



Job Aid: TA11 View Calendar and Team Schedules (as an employee)

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

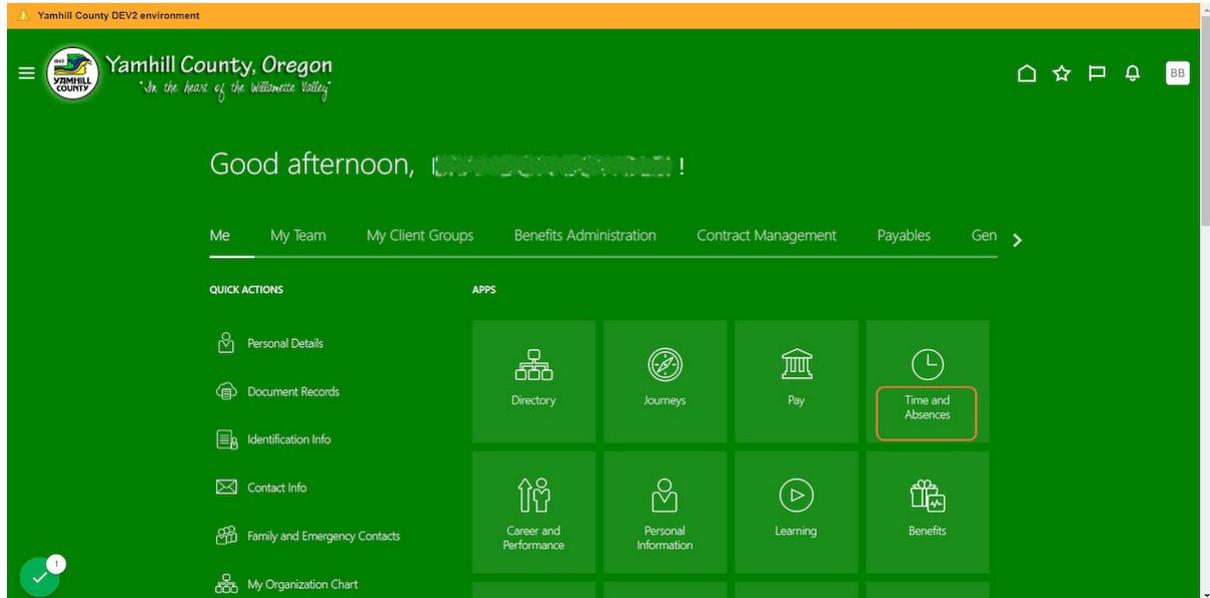
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Employee



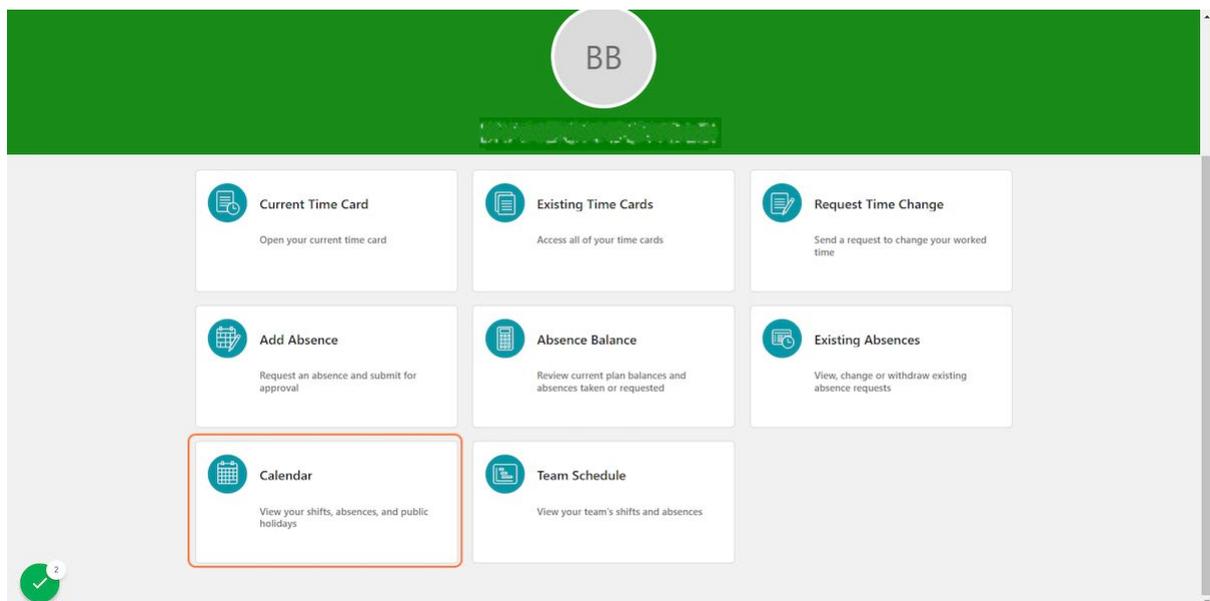
STEP 1

Login to Oracle Fusion Cloud. Click on the “Time and Absences” tile under the “Me” tab.



