STAFF SUPERVISOR: VIEW YOUR TEAM’S TIME OFF

1. From your Home screen, select Team Time Off. Then under View, click on Time Off and Leave Calendar.

2. This will give you a monthly view of any time off for your team (the employees you supervise). You can click on the employee names for more information about the time off.

3. To see a list instead of a calendar, view All Time Off (all submitted) or Approved Time Off (all approved).