View My Team’s Schedule

*For Time Approvers who view their team’s work schedules*

**Quick Reference Guide**

**Steps for Viewing My Team’s Schedule:**

1. Click **Team Time** worklet

![Team Time](image)

2. Click **My Team’s Schedule**

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<th>View</th>
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<td>Review Time</td>
<td>RPT Worker Schedule LTW</td>
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<td>Enter Time for Worker</td>
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<td>Time Clock History</td>
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<td>Time Off &amp; Leave Calendar</td>
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**Keep in mind**
- As a Time Approver, you can use the My Team’s Schedule button to view the schedule for an individual worker, or multiple workers on your team.

**Information needed**
- Worker name
- Assigned schedule dates
3. Populate the Date field and the Workers field with the names of the workers you wish to view.
   - You can also click the Prompt icon to use the sub menus and drill down to select the members of your team.

4. The calendar view will display and all schedules will be listed out in a weekly format.