

Supervisors - My Team - Team Time Off

Lewis & Clark

TEAM TIME OFF

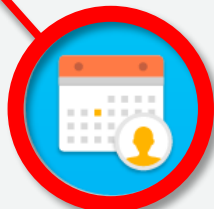
Quick access to view your team's time off, make corrections, and other information.

workday.

Elaine Benes



My Team



Team Time Off



Process Status



My Team



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TIME OFF AND LEAVE CALENDAR

Access a weekly calendar to see your team and any time off.

ALL TIME OFF

See a list of all of your team's submitted time off requests, including their date, type, number of hours, submission date, and approval date.

APPROVED TIME OFF

See a list of all of your team's submitted time off requests, including their date, type, # of hours, submission date, and approval date.

ON LEAVE

RETURNED/RETURNING FROM LEAVE

View information about your team's leave of absences.

Actions

[Correct Time Off](#)

View

[Time Off and Leave Calendar](#)

[All Time Off](#)

[Approved Time Off](#)

[Time Off Details](#)

[On Leave](#)

[Returned from Leave](#)

[Returning from Leave](#)

TIME OFF DETAILS

TIME OFF SUMMARY

View Time Off information about your team by pay periods.



Favorites



Reports

CORRECT TIME OFF

Select employee and correct any of their previously approved time off entries.