# ADP® Timekeeping Plus Scheduling Support Center Guide

## View schedule for employees (web version)

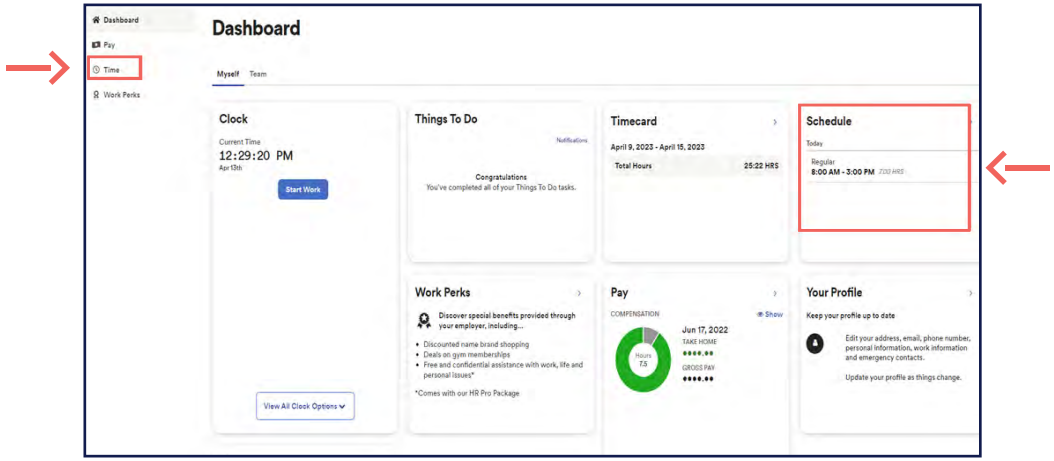
Proprietary and Confidential.

Always Designing for People®

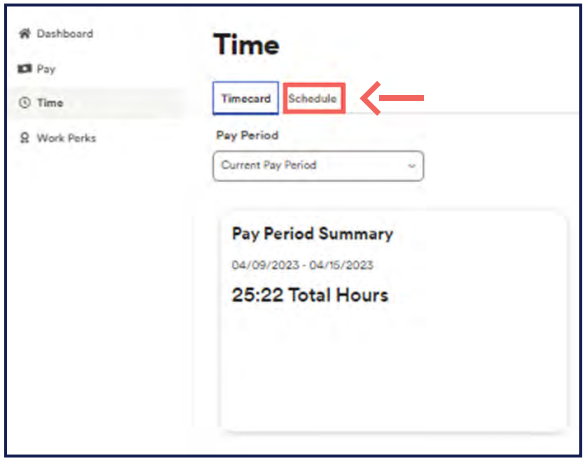
# View schedule for employees (web version)

Proprietary and Confidential.

1 From the Dashboard, you can either click **Schedule** on the top right, or click **Time** on the left-hand side.




2 Then, you can click on **Schedule**.

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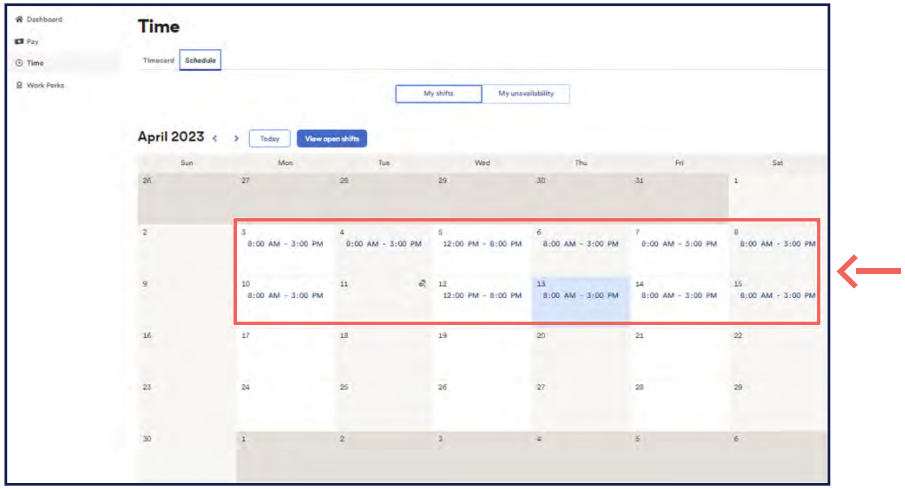
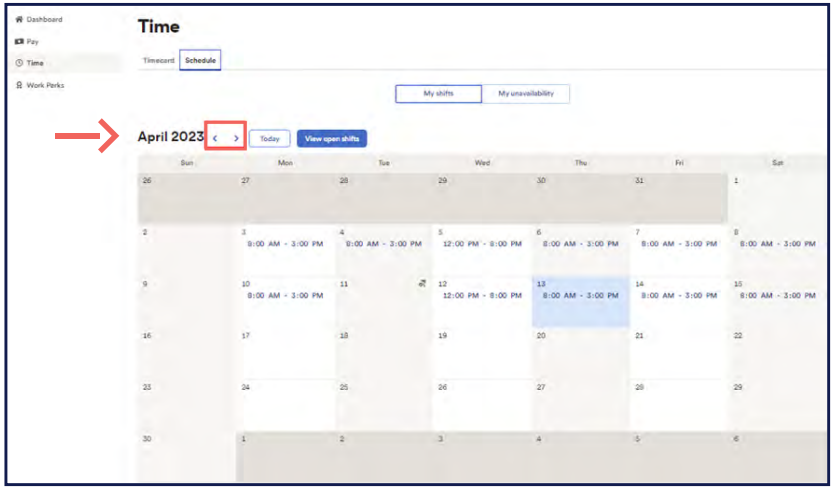
3 Here, you will see all your shifts that are posted.




