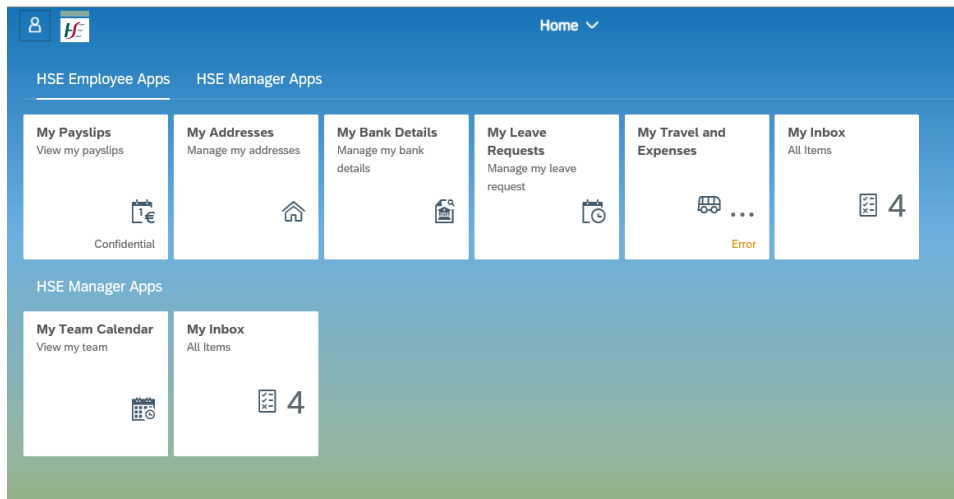


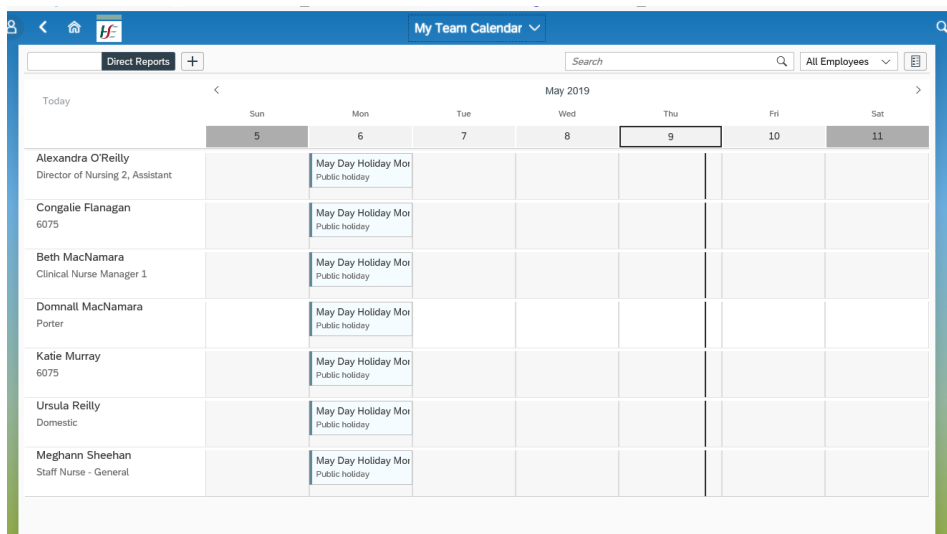


### My Team Calendar

1. Log into SAP Fiori using Manager Username/Password.
2. Select the My Team Calendar Tile.

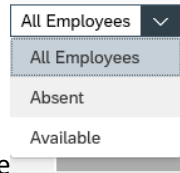


3. This shows a list of employees reporting to the manager and defaults to the current week.



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

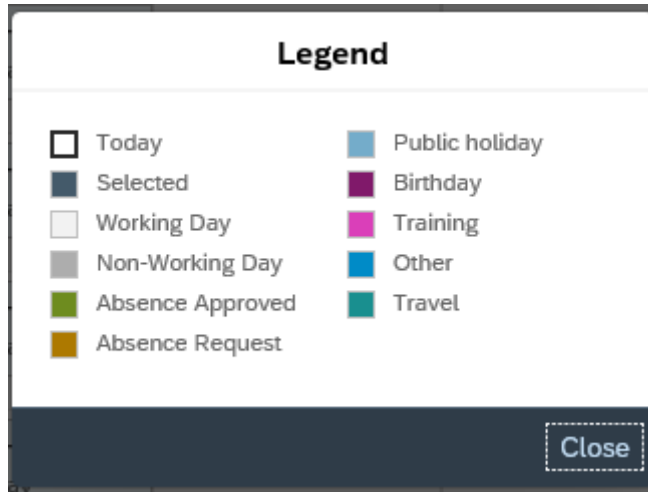







5. This list can also be filtered for Absent/Available



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



7. It is possible to create a customised list by clicking on the  to the right of Direct Reports – this can be a defined subset of the overall list.

8. To exit My Team Calendar choose the Back arrow  or Home Button .