

# Team Absence Calendar

Managers and authorized staff can access the team absence calendar for the specific Supervisory Organization they manage or have been granted access (Org Calendar (Supervisory) assigned role).

## On this Job Aid:

- [Display Team Absence Calendar](#)

## Display Team Absence Calendar

Search and select Team Absence Calendar. By default, the default organization is selected.

For managers with other organizations under their hierarchy or staff allowed to view multiple organizations, Click the 3 lines (hamburguer) next to the field and click Supervisory.

### Team Absence Calendar

Organizations

×

Strategy and Technology department (Christian Boniforti)...

Search

Workers

Supervisory

Include Self

☒

Click square to select the organizations to include in your view.

## Team Absence Calendar

Organizations

Workers

Include Self ☐

- ☐ Employee Services division (Aaron Greenberg)
- ☐ Employee Services division (Renee Lanteigne)
- ☐ Information Security (Joey Rego)
- ☐ Information Systems (Mary Piret)
- ☐ Institutional Research (Lara Martin)
- ☐ Network and Support Services (Kevin Kerr)
- ☒ Strategy and Technology department (Christian Boniforti)
- ☐ Support Services (Aaron Stanger)

You can also narrow down your search for a specific employee. Employee must belong to the supervisory organization they have access to.

## Team Absence Calendar

Organizations

Workers

Include Self ☐

The system will display a list of all employees on the organization and absences scheduled per week.

Team Absence Calendar

Today May 30 – Jun 5, 2021

	Sun, 5/30	Mon, 5/31	Tue, 6/1	Wed, 6/2	Thu, 6/3	Fri, 6/4	Sat, 6/5
		Memorial Day					
		Memorial Day					
		Memorial Day					
		Memorial Day					
		Memorial Day					
		Memorial Day					
		Memorial Day					
		Memorial Day					
		Memorial Day					
		Memorial Day				7 Hours ✓ Approved	
		Memorial Day					
		Memorial Day					
		Memorial Day					