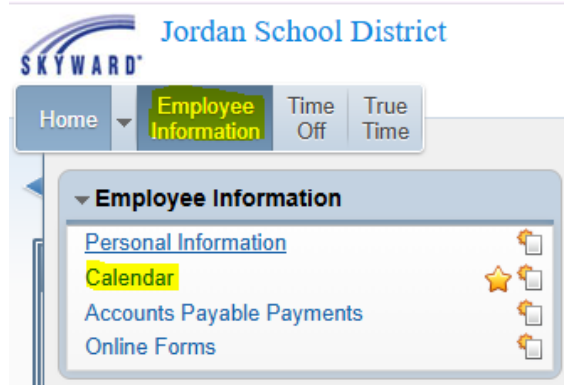


How to View Employees Time Off - Calendar

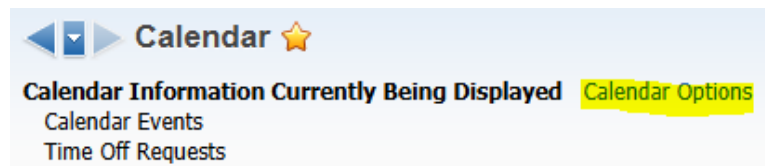
If you assign and oversee to a Principal, the overseer can view the time off calendar for all employees under the Principal. This does not allow them to approve time off. The intention is that they can ensure all employees have entered their time off accurately.

How to View the Time Off Calendar:

From Employee Access, select Employee Information, then Calendar

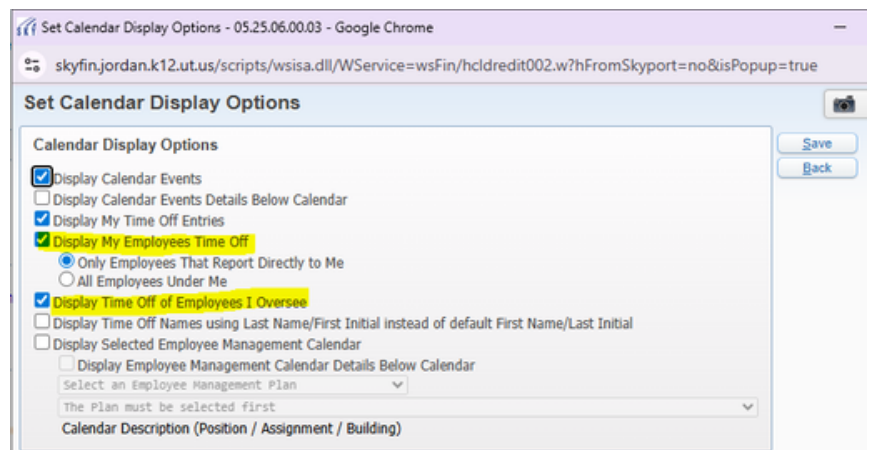


Select Calendar Options:



If you are only an Overseer - ensure that the check box next to Display Time Off of Employees I Oversee is selected.

If you also approve time off - ensure that the check box is selected for Display My Employees Time Off is selected as well.



11

Pending requests will show in RED

PauliY(8h 00m)*

4

Approved requests will show in BLUE

AllysaK(8h 00m)

Hovering over the request will show the details including the description of the time off.

