



Team Absence Calendar

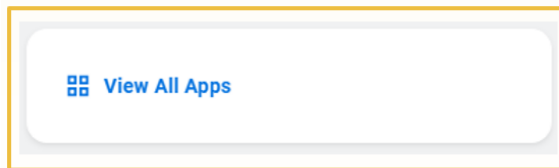
Overview

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

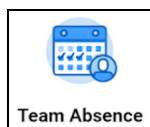
Security Role(s): Managers, Timekeepers

1. From the Landing Page, select **View All Apps**.

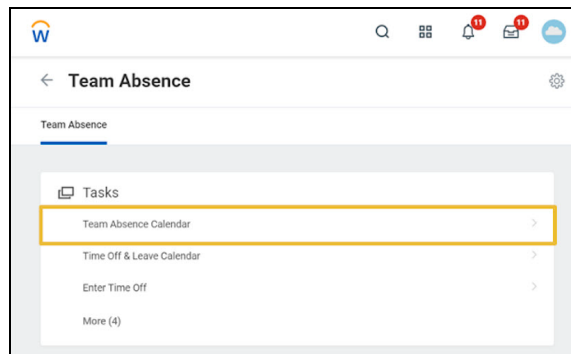


2. Navigate to the **Team Absence** application.

Note: You can also access the Team Absence Calendar by searching **Team Absence Calendar** via the search bar.



3. Select **Team Absence Calendar** from the list of menu options.



4. 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.

The screenshot shows the 'Team Absence Calendar' dialog box. On the left, a sidebar titled 'Time and Scheduling Hub' contains a list of options: 'Overview', 'Operational Analytics', 'Team Absence Calendar' (which is highlighted with a blue bar), and 'Suggested Links'. Below 'Suggested Links' are two links: 'Enter Time for Worker' and 'My Team's Reported Time'. The main content area on the right is titled 'Team Absence Calendar'. It contains three input fields: 'Organizations' (an empty dropdown menu), 'Workers' (an empty dropdown menu), and 'Include Self' (a checkbox that is currently unchecked). At the bottom of the dialog are two buttons: 'OK' (highlighted in orange) and 'Cancel'.

5. Select **OK**.

This screenshot shows the same 'Team Absence Calendar' dialog box, but with the 'Workers' dropdown menu open. The dropdown menu displays three selected workers, each with a small 'x' icon and a three-dot menu icon to its right: 'Blair Waldorf', 'Nate Archibald', and 'Serena van der Woodsen'. The 'Organizations' field remains empty, and the 'Include Self' checkbox is still unchecked. The 'OK' button at the bottom is now highlighted with a yellow rectangular box, indicating it should be selected.

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

Team Absence Calendar 0/0
10/1

Today < > Dec 19 – 25, 2021 Week ▾

	Sun, 12/19	Mon, 12/20	Tue, 12/21	Wed, 12/22	Thu, 12/23	Fri, 12/24	Sat, 12/25
 Blair Waldorf		8 Hours ✓ Submitted		8 Hours ✓ Submitted			
Nate Archibald							
Serena van der Woodsen		24 Hours ✓ Approved					

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

Team Absence Calendar 0/0
10/1

Today < > Dec 19 – 25, 2021 Week ▾

	Sun, 12/19	Mon, 12/20	Tue, 12/21	Wed, 12/22	Thu, 12/23	Fri, 12/24	Sat, 12/25
 Blair Waldorf		8 Hours ✓ Submitted		8 Hours ✓ Submitted			
Nate Archibald							
Serena van der Woodsen		24 Hours ✓ Approved					

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

Team Absence Calendar 0/0
10/1

Today < > Dec 19 – 25, 2021 Week ▾

	Sun, 12/19	Mon, 12/20	Tue, 12/21	Wed, 12/22	Thu, 12/23	Fri, 12/24	Sat, 12/25
 Blair Waldorf		8 Hours ✓ Submitted		8 Hours ✓ Submitted			
Nate Archibald							
Serena van der Woodsen		24 Hours ✓ Approved					

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

Absence Details Serena van der Woodsen

When Monday, December 20, 2021 - Wednesday, December 22, 2021

Requested 24 Hours

Daily Breakdown

Close

Absence Details Serena van der Woodsen

When Monday, December 20, 2021 - Wednesday, December 22, 2021

Requested 24 Hours

Daily Breakdown

Turn on the new tables view

Day	Amount
Monday, December 20, 2021	8 Hours
Tuesday, December 21, 2021	8 Hours
Wednesday, December 22, 2021	8 Hours

Close