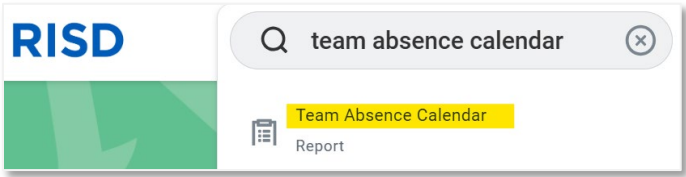# Team Absence Calendar
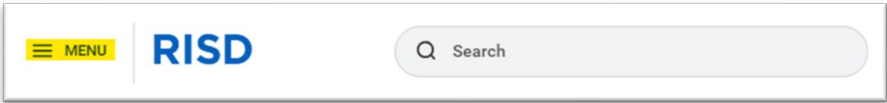
Log into Workday

Type team absence calendar in the Workday search bar
Select **Team Absence Calendar** (report)
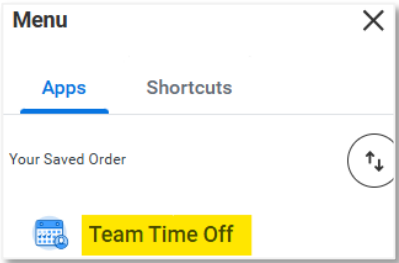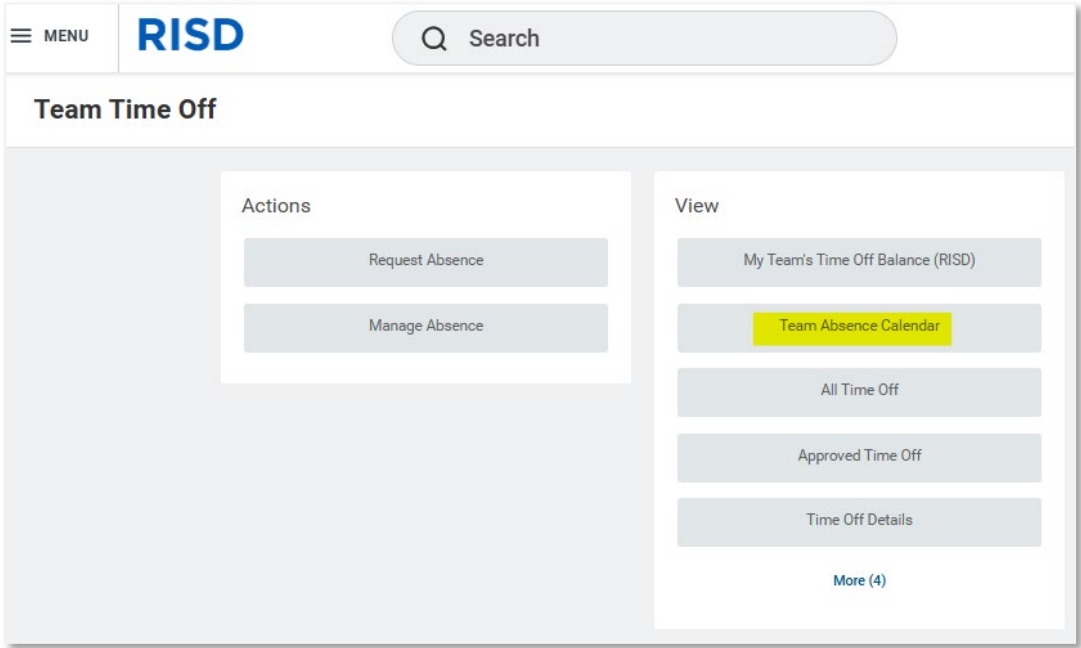
Click **Menu** in the top left

Click **Team Time Off** in Apps

Select **Team Absence Calendar**

Team Absence Calendar

The supervisory organization(s) managed will default into **Organizations**

Include Self will default checked on

Modify selections, if applicable

Click **OK**

Team Absence Calendar   ×

Organizations	× Operations (Ben Smith)
Workers	
Include Self	☑

Cancel   OK

The Team Absence Calendar view will default to current week
All organization(s) or employee(s) selected previously will appear

Use **Today** button to return to current day/week
Use the **arrows** to scroll through weeks

Team Absence Calendar

Today   <   >   Aug 3 – 9, 2025   Week ▼

	Sun, 8/3	Mon, 8/4	Tue, 8/5	Wed, 8/6	Thu, 8/7	Fri, 8/8	Sat, 8/9
Ben Smith							
Ann Jones		14 Hours ✓ Approved					
Mary Collins					14 Hours ✓ Approved		

Other Views

> Monday, August 4, 2025   Day ▼

	12 AM 1 2 3 4 5 6 7 8 9 10 11 12 PM 1 2 3 4 5 6 7 8 9 10 11
Ben Smith	
Ann Jones	14 Hours ✓ Approved
Mary Collins	

To change view, click the Week drop-down and select desired view

Week ▼

| Day |
| Four Days |
| **Week** |
| Month |

> Aug 3 – 9, 2025   Four Days ▼

	Sun, 8/3	Mon, 8/4	Tue, 8/5	Wed, 8/6
Ben Smith				
Ann Jones		14 Hours ✓ Approved		
Mary Collins				

> August 2025 ⌄   Month ▼

	29 30 31 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
Ben Smith	
Ann Jones	14 H ✓ Ap
Mary Collins	14 H ✓ Ap