Team Absence Calendar

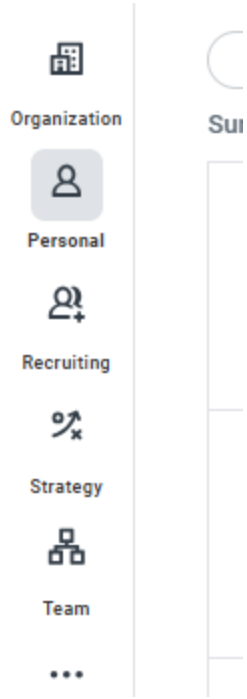
Overview

This job aid will show the process of accessing the **Team Absence Calendar**, outlining its functions and capabilities. This process can be initiated by managers and timekeepers.

Team Absence Calendar

Security Role(s): Managers, Timekeepers

1. From the Workday Landing Page, select Personal from the left hand side..

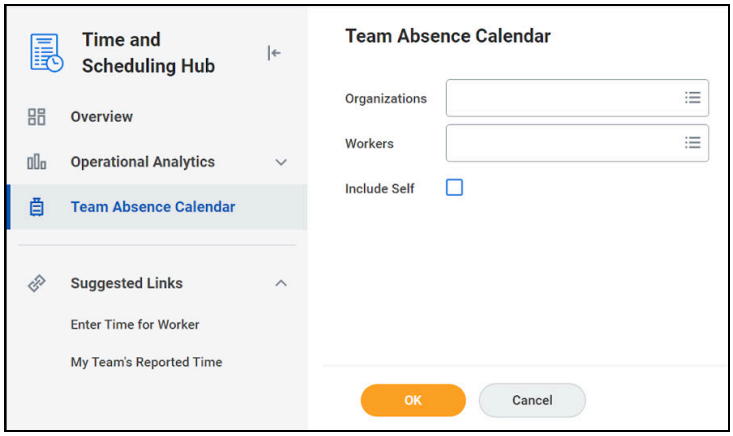


2. Select **Team** and then **Team Absence Calendar** from the list of menu options.

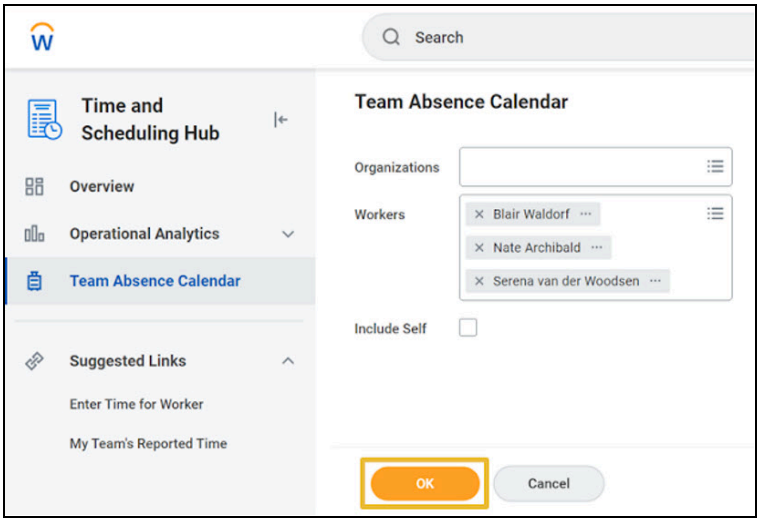
3. Fill in the appropriate fields using the dropdown menus:

a. **Organizations:** This is an optional field that auto populates. You may select any supervisory organization, in which you manage / have access to, to display absence calendars for all members of that organization
b. **Workers:** You may utilize this optional field to select particular workers you manage, to display their absence calendars
c. **Include Self:** Select this checkbox if you would like your own absence calendar to be displayed, amongst the others that you have selected.

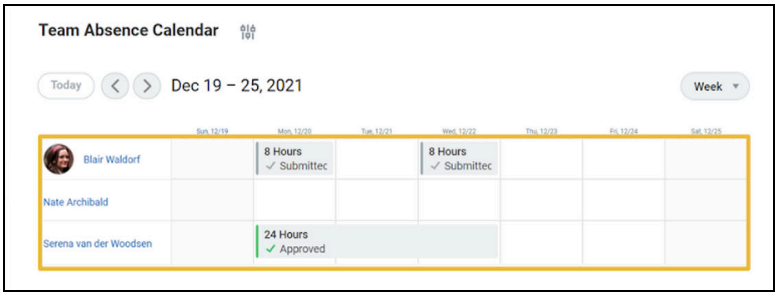
Note: *You must select at least one* ***Organization*** *or* ***Worker*** *before proceeding to the next step.*



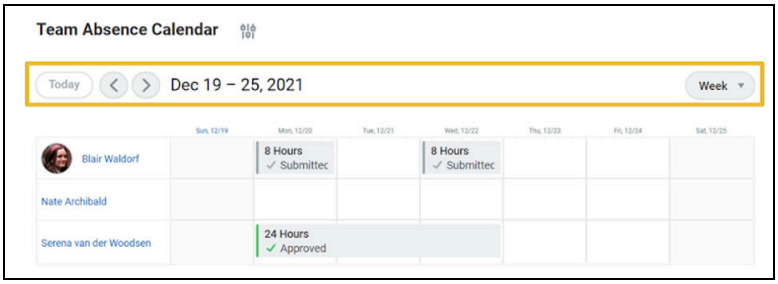
4. Select **OK**.



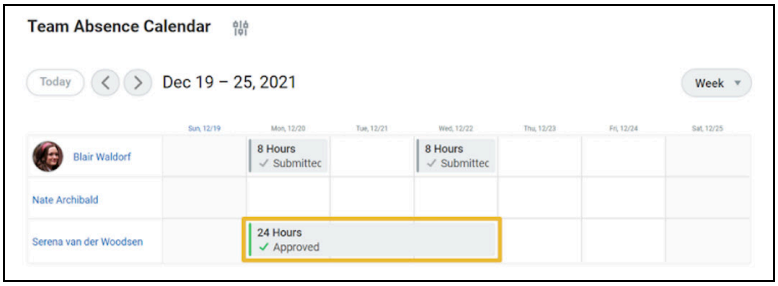
5. On the following page, you may view all of your selected worker's approved and submitted absence requests.



6. Utilize the upper toolbar to change the week that you are viewing.



7. Finally, you can select a time block to see further information regarding the request.



8. Selecting a time block will open additional information, including allowing you to view a Daily Breakdown.

