



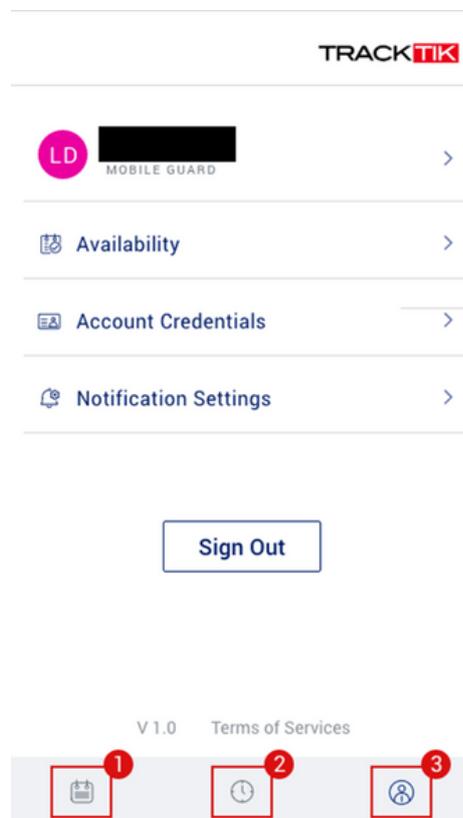
TRACK TIK SHIFT APP

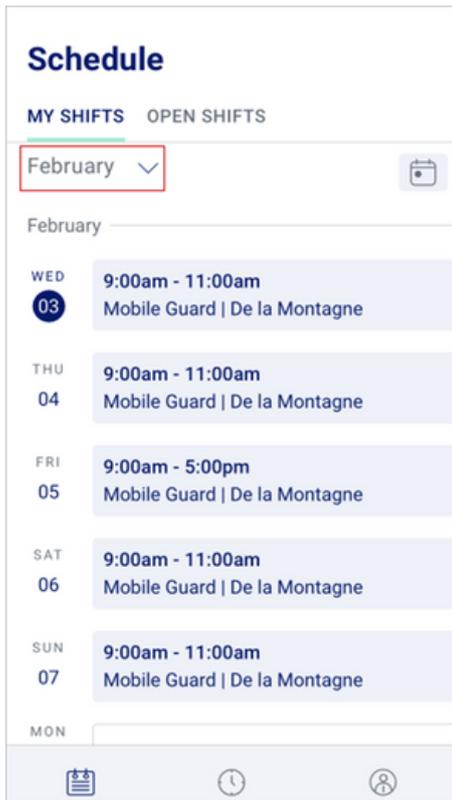
My Schedule

VIEWING YOUR WORK SCHEDULE

Once logged in to the SHIFT app, the “My Schedule” tab allows you to see your currently scheduled shifts on a weekly or monthly view.

The calendar icon labeled "1" in the image below represents the “My Schedule” tab. Click the icon to open the tab.





To switch between weekly and monthly view, click the calendar icon in the upper right corner.

When in monthly view swiping horizontally enables you to scroll through the calendar by months.

NEED HELP?

Have Questions? Something Not Look Right?

Please contact your Supervisor or HR Manager

Trouble Logging In?

Paragon IT Help Desk

ParagonITHelpDesk@parasys.com

Please note the Help Desk is open Mon-Fri 8am - 5 pm Eastern