Service, click the Team Time   tile.

Select Monthly Time Calendar   .

Above the   View Criteria section, click the Weekly   Time Calendar link.

Week and

Next Week icons.

To limit hours you are viewing, update the Start   Time and End Time

fields using the drop downs. This is helpful if you are viewing

employees who use punch time.

In the Reported   or Payable Hours section, select the type o   f hours

you wish to view.

In the Display Options , ensure Show Schedule is selected.

Click the Refresh View button.

the resulting details   in the Weekly   Time Calendar . The legend

s the shadings for each entry.   To see the details of reported or

time, click the link for that day.