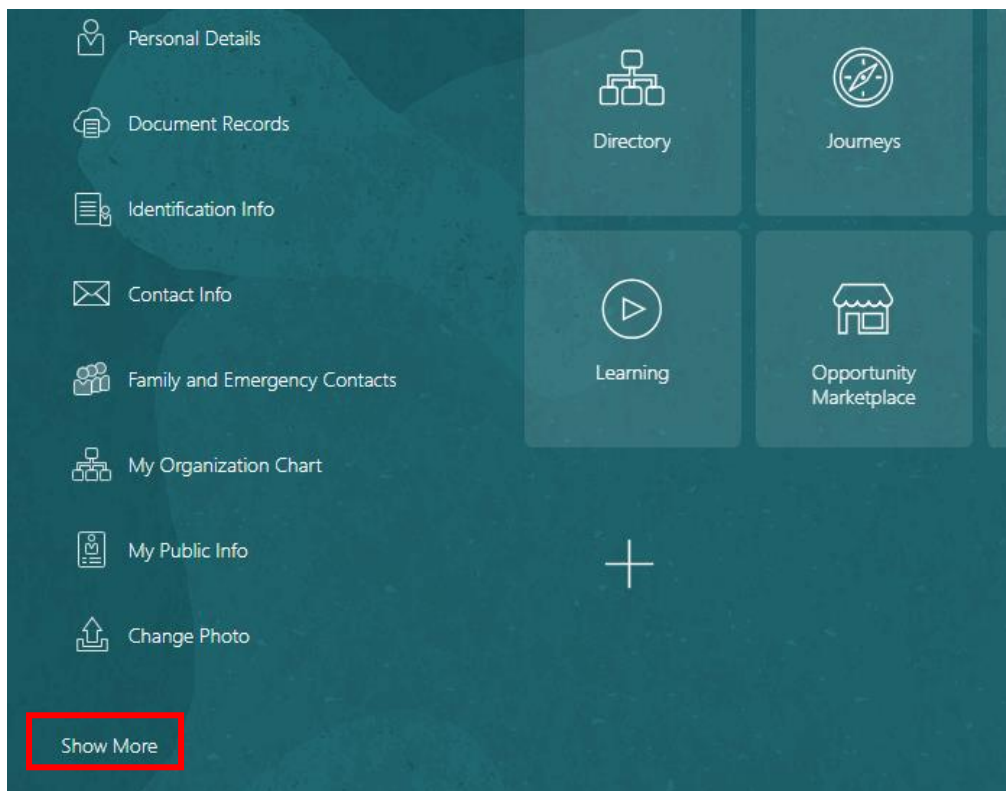


You will be required to check your work pattern if you change your working hours or days.

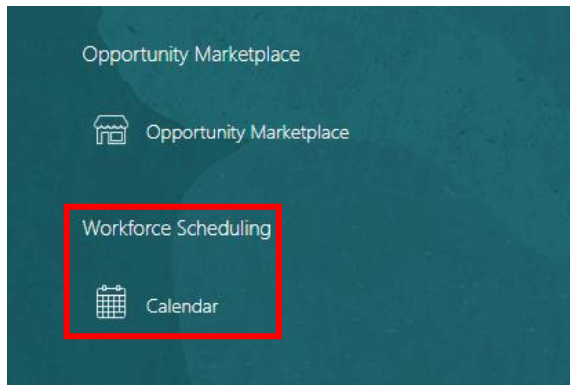
On the home screen click the “Me” tab.



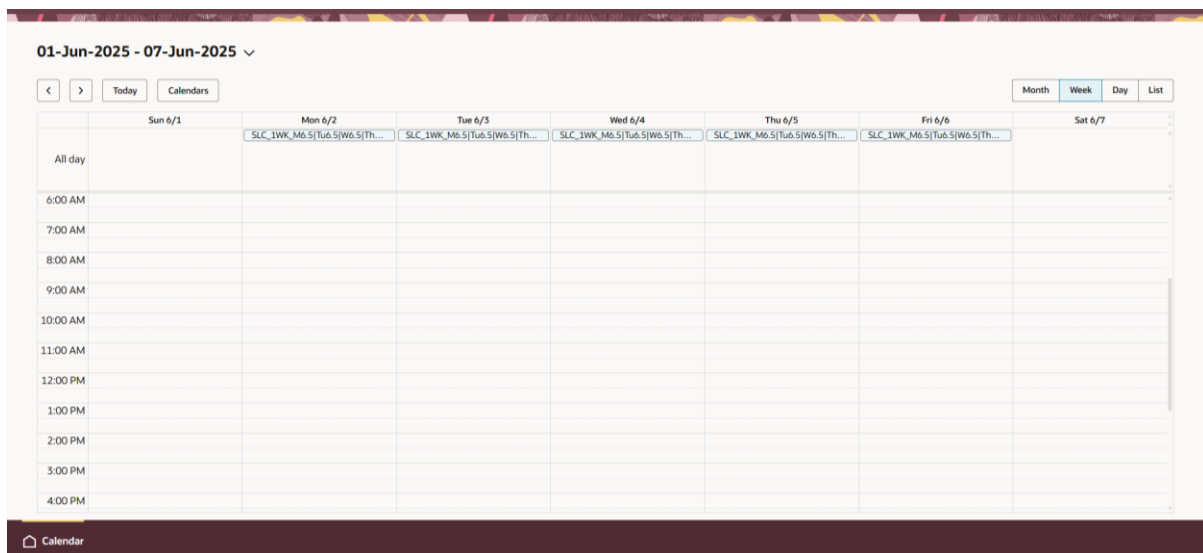
Then click “Show More”.



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:



You can change the calendar view by clicking on the Month, Week, Day and List buttons at the top right of the Calendar screen.

Note: - If your work pattern is incorrect, you must contact your line manager to advise them; 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.