How to view weekly time calendar for a 28 day police employee:
This job aid outlines how a manager can view a weekly time calendar for a 28 day police employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop down arrow and select <strong>Manager Self Service</strong> from the list.</td>
<td><img src="image1.jpg" alt="Step 1 Screenshot" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
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Time and Absence WorkCenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence WorkCenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

**Step 3:** Click the **Manage Time and Absence** drop-down arrow.
**Step 4:** Click the **Weekly Time Calendar** option from the list.

**Step 5:** To view the weekly time calendar for a specific employee, begin by clicking the **Filter** button.
Step 6: To find a specific employee, enter their USCID in the Employee ID field. As you begin entering the ID, employee names populate below.

Step 7: Click Done to move on to the Enter Time page.
Step 8: Click the Employee Name/Tile line to view the Enter Time page.
This Time Summary page is used to view time summary for a particular period, weekly, bi-weekly and monthly time entries.

The default view on this page for 28 day police is the current 28 day period. The current day is highlighted in blue.

Use the Arrows to navigate to the timesheet you would like to view.

In this view, you can see:
- scheduled off days are grayed out
- all approved time indicated by ✔
- all time that is pending approval indicated by 🌝
- days that are missing time entry
- days with reported time greater than scheduled indicated by 🤔
- all requested absences and leave taken indicated by 📖
Step 9: To see a weekly view of the officer's timesheets, click the View By drop-down arrow and select Weekly from the list.

Use the Arrows to navigate through timesheets by week.
**Step 10:** Click the View Legend link to view the legends used and a short description of each one.

You successfully learned how to view the weekly time calendar for a 28 day police employee.