



Team Absence Calendar—Multiple Supervisory Organizations (People Leaders)

Managers who have multiple Supervisory Organizations (Sup Orgs) and/or Supervisory Organizations with subordinate Supervisory Organizations can view the Team Absence Calendar for all of these organizations in one place. Follow the steps below to view multiple Supervisory Organizations on your Team Absence Calendar.

Team Absence Calendar—Multiple Supervisory Organizations

From your Workday homepage:

1. Select **Menu**.
2. Select **Team Absence**.
3. Select **Team Absence Calendar**.
4. The organizations will default to your direct Sup Orgs. To add a subordinate Sup Orgs, click on the **Organizations** prompt.
5. Select **Supervisory**. All the Sup Orgs you have access to will appear. **Note:** Check on the **Sup Org** you want to see and uncheck any you do not want to see.
6. Select **OK**.
7. View the Team Absence Calendar.

The screenshots illustrate the navigation process:

- Step 1:** Clicking the 'MENU' icon on the Workday homepage.
- Step 2:** Selecting 'Team Absence' from the dropdown menu.
- Step 3:** Selecting 'Team Absence Calendar' from the 'Tasks' list.
- Step 4:** In the 'Team Absence Calendar' dialog, clicking the 'Organizations' prompt to open the selection list.
- Step 5:** In the organization selection list, clicking 'Supervisory' to filter the list and checking the box for 'MCJCHV Cafeteria Department (Red Apple) (0194780) (S209380AA)'.
- Step 6:** Clicking the 'OK' button to confirm the selection.

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	Mon, 7/24	Tues, 7/25	Wed, 7/26	Thur, 7/27	Fri, 7/28
Rose Bush (7895246)					
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QUESTIONS?