

How to View Employees Time Off - Calendar

If you assign and overseer 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 <u>Employee Access</u>, select Employee Information, then Calendar



Select Calendar Options:

Calendar ☆
 Calendar Information Currently Being Displayed
 Calendar Events
 Time Off Requests

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.

skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/hcldredit002.w?hFromSkyport=no&isPopup=true

Set Calendar Display Options

Calendar Display Options

Display Calendar Events
Display Calendar Events
Display Calendar Events Details Below Calendar
Display My Time Off Entries
Display My Time Off Entries
Display My Time Off Employees That Report Directly to Me
All Employees Under Me
Display Time Off Sames using Last Name/First Initial Instead of default First Name/Last Initial
Display Selected Employee Management Calendar
Display Employee Management Calendar
Display Employee Management Calendar Details Below Calendar
Select an Employee Management Plan
The Plan must be selected first
Calendar Description (Position / Assignment / Building)

Pending requests will show in RED

Approved requests will show in BLUE

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



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