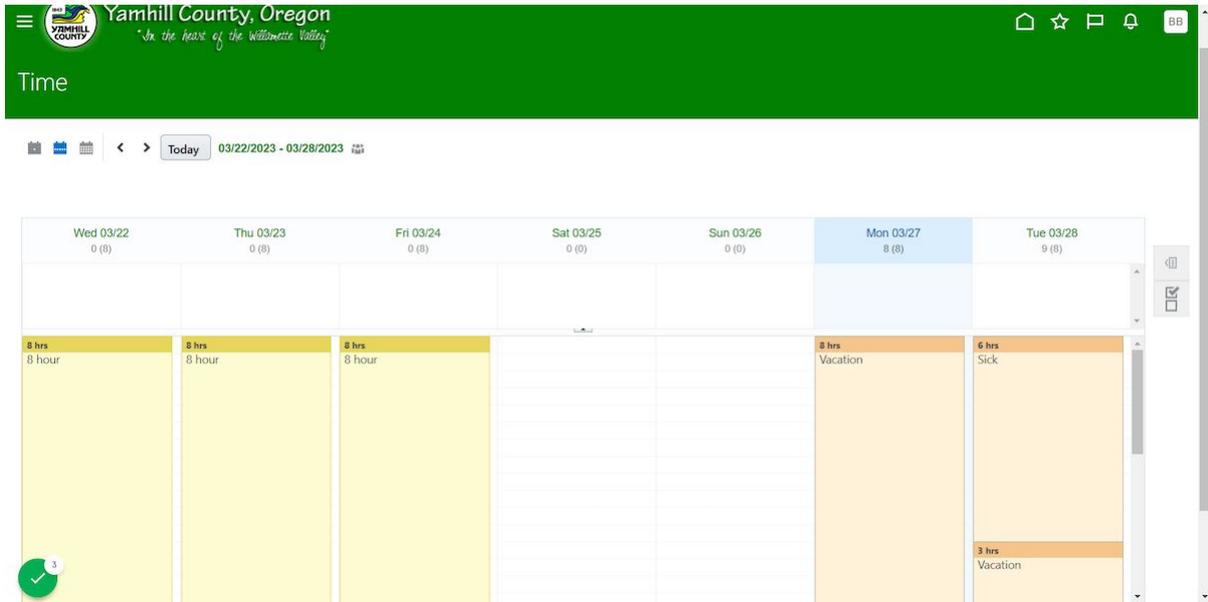
STEP 2

Click on the “Calendar” tile.



