

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.

T - My Team's Upcoming Time Off		0	🗗 Tasks
			Review Time and Approvals Time Off & Leave Calendar Enter Time for Worker More (3)
	View More		Reports TT - Workers with Time Submitted but not Approved
Ay Team's Reported Time	Workers Returning from Leave this Week	۲	TT - Workers with Time Entered but not Submitted TT - Workers with No Time Entered More (3)
			Workers Currently on Leave

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

Tasks	
Review Time and Approvals	>
Time Off & Leave Calendar	>
Enter Time for Worker	>
Enter Absence	
Correct Absence	>
Place Worker on Leave	>

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 (<u>Note – Time Off Requests</u>: you can only approve time off requests from your inbox item.)

Time Tracking	Absence	
Enter Time for Worker Time Clock History	Enter Absence Correct Absence Place Worker on Leave	
eeds Review		
Time Offs Pending Approval		
Natalie Bolanos May 23 • Sick Time Off (CGU, CMC, HMC, KGI, PIT)		
y Team Today		
y Team Today Checked In O Workers	Not Checked In 8 Workers	Workers Missing a Meal or Break 0 Workers
y Team Today Checked In O Workers	Not Checked In 8 Workers	Workers Missing a Meal or Break 0 Workers
y Team Today Checked In 0 Workers	Not Checked In 8 Workers NOVER 30 MIN LATE 8:00 AM - 12:00 PM, 1:00 PM - 5:00 PM OVER 30 MIN LATE	Workers Missing a Meal or Break 0 Workers
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Dy Team Today Checked In 0 Workers	OVER 30 MIN LATE B:00 AM - 12:00 PM, 1:00 PM - 5:00 PM OVER 30 MIN LATE B:00 AM - 12:00 PM, 1:00 PM - 5:00 PM OVER 30 MIN LATE B:00 AM - 12:00 PM, 1:00 PM - 5:00 PM	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 Thursday Friday Wednesday Sa Sep Labor Day 2022 O Alma Castanon (116967) v Nury Rodriguez (108061) Ŧ

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