

1. Select **Me** to display your employee functions
2. Click **Time and Absences**

Good morning, Arya Stark!

Me My Team My Client Groups Benefits Administration Risk

QUICK ACTIONS APPS


- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- Directory
- Onboarding
- Time and Absences**
- Career and Performance

3. Click the **Calendar** tile

AS
Arya S Stark

| | | |
|---|--|--|
| <p>Current Time Card Open your current time card.</p> | <p>Existing Time Cards Access all of your time cards.</p> | <p>Request Time Change Send a request to change your worked time.</p> |
| <p>Add Absence Request an absence and submit for approval</p> | <p>Absence Balance Review current plan balances and absences taken or requested</p> | <p>Existing Absences View, change or withdraw existing absence requests</p> |
| <p>Cash Disbursements Sell a portion of your plan balance.</p> | <p>Donations Donate a portion of your plan balance to a coworker.</p> | <p>Calendar View your shifts, absences, and public holidays.</p> |

Time

 < > Today 10/31/2020 - 11/6/2020

| | Sat 10/31 0 (8) | Sun 11/1 0 (8) | Mon 11/2 0 (8) | Tue 11/3 0 (8) | Wed 11/4 0 (8) | Thu 11/5 0 (8) | Fri 11/6 0 (8) |
|----------|---|---|---|---|---|---|---|
| 8:00 AM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM |
| 9:00 AM | | | | | | | |
| 10:00 AM | | | | | | | |
| 11:00 AM | | | | | | | |
| 12:00 PM | | | | | | | |
| 1:00 PM | | | | | | | |
| 2:00 PM | | | | | | | |


4. Click the **Calendar** icons to change the view from daily to weekly to monthly

5. Click the **arrows** to move forward or backwards
6. Click **Today** to return to the current week

The screenshot displays the 'Time' calendar interface. At the top, there is a navigation bar with a calendar icon, a left arrow, a right arrow, and a 'Today' button. The date range '10/31/2020 - 11/6/2020' is shown. Below this, the calendar grid shows days from Saturday 10/31 to Friday 11/6. The time slots on the left range from 8:00 AM to 2:00 PM. The schedule for each day is shown as a yellow block from 8:00 AM to 4:00 PM. A red box highlights the navigation arrows and 'Today' button, and a red arrow points from the instructions to this area.

| Time | Sat 10/31 0 (8) | Sun 11/1 0 (8) | Mon 11/2 0 (8) | Tue 11/3 0 (8) | Wed 11/4 0 (8) | Thu 11/5 0 (8) | Fri 11/6 0 (8) |
|----------|---|---|---|---|---|---|---|
| 8:00 AM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM |
| 9:00 AM | | | | | | | |
| 10:00 AM | | | | | | | |
| 11:00 AM | | | | | | | |
| 12:00 PM | | | | | | | |
| 1:00 PM | | | | | | | |
| 2:00 PM | | | | | | | |

Time

Today 10/31/2020 - 11/6/2020 

| | Sat 10/31 0 (8) | Sun 11/1 0 (8) | Mon 11/2 0 (8) | Tue 11/3 0 (8) | Wed 11/4 0 (8) | Thu 11/5 0 (8) | Fri 11/6 0 (8) |
|----------|---|---|---|---|---|---|---|
| 8:00 AM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM | 8:00 AM 8:00 AM 8Hrs: 8:00 AM - 4:00 PM |
| 9:00 AM | | | | | | | |
| 10:00 AM | | | | | | | |
| 11:00 AM | | | | | | | |
| 12:00 PM | | | | | | | |
| 1:00 PM | | | | | | | |
| 2:00 PM | | | | | | | |

7. Click the **Team** icon to see your team's calendar

8. View the **Team Schedule**

Note: Your team schedule view might appear differently than what you see here depending on the number of people on your team and their corresponding schedules

End of Procedure

Team Schedule ?

*Schedule Week 11/3/2020

| Name | Assignment Number | Week 45 | | | | | | |
|---------------------|-------------------|-----------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------|
| | | 11/1/2020 | 11/2/2020 | 11/3/2020 | 11/4/2020 | 11/5/2020 | 11/6/2020 | 11/7/2020 |
| Bratschi, Heather | E4769 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Brown, Cassie | E5254 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Burcroff, Neil | E2045 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Davis, Chester | E5257 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Eubanks, John | E4200 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Gunn, Ashlee | E5175 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Hinton, Christina | E3828 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Kemp, Keyonee | E5284 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| McCauley, Alysa | E4804 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Moreno, Christopher | E3971 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Newsom, Lynn | E10066 | | 8:00 AM-5:00 PM | 8:00 AM-5:00 PM | 8:00 AM-5:00 PM | 8:00 AM-5:00 PM | 8:00 AM-5:00 PM | |
| Ross, Shuntae | E5703 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Sherman, Kyrstin | E5021 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |
| Wilson, Clark | E4400 | | | | | | | |