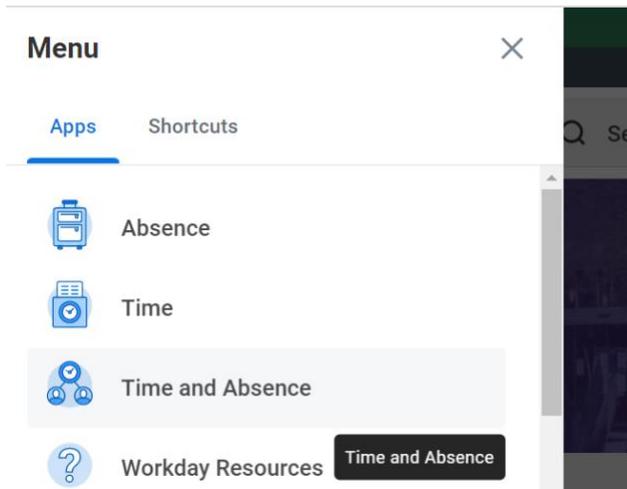


# Supervisor: How to View and Manage Your Team's Time & Absence

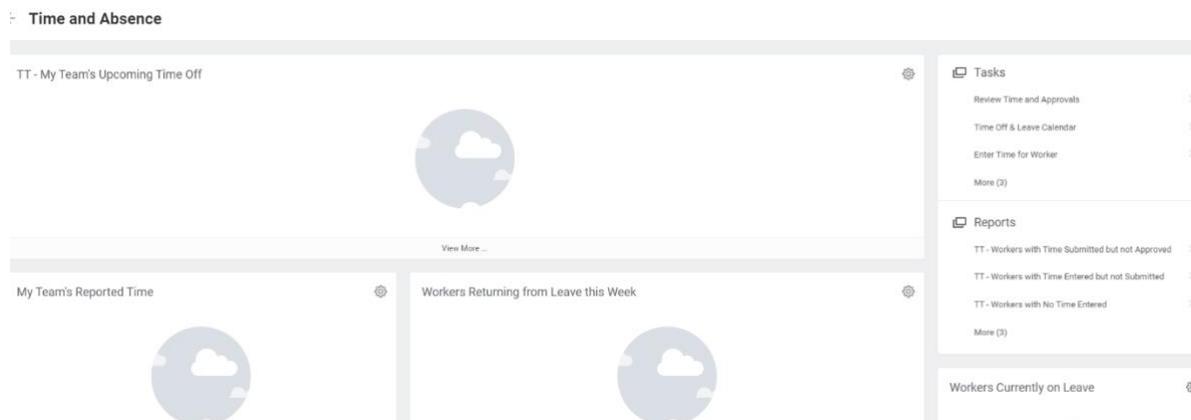
1. From the main screen of your homepage, click on the *Menu* button in the top left.



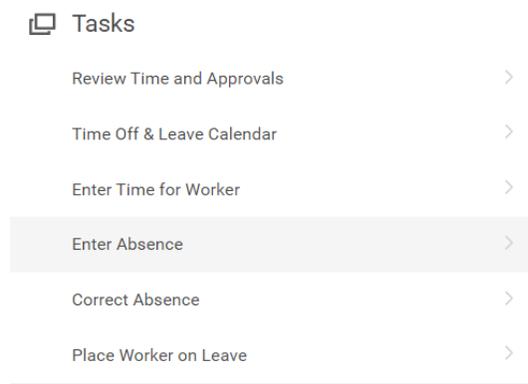
2. Click on *Time and Absence*.



3. The **Time and Attendance** dashboard will load (see below) and you will be able to see a summary of employees on leave and returning within the week, upcoming time off, tasks you can complete for employee time/attendance, and reports.



4. Under **Tasks**, you can access the following actions:



**Review Time and Approvals** takes you to the **Time and Scheduling Hub** (example below) where you can take an action on your team's team and attendance and view pending approvals. You can also view a snapshot of which employees are clocked in or not based on their schedule  
(Note – Time Off Requests: you can only approve time off requests from your inbox item.)

**Team Actions**

 **Time Tracking**  
[Enter Time for Worker](#) [Time Clock History](#)

 **Absence**  
[Enter Absence](#) [Correct Absence](#)  
[Place Worker on Leave](#)

**Needs Review**

 **Time Offs Pending Approval**  
1 request  
 **Natalie Bolanos**  
May 23 • Sick Time Off (CGU, CMC, HMC, KGI, PIT)

**My Team Today**

 **Checked In**  
0 Workers  


 **Not Checked In**  
8 Workers  
 **OVER 30 MIN LATE**  
8:00 AM – 12:00 PM, 1:00 PM – 5:00 PM  
 **OVER 30 MIN LATE**  
8:00 AM – 12:00 PM, 1:00 PM – 5:00 PM  
 **OVER 30 MIN LATE**  
8:00 AM – 12:00 PM, 1:00 PM – 5:00 PM  
 **OVER 30 MIN LATE**  
8:00 AM – 12:00 PM, 1:00 PM – 5:00 PM  
[More \(4\)](#)

 **Workers Missing a Meal or Break**  
0 Workers  


**Time Off & Leave Calendar** allow you to view your team’s submitted and approved time off requests in a monthly calendar format.

**Time Off and Leave Calendar**

Today < > September 2022 ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sa
28	29	30	31	Sep 1	2	
4	5 Labor Day 2022 ▼	6	7	8	9	
11	12	13	14 Alma Castanon (116967) ▼	15	16	
18	19	20	21	22	23 Nury Rodriguez (108061) ▼	
25	26	27	28	29	30	C

Note: If you have any questions, please contact Payroll at [Payroll@cmc.edu](mailto:Payroll@cmc.edu) or call (909) 607-3356