

EMPLOYEE SELF SERVICE: CALENDAR TAB

CALENDAR TAB

This is the default screen when first logged in. Calendar Screen display schedules, hours worked, benefit scheduled and punches in a monthly calendar format.

Calendar								Time Card	Leave Req.	Messages	Schedules	Personal	Benefits	Archives	Activity
← Previous Month		→ Next Month		Select Month		November									
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total								
October 27	28 Vacation 8h VAC 8:00 Vacation Approved 8:00	29 630a/245p 8h REG 10:01	30 630a/245p 8h REG 9:30	31 630a/245p 8h REG 9:15	November 1 630a/245p 8h REG 3:14 OVT 5:46	2 330a/12p 8½h OVT 8:30	Sch 40:30 Abs 8:00 VAC 8:00 REG 32:00 OVT 14:16								
November 3	4 630a/230p 8h REG 0:00	5 630a/230p 8h REG 8:00	6 630a/230p 8h	7 630a/245p 8h	8 630a/245p 8h	9	Sch 40:00 REG 8:00								

- Click the **Previous Month** or **Next Month** to view prior or upcoming months.
- Or click the **Select Month** and choose the appropriate month.

CALENDAR DAY VIEW

Day Views show schedules, transactions (punches), hours, holiday time, and status of leave requests. Each day displays items that are relevant for that date.

Sunday	Monday	Tuesday	Wednesday
October 27	28 Vacation 8h VAC 8:00 Vacation Approved 8:00	29 630a/245p 8h REG 10:01	30 Transactions 4:55am 11:01am 11:30am 3:01pm

Note: To show transactions (punches), click the text on desired date. Click again to return to schedule view

Weekly Totals

Total hours will display at the end of each week. This will include schedule, absent, nonworked, and worked hours.

Total	
Sch	40:30
Abs	8:00
VAC	8:00
REG	32:00
OVT	14:16