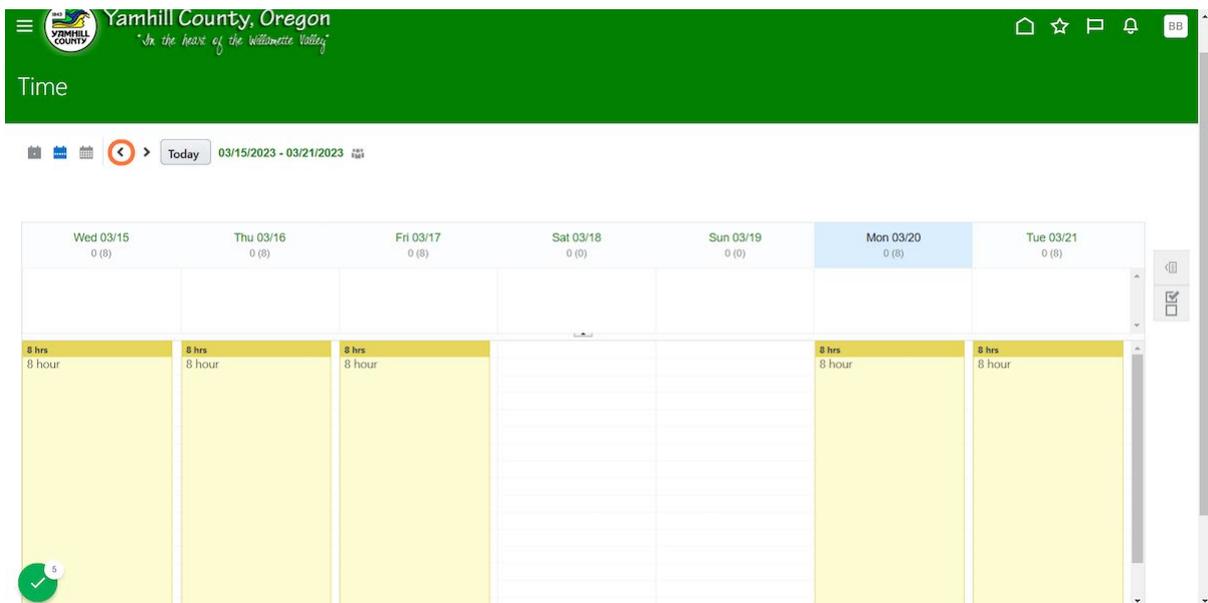
STEP 3

Click on the second of the three “calendar” icons towards the top-left, to view your work schedule for a one-week period. The scheduled hours are displayed. Any time entered outside of the scheduled hours is displayed in a different color.



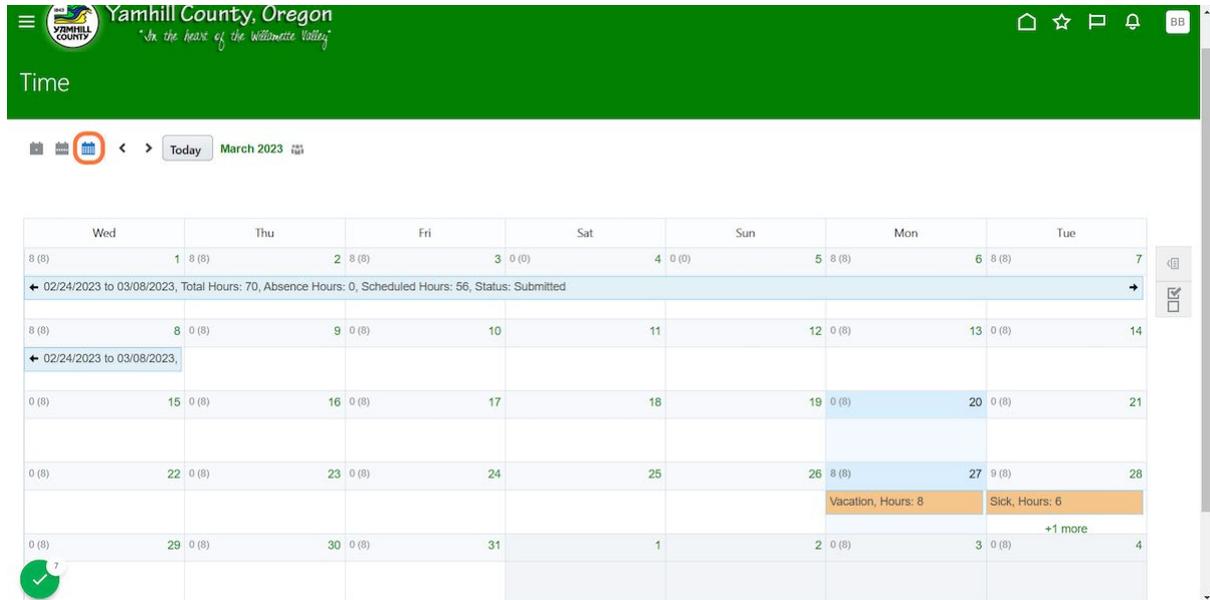
STEP 4

Click on the “<” icon towards the top-left to view the previous week’s schedule.



