View the Time Calendar for an Employee

Use this procedure to view reported time and leave on an employee's calendar. Time cannot be entered or updated from the calendar.

Information displayed on the employee's calendar includes details on time entered for current and previous pay periods as well as scheduled future dates off.
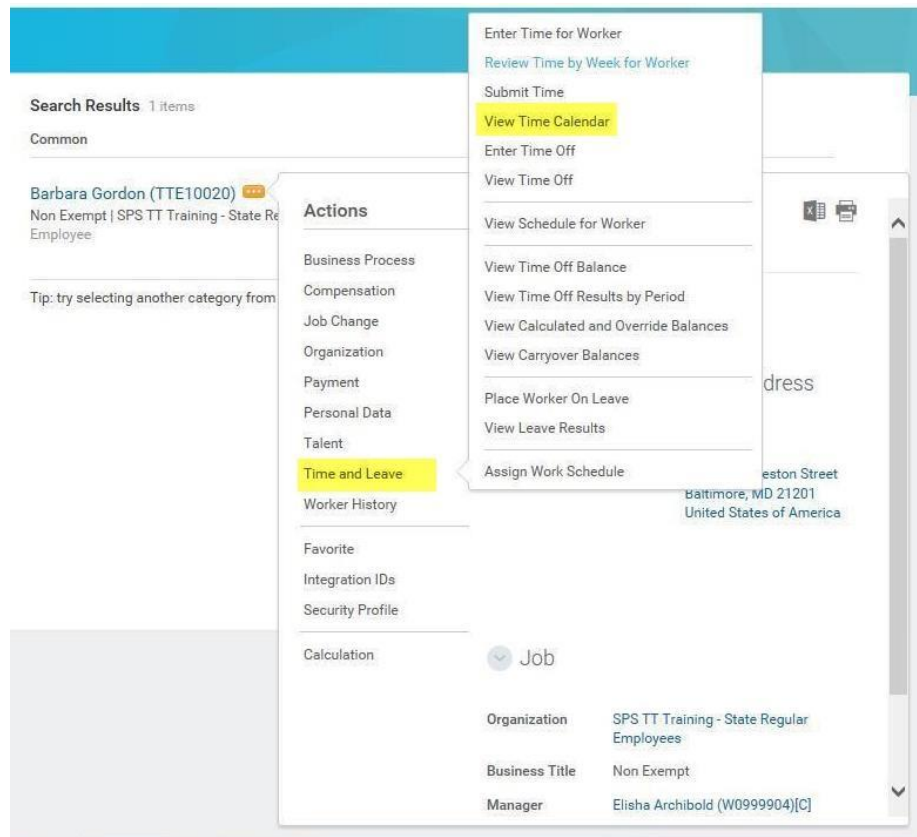
Procedure:

1. Search for the employee.

   💡 **Tip:** To find an employee…
   - Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon,
     OR
   - Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview 🔲 icon next to the employee's name.

   Search Results

3. In the menu, hover over Time and Leave and then click the View Time Calendar hyperlink.

View Time - Calendar

4. View the information on the calendar.

View Time Page Elements

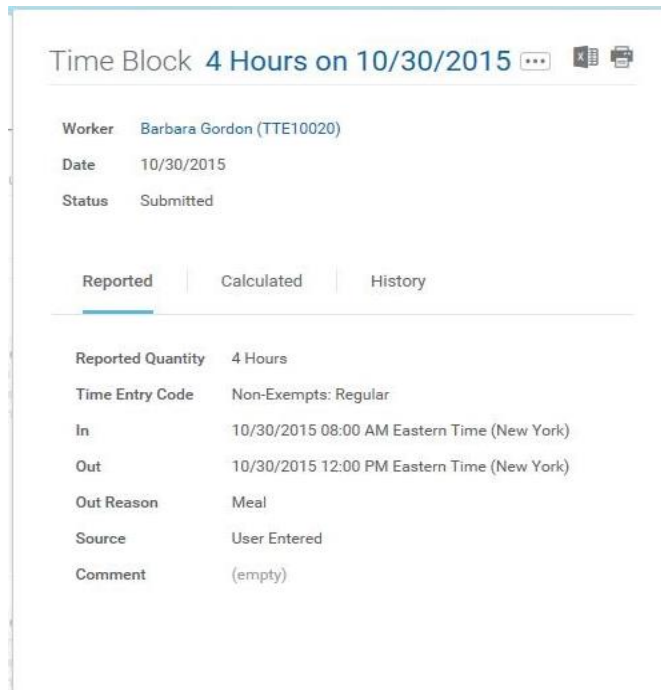| #	Page Element	Description
1	Employee Name and ID	This section displays the employee's name and Employee ID.
2	Week Totals	This section displays the applicable weekly balances (in hours) by category. For example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday, Emergency, Time Off, etc.
3	Today Button	Click to view time details for the current day.
4	Arrow Controls	Click Next or Previous arrow buttons to scroll to other dates in the calendar.
5	Date/Date Range	This displays the date/date range of the time shown.
6	View Dropdown	Use to view the calendar by day or pay period week.
7	Important Pay Period Dates	Important dates in the pay period are displayed on the calendar such as, pay dates or pay period end dates.
8	Holidays	State holidays and service reduction days are displayed in the calendar for reference. **Note**: Prescheduled holidays may be automatically approved and are marked with the color green.
9	Time Block/Time Off Entry	Displays time reported including work hours and time off requested on the timesheet. Details such as the time code, in and out times, quantity of hours, and status of timesheet entry are provided. **Note**: Time off requested through the Time Off Calendar displays at the top of

the employee's time calendar.

Common statuses include:
- **Not Submitted**: Gray Clock
- **Submitted:** Gray Checkmark
- **Approved:** Green Checkmark
- **Denied:** Red Circle
- **Needs Attention** (sent back by approver for corrections)**:** Yellow Exclamation Point

Click to view…
- **Reported Time:** This tab provides details about your reported time.
- **Calculated Time:** This tab provides details about the results of time calculations on a reported time.
- **History:** This tab provides history of a particular time entry and a record of any action taken.

5. The System Task is complete.