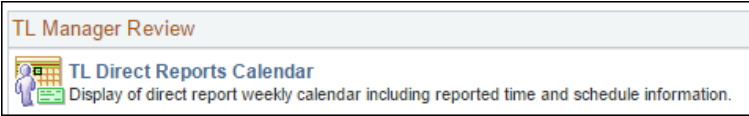

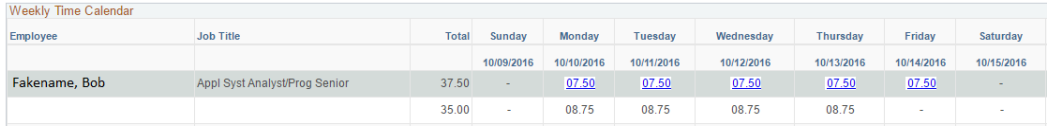


Viewing the Manager TL Direct Reports Calendar

Step	Action
1.	<p>The TL Direct Reports Calendar is available to all employees with a Time & Labor Manager related role. It shows weekly calendar information for employees that report directly to the manager, including reported time and schedule information.</p> <p>It can be accessed from the home page using the TL Direct Reports Calendar link within the TL Manager Review pagelet.</p>  <p>It can also be accessed by manually navigating to the TL Direct Reports Calendar page.</p> <p>From Main Menu, Click on the Manager Self Service link.</p>
2.	Click on the Time Management link.
3.	Click on the View Time link.
4.	Click the TL Direct Reports Calendar link.
	
5.	Use the TL Direct Reports Calendar page to view detailed information regarding time reporters' weekly time related data for a specific week. The page defaults to the current week.
6.	Use the View Criteria section to select the types of information you choose to view. The page defaults to settings of view Reported Hours along with Display Options to Show Schedule.
7.	Use the Week of: field to enter or select different time periods to view, if desired.
8.	<p>The Weekly Time Calendar grid displays two rows for each employee for the week.</p> <p>The first row contains Reported or Payable Hours while the second row displays the employees currently assigned scheduled hours.</p> 
9.	The Reported or Payable hours on the first row are presented as a link that will display the details making up the total hours for the day.

Step	Action												
10.	<p>Click on the quantity of hours for a given date.</p> <div data-bbox="386 336 526 380" style="border: 1px solid black; padding: 2px; display: inline-block;">07.50</div> <p>Details of the hours making up that total are displayed;</p> <p>Time Details For 10/14/2016</p> <p>Fakename, Bob Employee ID:</p> <p>Job Title: Empl Record: 0</p> <table border="1" data-bbox="380 617 1406 772"> <thead> <tr> <th colspan="3" style="text-align: left;">Reported Elapsed Time</th> </tr> <tr> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Type</th> <th style="text-align: center;">Time Reporting Code</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">5.50</td> <td style="text-align: center;">Hours</td> <td style="text-align: center;">Hours Worked</td> </tr> <tr> <td style="text-align: center;">2.00</td> <td style="text-align: center;">Hours</td> <td style="text-align: center;">Sick Time</td> </tr> </tbody> </table> <p>Return to Calendar</p>	Reported Elapsed Time			Quantity	Type	Time Reporting Code	5.50	Hours	Hours Worked	2.00	Hours	Sick Time
Reported Elapsed Time													
Quantity	Type	Time Reporting Code											
5.50	Hours	Hours Worked											
2.00	Hours	Sick Time											
11.	<p>Click the Return to Calendar link.</p> <div data-bbox="363 974 672 1018" style="border: 1px solid black; padding: 2px; display: inline-block;">Return to Calendar</div>												
12.	<p>You have successfully viewed the daily time calendar for an employee.</p> <p>End of Procedure.</p>												