Use this job aid to view the calendar displaying who on your team is out on leave.

View Absence Calendar

From your home screen:

1. Navigate to the search bar and type **Absence Calendar**.
2. Under Tasks and Reports, select **Team Absence Calendar.**
3. The **Organizations** field automatically populates with your name.
4. In the **Workers** field, you have the option of selecting only certain workers to view. Leave blank to view your whole team.
5. The **Include Self** box is checked which adds you on the calendar. Uncheck if desired.
6. Click **OK**.
7. The calendar displays with your Team Members. You can change the time frame using the arrow buttons. The view defaults to Week, but you can change this to be by **day, four days, week** or **month** in the dropdown menu.
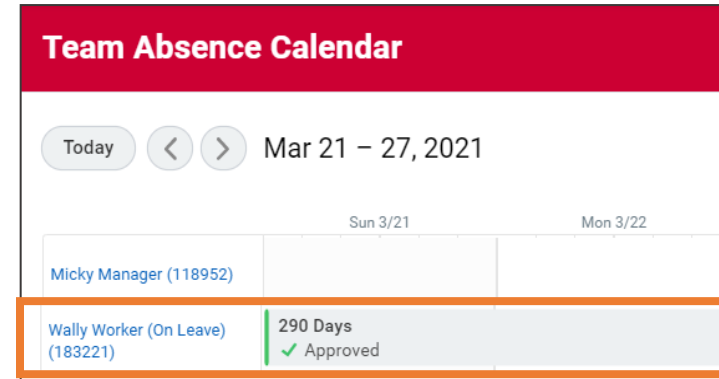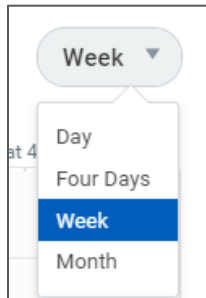
NOTE: You can view absence details by clicking the absence on the calendar.