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.

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

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 ho

1.800.841.3824
advancedtime.com

Grand Rapids Office - 4475 Wilson Ave. SW, Suite 8, Grandville, MI 49418
Detroit Office - 45570 Maben Road, Suite 400, Canton, MI 48187