4 You can navigate between current, previous and next months by using the **Arrows** as shown below.

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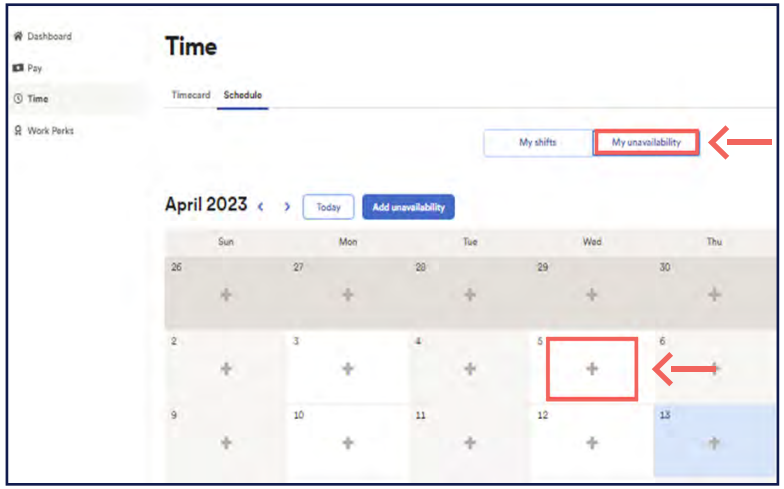
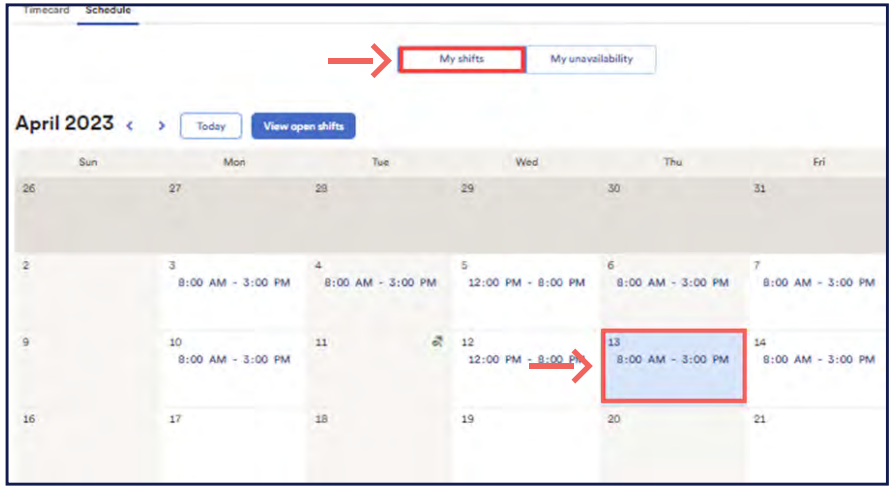
5 If you have upcoming unavailability, you can click on the **My unavailability** tab to make sure it is recorded on the schedule so you don't accidentally get double booked. If you need to add upcoming unavailability, you can click on the day to add it.




6 If you have a shift you cannot work, click on the **Shift**.

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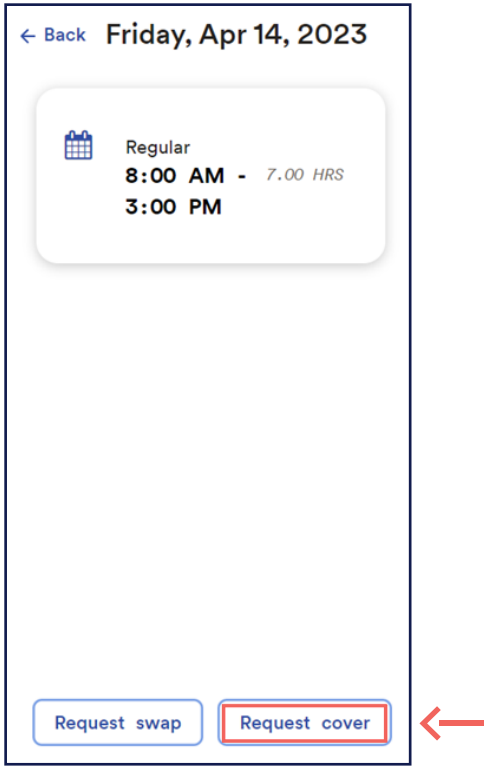
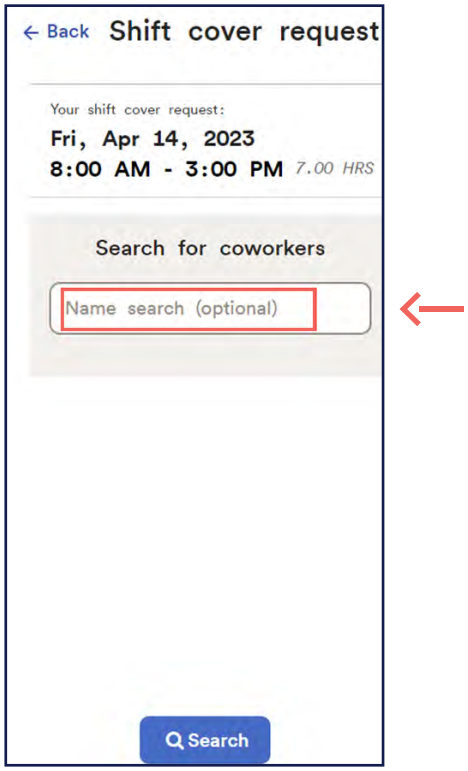
7 Then **Request cover**.




8 Here, you can request a coworker to cover your shift. And then, an approval will be sent to your manager.

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