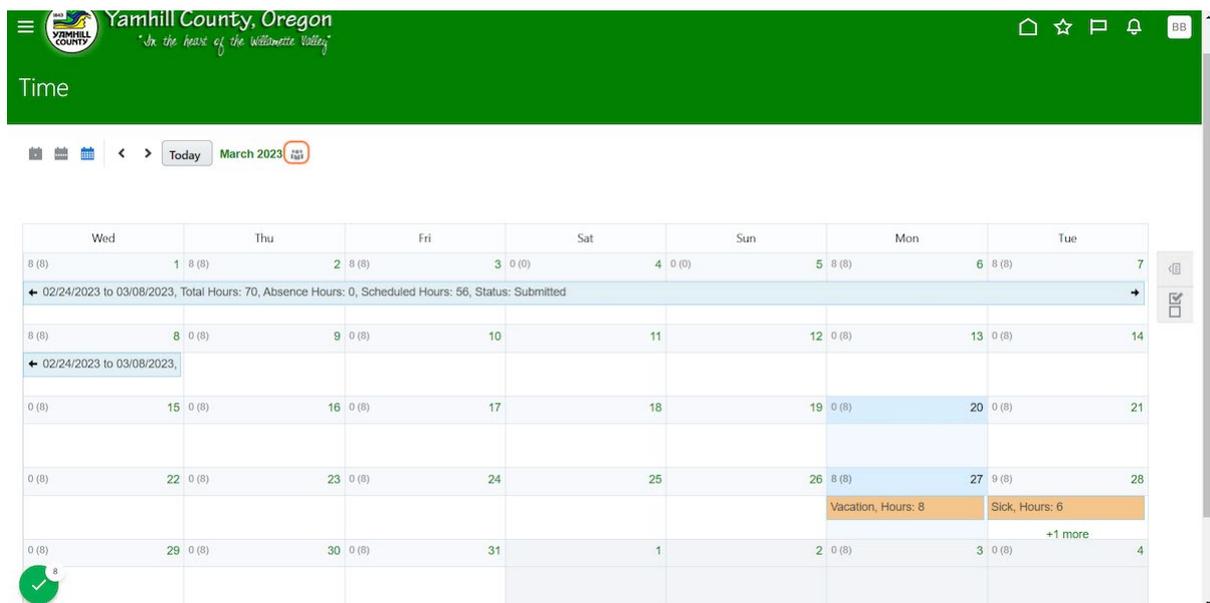
STEP 5

In the upper left corner, click on the third of the three “calendar” icon to view a summarized monthly schedule.



STEP 6

To view the work schedules of your team members, (i.e., the with the same manager as yours), click the “people” icon to the right of the date, towards the upper left part of the screen.



STEP 7

The team's schedule is displayed. In the upper left corner, above the “Name” column, click the “Show/Hide Legend” icon to display the description of the various schedule items displayed.

Yamhill County DEV2 environment

Yamhill County, Oregon
"In the heart of the Willamette Valley"

Team Schedule

Schedule Week: 03/27/2023

Name	Assignment Number	Week 13						
		03/26/2023	03/27/2023	03/28/2023	03/29/2023	03/30/2023	03/31/2023	04/01/2023
BOWDLE, BRANDON	E1076		8.00 8 ho	6.00 3.00 8 ho	8 ho	8 ho	8 ho	
HEIDT, NICOLE	E1282		8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	
JAASKO, RHONDA	E1930		8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	
LOOS, JACLYN	E1372		8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	
LUX, DAVID	E1382	12 h				12 h	12 h	12 h
REID, CAROL	E1510		8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	
WILLIAMS, EMILY	E1667		8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	

Legend:

- Owner: Normal working hours
- Name: Normal Working Hours
- Reference Date: 03/31/2023
- Start Time: 03/31/2023 8:30 AM
- End Time: 03/31/2023 5:00 PM
- Duration: 8h 30m
- Time Not Worked: 0h
- Publish Date: -

STEP 8

Click on the “Home” icon to return to the main screen.

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Team Schedule

Schedule Week: 03/27/2023

Name	Assignment Number	Week 13						
		03/26/2023	03/27/2023	03/28/2023	03/29/2023	03/30/2023	03/31/2023	04/01/2023
BOWDLE, BRANDON	E1076		8.00 8 ho	6.00 3.00 8 ho	8 ho	8 ho	8 ho	
HEIDT, NICOLE	E1282		8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	
JAASKO, RHONDA	E1930		8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	
LOOS, JACLYN	E1372		8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	
LUX, DAVID	E1382	12 h				12 h	12 h	12 h
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WILLIAMS, EMILY	E1667		8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	8:30 AM-5:00 PM	

<No Tasks Selected>

Legend:

- Resource Exception
- Pending Absence
- 12 hour
- Normal Working Hours Elapsed
- Normal Working Hours
- Custom Time
- Custom Elapsed
- 8 hour
- Approved Absence
- Approved Absence



STEP 9

End of the procedure.

