Viewing the Supervisor Calendar Dashboard

The Calendar Dashboard provides Supervisors a snapshot of activity, including information about schedules, shifts worked, absences, and a variety of other information. The Calendar Dashboard also shows critical exceptions that can prevent payroll from being processed and provides access to them so they can be cleared.

Note: Payroll Managers also have a Dashboard that allows them to determine whether Supervisors are keeping current with time card editing tasks and to determine whether payroll is ready to be processed.

The following is a typical Calendar Dashboard, which is accessible from the Daily Operations menu. The Periods dropdown defaults to Current Week; select another time period for review, when needed.

The Dashboard shows the information listed on the next page; however keep the following in mind:

- Information is only displayed when data exists in the system. For example, if there are no Leave Requests for a day, Leave Requests will not appear on that day.
- Depending on how your system is configured, you may not see all categories of information listed.
### Schedules
The number of schedules on a day. Click the link to drill down to a group of employee schedules with that day highlighted. Schedules are color-coded as follows:
- **Purple text**: Standard schedule (generally created from a Schedule Pattern).
- **Green text**: Flex schedule (generally created from a Schedule Pattern).
- **Red text**: Absence planned (generally created from an approved Leave Request).
- **Black text**: Manually adjusted schedule.
- **Blue text**: Employee scheduled outside his or her home department.

### Shifts Worked
Specifies the number of shifts worked on that day. Click the link to drill down to the Employee Time Cards by Day window, which lists all employees and the shift each worked.

### Working Now
Shows the number of employees currently clocked in. Click the link to drill down to a list of employees who are currently working.

### Leave Requests
Shows the number of pending leave requests. Click the link to drill down to a list of employees who have submitted leave requests.

### Today's Absences
Shows the number of absences for the day. Click the link to drill down to a list of employees who were absent for the day. An absence is generally a critical exception that must be cleared before payroll can be processed. To clear the critical exception, right click the icon shown below and then click the **Acknowledge Absence** link.

![Acknowledge Absence](image)

### Non Critical Exceptions
Non-critical exceptions are issues such as an employee being tardy, that may need to be addressed with the employee, but that do not impede payroll processing.

### Critical Exceptions
Critical exceptions are indicated with the critical exceptions icons shown below. Payroll cannot be processed until all critical exceptions are cleared.
- Indicates an issue that needs to be acknowledged, such as an absence. To clear, right click and then click the **Acknowledge** link.
- Indicates a missing punch. To clear, click the In or Out field and enter a time.