MS314.06 Manager Self Service Job Aid
Service, click the Team Time tile.
Select Monthly Time Calendar .
Above the View Criteria section, click the Weekly Time Calendar link.
Week and
Next Week icons.
To limit hours you are viewing, update the Start Time and End Time
fields using the drop downs. This is helpful if you are viewing
employees who use punch time.
In the Reported or Payable Hours section, select the type o fhours
you wish to view.
In the Display Options , ensure Show Schedule is selected.
Click the Refresh View button.
the resulting details in the Weekly Time Calendar . The legend
s the shadings for each entry. To see the details of reported or
time, click the link for that day.