



# MANAGER SELF SERVICE TEAM CALENDAR

## CONTENTS

Change Log .....1

Overview .....1

Navigation .....1

Team Calendar Features .....2

## CHANGE LOG

Description of Change	Date
Initial Iteration	September 15, 2025

## OVERVIEW

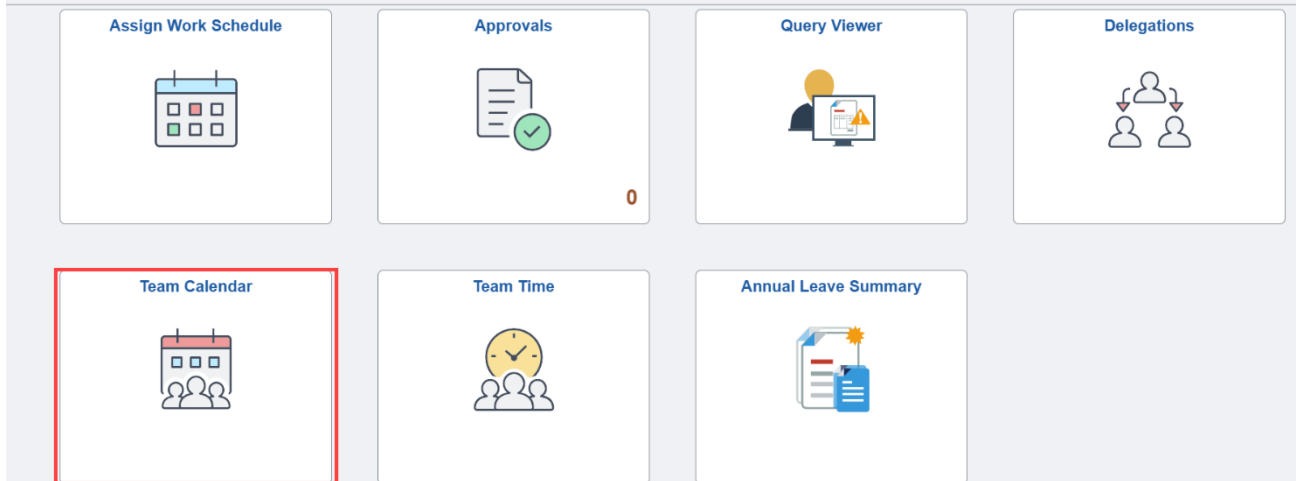
The **Team Calendar** is a shared scheduling tool within HIP that allows supervisors to view absence information for their direct reports in a single, calendar-style display. It is designed to improve workforce visibility and coordination by consolidating schedule details into one easy-to-read calendar.

With the Team Calendar, supervisors can:

- **See who is available or away** – Quickly identify employees who are on leave or working.
- **Review overlapping absences** – Spot scheduling conflicts such as multiple team members being away at the same time.
- **Support approvals and planning** – Provide supervisors with visibility to make informed staffing decisions and approve or adjust requests based on team coverage.

## NAVIGATION

Navigate to the Manager Self Service (MSS) page and click on the **Team Calendar** tile. Only employees who have direct reports will have access to the tile. Timekeepers and Leave Keepers, while they may have access to MSS, may not see the **Team Calendar** tile if they do not have direct reports themselves.



## TEAM CALENDAR FEATURES

Below are features of the Team Calendar:

**Team Calendar**

Team Starred Filters

Search Name or Job Title

8 September Today 9 Tuesday 10 Wednesday 11 Thursday 12 Friday 13 Saturday 14 Sunday

1 EK Eugene Krabs (You) Engineer V 3

2 PS Patrick Star Engineer IV 3/3

3 SS SpongeBob SquarePants Engineer IV 4

4 ST Squidward Tentacles Engineer IV

5

6

Display My Team ▾

Team	8 September Today	9 Tuesday	10 Wednesday	11 Thursday	12 Friday	13 Saturday	14 Sunday
EK Eugene Krabs (You) Engineer V	9 Hours	9 Hours	9 Hours	9 Hours	4 Hours	Day Off	Day Off
PS Patrick Star Engineer IV	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	Day Off	Day Off
SS SpongeBob SquarePants Engineer IV	02 - Vacation 8.00 Hrs	02 - Vacation 8.00 Hrs	02 - Vacation 8.00 Hrs	02 - Vacation 8.00 Hrs	02 - Vacation 8.00 Hrs	Day Off	Day Off
ST Squidward Tentacles Engineer IV	01 - Sick Leave 8.00 Hrs	8 Hours	8 Hours	8 Hours	8 Hours	Day Off	Day Off

- The left-hand panel will show you and your direct reports. The small number after your name indicates the number of people who report to you.
  - If you have subordinates who have direct reports, you can click on their row to expand the team calendar to view them as well.
- You have the option of changing between a weekly or bi-weekly view. The default will be shown as a week.
- The calendar will show each person's scheduled days and days off.
- If any of your team has leave, it will show in the Team Calendar. This will help you with planning work coverage, if needed.



5. You can switch to display the Team Calendar between you and your team, or your peers. Viewing your peers will show a version of the team calendar with your supervisor and their direct reports.
  - a. **Note: Viewing your peers may load slowly depending on how many direct reports your supervisor has.**
6. If you have questions on the symbols used on the calendar, you can click the Legend to view what each symbol means.