

Purpose:

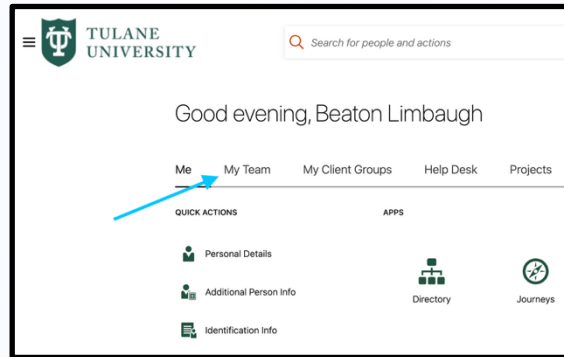
This Quick Reference Guide (QRG) explains how Tulane line managers with **My Team** access in WaveWorks can use the **Team Calendar** to view direct reports' absences and university holidays.

Definitions

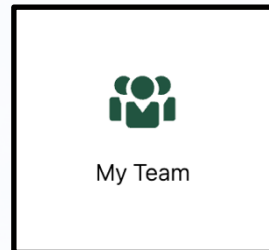
Line Manager	- Any Tulane employee with direct reports; also known as supervisor or manager
My Team	- WaveWorks homepage tab assigned to all line managers to manage direct reports/teams

Step-by-Step:

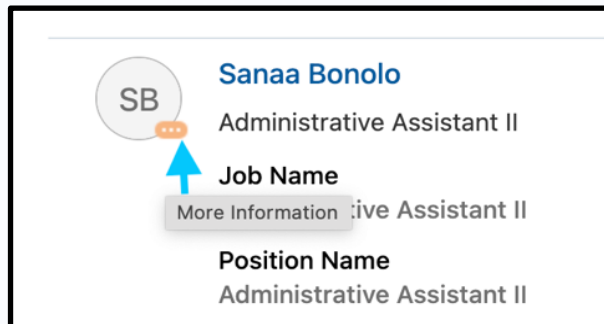
1. From the WaveWorks homepage, select **My Team** tab.



2. Select the **My Team** icon on the My Team page.

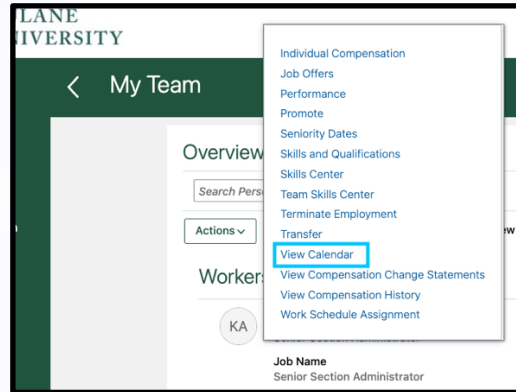


3. Select the yellow three dot icon on employee initials circle. A menu will appear.

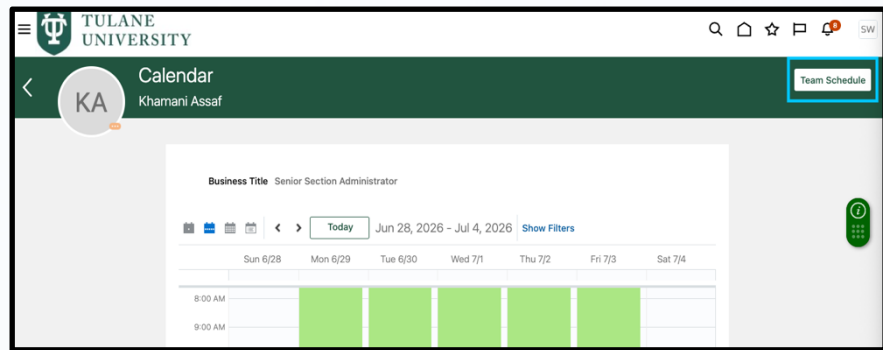


Quick Reference Guide: Absence Management – View Team Calendar

4. Select **View Calendar** option on the menu to access the direct report's calendar.



5. Select the **Team Schedule** button in the upper right of the employee calendar page.



6. View your team's weekly calendar, including absences and time-off requests.

Hover over any absence entry to view additional details.

