



My Team Calendar

1. Log into HR & Payroll Self-Service using Manager Username/Password.
2. Select the My Team Calendar Tile.

The screenshot shows the SAP Employee Apps dashboard. The 'Employee Apps' section contains tiles for My Payslips, My Addresses, My Bank Details, My Leave Requests, My Travel and Expenses, My Travel Privileges, My Inbox (40), and Leave Carry Forward. The 'Manager Apps' section contains tiles for My Inbox (40), My Team Calendar (highlighted with a red box), Self Cert >5, Line Manager Key Date Report, and Travel Privileges Report. The 'Reports' section contains tiles for Leave Balances, Total Employee expenses this year (€85), and Absence Report.

3. This shows a list of employees reporting to the manager and defaults to the current week.

The screenshot shows the My Team Calendar view. The calendar is set for the week of October 29, 2023, to November 4, 2023. The calendar shows that all employees are on leave for the entire week due to the October Bank Holiday (Public holiday).

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	29	30	31	1	2	3	4
Elizabeth MacDermott Physiotherapist Manager		October Bank Holiday Public holiday					
Morrigan Casey Physiotherapist, Senior		October Bank Holiday Public holiday					
Aislinn Conley Physiotherapist		October Bank Holiday Public holiday					
Allana Dunne Physiotherapist, Clinical Specialist		October Bank Holiday Public holiday					
Eve King Physiotherapist, Senior		October Bank Holiday Public holiday					
Abigail Sheehan Physiotherapist		October Bank Holiday Public holiday					
CR2222155 102 temp9mprob Test Pys Snr Physiotherapist, Senior		October Bank Holiday Public holiday					

4. This list can be searched to find a specific employee

All Employees ▾
All Employees
Absent
Available

5. This list can also be filtered for Absent/Available.

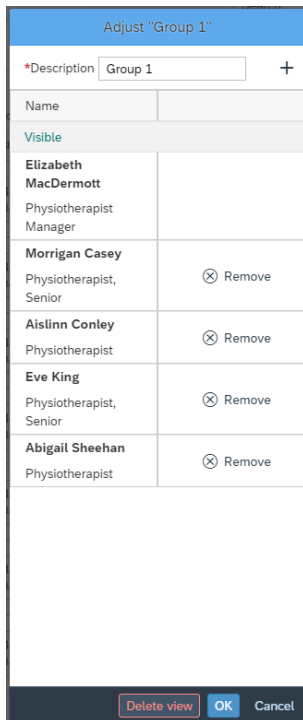


6. There is a legend at the top of screen which explains the status/types of leave.

7. It is possible to create a personalised list by clicking on the **+** to the right of Direct Reports – this can be a defined subset of the overall list. You can create a description for your new list/team

View definition	View definition
<p><input checked="" type="radio"/> Create new view</p> <p>*Description: <input type="text"/></p> <p>Template: <input type="text"/></p>	<p><input checked="" type="radio"/> Create new view</p> <p>*Description: <input type="text" value="Group 1"/></p> <p>Template: <input type="text" value="Direct Reports"/></p>
<p><input type="radio"/> Add existing view</p> <p>Existing views: <input type="text"/></p>	<p><input type="radio"/> Add existing view</p> <p>Existing views: <input type="text"/></p>
<p><input type="button" value="Add view"/> <input type="button" value="Cancel"/></p>	<p><input type="button" value="Add view"/> <input type="button" value="Cancel"/></p>

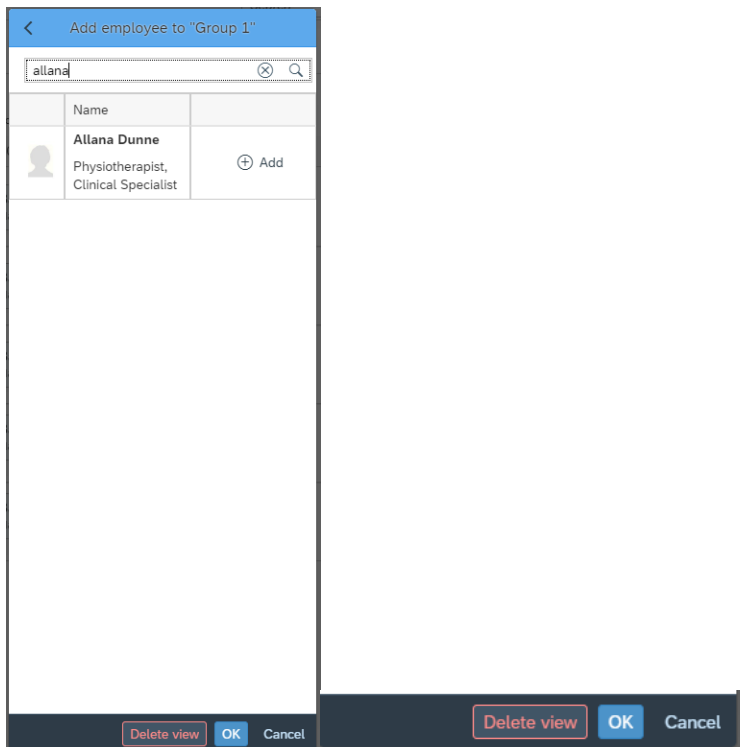
- Once description has been inputted and Template has been selected, click “Add View”. From here, it is possible to remove employees from the group. Once completed, click “ok”.




- If any changes need to be made to a group, click that specific group and then the setting button. This will allow someone to edit a personalisation.



- If an employee needs to be re-added, click the **+** sign. This allows the manager to search for one of their employees. It is also possible to delete a view by click “Delete View”



- To exit My Team Calendar choose the Back arrow  or SAP Button 