

Time and Absence Dashboard- How to View Team Absence/Time off Calendar

The Time and Absence dashboard gives managers quick access to several reports and tasks for managing team absences.

The screenshot displays the 'Time and Absence' dashboard. At the top, there are tabs for 'Time', 'Absence', and 'Time Trending'. Below the tabs, the 'Absence' section is active. The main content area is titled 'My Team's Time Off Balances' and contains a table with the following data:

Worker	All Eligible Time Off Plans for Worker			
	Time Off Plan	Unit of Time	Balance	YTD Time Off Taken
Amber Vasser	Floating Holiday Plan	Hours	16	0
	USA Intermittent FMLA	Hours	0	0
	USA Paid Time Off Plan (Salaried)	Hours	90	0
Brian Kaplan	Floating Holiday Plan	Hours	16	0
	USA Intermittent FMLA	Hours	0	0
	USA Paid Time Off Plan (Salaried)	Hours	93.34	0
Kya Thomas	Floating Holiday Plan	Hours	16	0
	USA Intermittent FMLA	Hours	0	0
	USA Paid Time Off Plan (Salaried)	Hours	86.68	0
Laurie Jenkins	USA Intermittent FMLA	Hours	0	0
	USA Sick Plan (GPS/SPEC)	Hours	80	0

On the right side of the dashboard, there is a sidebar with the following sections:

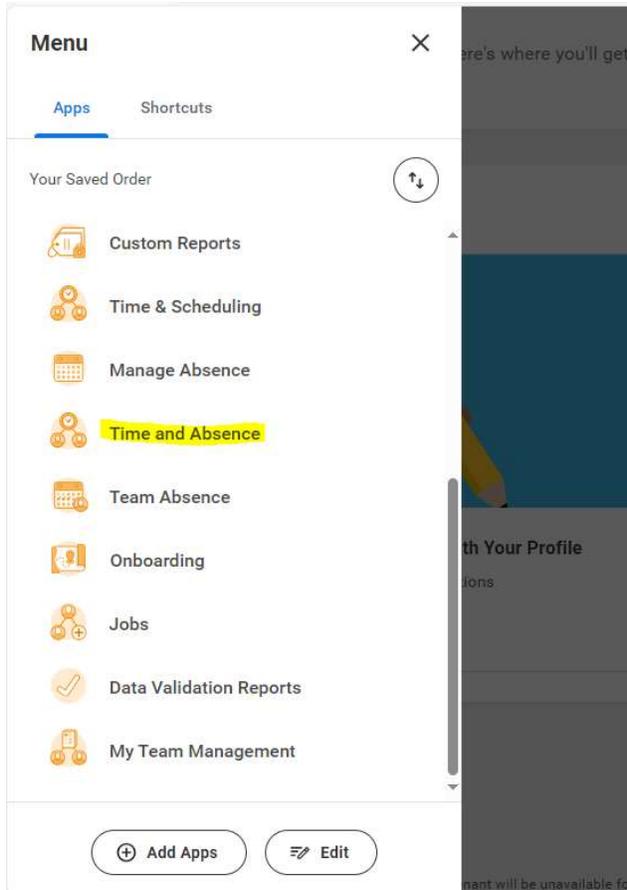
- Tasks:** Place Worker on Leave, Return Worker from Leave, Team Absence Calendar, More (4)
- Reports:** Worker Time Off by Day of Week
- My Team's Upcoming Time Off:** A table showing upcoming absences:

Time Off Date	Day of the Week	Worker
02/15/2024	Thursday	Brian Kaplan
02/15/2024	Thursday	Marcus Severino
02/16/2024	Friday	Brian Kaplan

View Team Absences

Managers can view all team members' absences on the unified absence calendar.

On the dashboard under Your Top Apps or Hub section, choose Time and Absence dashboard:



1. At the top of the dashboard, select the **Team Absence** Hub/App.
2. Under Tasks, select **Time Off & Leave Calendar**.

Time and Scheduling Hub

- Overview
- Review and Approve Time
- Edit and Approve Time
- Direct Reports
- Operational Analytics**
 - Team Insights
 - Scheduled vs. Actuals
- Team Absence Calendar

Time and Absence

Tasks

- My Team's Schedule
- Review Time
- Time Clock History
- Enter Time for Worker
- Return Worker from Leave
- Time Off & Leave Calendar**
- Less (3)

Reports

- Time Block Audit

- The unified absence calendar displays. Employee absence requests show the employee's name.

