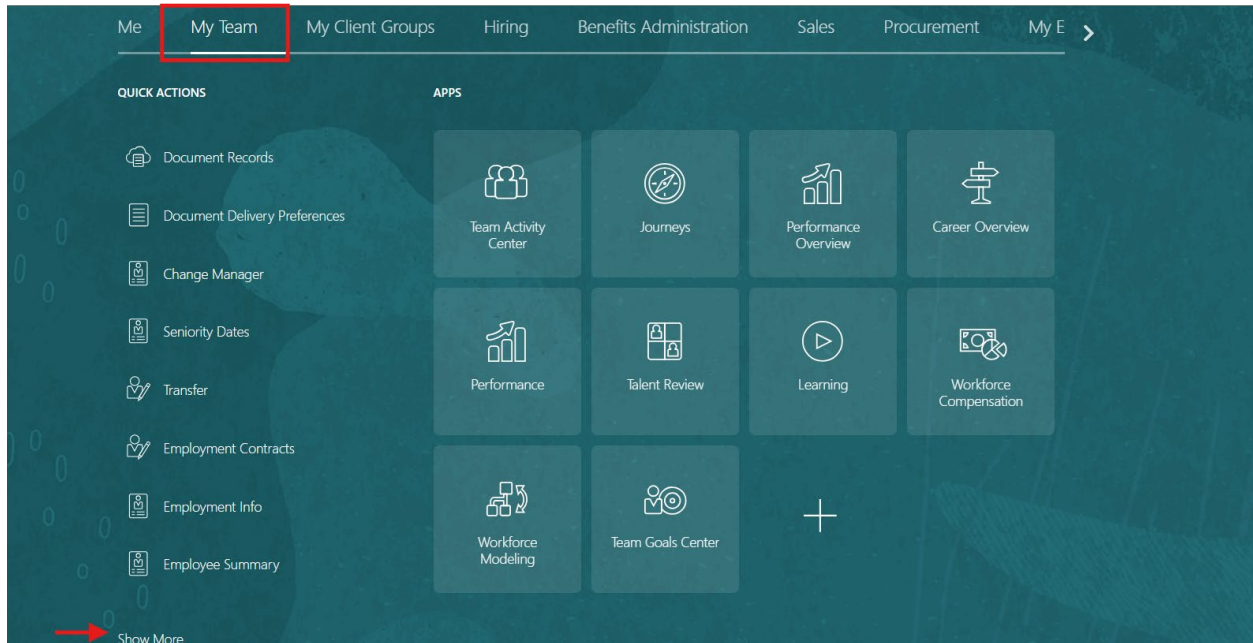


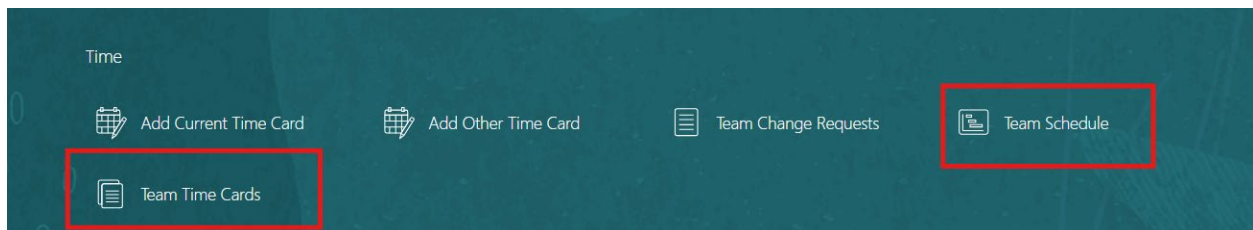
Quick Guide - Accessing Your Team Time Cards

1. Go to My Team



2. Click the show more option at the bottom of the left-hand side.

3. Scroll to the Time and either view the Team Time Cards or Team Schedule



Note, if you view Team Schedule while under the Me Tab, you will see your team of colleagues that report to the same line manager as you.