My People – My Team Leave

When Authorising leave, there are a couple of ways you can check who in your team is already off. You can do this via the **'My Team Leave'** section in the **'My People'** tab on your dashboard:
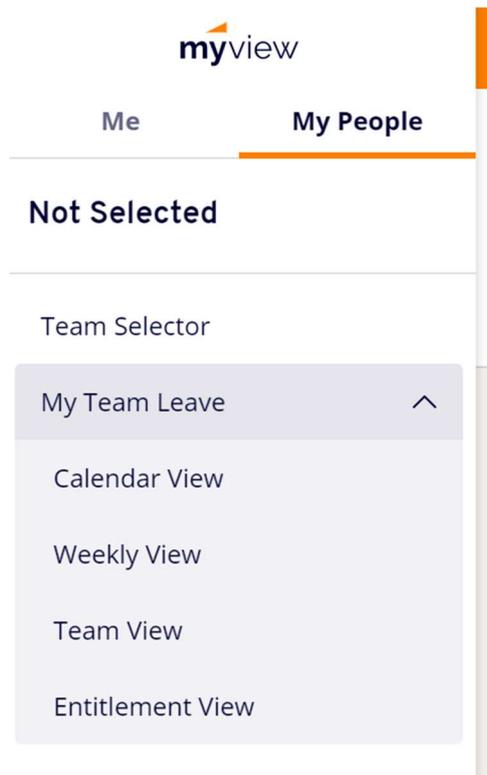
Calendar View

Within the Calendar View, you can select the employee you want to view:

After clicking next, you will then be able to see their year at a glance with any holidays authorised in display:

Events Calendar

		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo
2021	September																														
	October																														
	November																														
	December																														
2022	January																														
	February																														
	March																														
	April																														
	May																														
	June																														
	July																														
	August																														
	September																														
		Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo

You can also click on **'View Team Calendar'** at the bottom of this page which will show the whole team on a monthly calendar view:

Team Calendar

2022

March

‹ Year ›		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14
‹ Month ›		Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th

Return

Weekly View

Within the Weekly View you can view & print by week for a selected employee. First select your employee and click next.

Search for Employee

Human Resources Manager > People Management Systems Officer (CCM119) > Senior Human Resources Assistant (CCM106)

Select Option

	Employee Name	Employee Number	Post	Employee Information
∧	KATIE CULLEN	⬛	Senior Human Resources Assistant (CCM106)	
	⭕ KIRSTY RIGBY		Human Resources Assistant (CCM111)	

Cancel   **Next**

You will then be able to see their leave by week:

Contract Type: Part Time Permanent   **Outstanding Balances (with period end date)**
Contract Status: Standard
Contracted Hours: 18.5

< Previous   Week Ending 26/03/2022 📅   **Next >**

Week Ending	Sunday Type Hrs/Cash	Monday Type Hrs/Cash	Tuesday Type Hrs/Cash	Wednesday Type Hrs/Cash	Thursday Type Hrs/Cash	Friday Type Hrs/Cash	Saturday Type Hrs/Cash	Category	Comments
12/02/2022									
19/02/2022									
26/02/2022									
05/03/2022									
12/03/2022									
19/03/2022									
26/03/2022									
02/04/2022									

Previous   **View Full Screen**   **Print**   **Cancel**

Team View

Within Team View you can select multiple employees to view at the same time. You can also search for the employees you wish to select.

This view will come in handy if you need to see more than one employees leave for a specific date, to see who is off on leave that day. This view will enable you to see if you have enough cover within a team. You will need to select all team members to do this.

	Search for Employee			

Select Option ⬤ People Individually ◯ Direct Reports ◯ Whole Team

Select All	Deselect All

Employee Name	Employee Number	Post	Employee Information
███████████		Human Resources Manager (CCM01)	
▼ ☐ ███████		Corporate Payroll Manager (CCM55)	
▼ ☑ ███████		Human Resources Officer (CCM102)	
▼ ☑ ███████		Human Resources Officer (CCM112)	
▼ ☑ ███████		People Management Systems Officer (CCM119)	

Next

By clicking next, you will be able to see all leave authorised within the specified week.

Time Management

Team View

< Previous				Week Ending	02/04/2022 📅				Next >

		Avg	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Name	Employee No.	Weekly Contract Hrs	27/03/2022	28/03/2022	29/03/2022	30/03/2022	31/03/2022	01/04/2022	02/04/2022
			Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash	Type Hrs/Cash
KATIE CULLEN	███	29.6							
KIRSTY RIGBY		37						HOL 7.40	
JENNIFER SWIFT		37							

Previous			View Full Screen	Print	Cancel

Entitlement View

In the Entitlement View, you can look at an employees annual leave entitlement. First choose the employee:

Then select the leave type i.e. **'Holiday'**, of which this will then populate the entitlement for the employee. If your employee has a temporary end date, the leave entitlement will calculate to this date.