

Using the Calendar and Reports

U.S. Managers

Calendar View

The **Legend** section displays the color-coding that is viewable on the 2-week calendar view.

Employee	Job Title	Approve Time	Prior Period Approval Needed	Approval Delayed		Sun
DEBORAH HEIM	Sr Provider Data Specialist	<input type="checkbox"/>	Yes	No	80.00	-
MICHELE JOSEPH	Provider Data Specialist	<input type="checkbox"/>	Yes	No	80.00	-

Legend

☐ Regular Worked Hours ☐ Time Away

☐ Check to Select All for Approval

[Review My Employee's Time \(Time Summary Page\)](#)

Entries are color-coded to easily locate specific types of time that are being recorded. A single line of an employee's time could fall into more than one of the categories. In these cases, the types of time are prioritized to indicate what will display in the employee's calendar view.

Description	Priority	Color
Overtime Hours	1	Red
Time Away	2	Yellow
Shift Pay	3	Blue
Holiday	4	Green
Regular Hours	5	Brown
Other Payable Time	6	Purple

Manager Reports

Use the various report options available to view non-exempt and exempt employee time information. There are several reports from which to choose, including:

- Pay Period Overtime Report
- TAFW/PTO Balance Report

To find the reports navigate, use the **Manager Reports** quick link, or:

Main Menu > Manager Self Service > Manager Reports > Choose report

Questions:

[Contact HRdirect.](#) Please do not try to contact HRdirect until on or after integration.