



TEAM CALENDAR

MSS-10 | BUSINESS PROCESS PROCEDURE

MSS

The purpose of this Business Process Procedure (BPP) is to explain how to access and use the team calendar in the Integrated HR-Payroll System.

Trigger:

Perform this procedure to display the Team Calendar.

Business Process Procedure Overview:

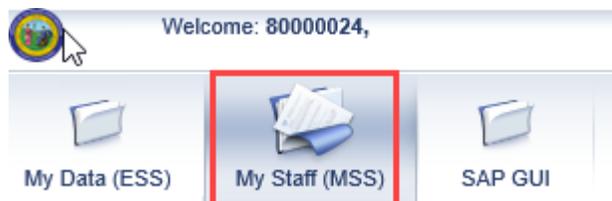
Manager Self-Service (MSS), or 'My Staff,' is a single access point for managers to find employee information and perform managerial tasks.

MSS users must be designated as a 'Line Supervisor' (B 002) in the organizational structure to access MSS My staff functions.

The **Team Calendar** service is located in the 'My Team' Workset in MSS. Managers will use the **Team Calendar** to monitor his/her employees' scheduled absences and pending leave requests. The calendar will assist with schedule planning also.

Procedures

1. From the Integrated HR-Payroll System Home Page, click the **My Staff (MSS)** tab



 Information: The tabs on the main portal will vary by the user, depending on the roles and authorizations. Only managers will have the My Staff (MSS) tab.

 **CRITICAL!** When using web applications that maintain or create data, always leave the application (or log off) when completing work. This will prevent record locking.

My Data (ESS) My Staff (MSS) SAP GUI SAP GUI - TRAINING USERS ONLY

My Work Overview My Team

My Staff (MSS) > My Work Overview

Approve Time Sheet Data

1 2 3
Collective Approval Review and Save Completed

View: Weekly View - Simple

Collective Approval								
Employee	Empl./appl.name	From	To	Message	Number	Target Time	Approval	RejectionReason
80000111	Lorna Sims	04/07/2019	04/13/2019		40 H	40 H	Approve All	
80000120	Simon Monsen	04/07/2019	04/13/2019		40 H	40 H	Approve All	
80000111	Lorna Sims	04/14/2019	04/20/2019		40 H	40 H	Approve All	
80000120	Simon Monsen	04/14/2019	04/20/2019	!	48 H	40 H	Approve All	



MSS users are defaulted to the My Work Overview page.

Information

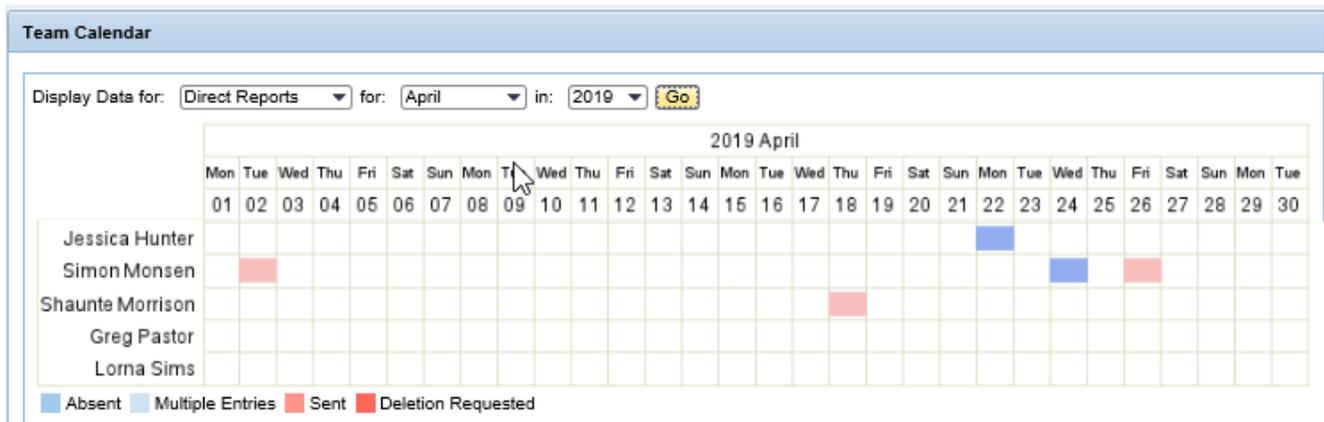
- Go to the 'Detailed Navigation' panel on the left section of the screen. Navigate to the Team Calendar by expanding the folders down the tree structure:

My Team->Employee Working Times->Team Calendar.

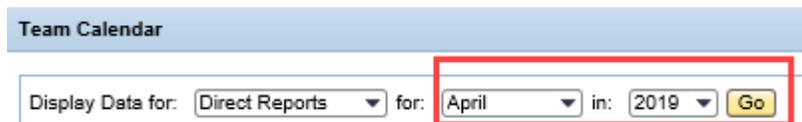
- ▶ My Work Overview
- ▼ My Team
 - ▶ Employee Information
 - ▼ Employee Working Times
 - Approve Time Sheet Data
 - **Team Calendar**
 - Leave Request Approval
 - Maintain Substitutions
 - ▶ Reporting

3. The Team Calendar has a color code to represent the absences.

Color/Code	Notes
Blue -  Absent	Absent - Indicates a scheduled absence or approved leave request.
Light Blue -  Multiple Entries	Multiple Entries - Indicates a pending leave request that includes more than one absence type for one workday (e.g. 4 hours Vacation and 4 hours Comp Time).
Pink -  Sent	Sent - Indicates a pending leave request to be approved or rejected.
Red -  Deletion Requested	Deletion Requested - Indicates a previously rejected leave request. The action is on the employee to either delete the request or resubmit it.



4. The Team Calendar will default to display the current month. However, other monthly views can be displayed by selecting a month from the drop-down menu.



NOTE: The Team calendar is also included as part of the Approved Leave Request application. Refer to the MSS-My Team Approve Leave BPP located on the OSC Training website.