

CHECKING YOUR ROSTER – DAYFORCE APP

<p>1. Login.</p>		
<p>2. From the home screen click the <u>Calendar</u> shortcut to review your calendar for the current month.</p>	<p>Calendar shortcut:</p> 	<p>Calendar view for current month:</p> 
<p>3. Click on date to review the rostered shift. Dates noted with <u>blue dots</u> are scheduled shifts. Dates noted with <u>green squares</u> are approved annual leave days.</p>	<p>Click on the Next Scheduled Shift to see the Schedule detail:</p> 	