

Frontline / TEAMS Work Off Calendar

Individuals with access: Senior Directors, Extended Cabinet, and Cabinet Members

All Work Off Calendar days must be approved by a supervisor. The approval process will take place in Frontline / TEAMS after Step 1 is complete.

Step 1: "Filling the Work Off Calendar Bucket"

Enter the day you will be working off calendar.

- My Employee Service Center
- My Work Off Calendar
- Fill in the working date, activity, hours and activity
- Add

The screenshot shows the 'My Work Off Calendar' interface. On the left is a navigation menu with 'My Work Off Calendar' highlighted. The main form contains the following fields: 'Date Worked' (10-20-2019), 'Activity' (Work Off - Exempt), 'Total Hours Worked' (8.0), and 'Activity Performed' (RTM Conference - 8 hours on Sunday 10/20/19). Below these are 'Add' and 'Clear' buttons. At the bottom, there is a table for 'Off Calendar Work Group Criteria' and 'Edit' and 'Delete' buttons.

Note: Once added, your work off calendar day will appear in the bottom tray. The Status will display submitted. After your supervisor reviews, it will display approved or denied.

Your supervisor will get an email letting them know they have an entry to approve or deny. Good practice would be to let them know due to the number of approvals they receive.

Step 2: "Swapping a Work Off Calendar day for an absence."

Using Work Off Calendar time you have earned.

My Employee Service Center

- My Absence Reporting
- Check Leave Balance
Leave Balance will display Work Off Calendar hours that have been approved and processed. If you do not see Work Off Calendar hours, you do not have any to utilize – do not continue with this process.



- Select Create Absence
- Fill out your Absence Detail. For Reason – Select Work Off Calendar

The screenshot shows the 'Absence Detail' form. The 'Reason' field is highlighted with a red box and contains 'Work Off Calendar'. Other fields include 'Start of Absence' (11-15-2019), 'End of Absence' (11-15-2019), 'Path' (Work Off Calendar, State), and 'Hours Per Day' (08:00).

