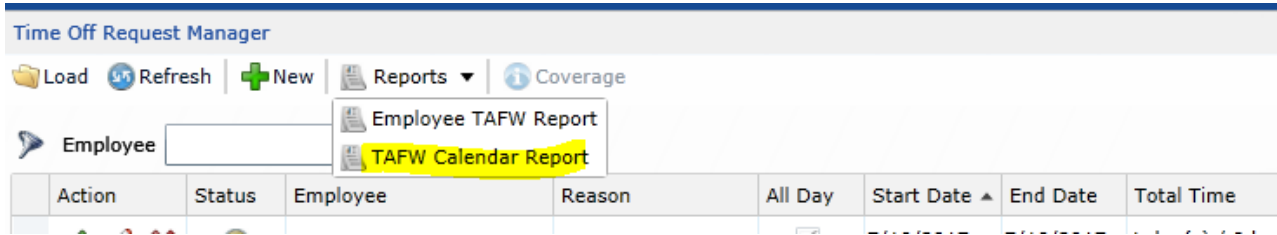


## How to Run a TAFW Calendar report (Time Away From Work)

As of July 12, 2017

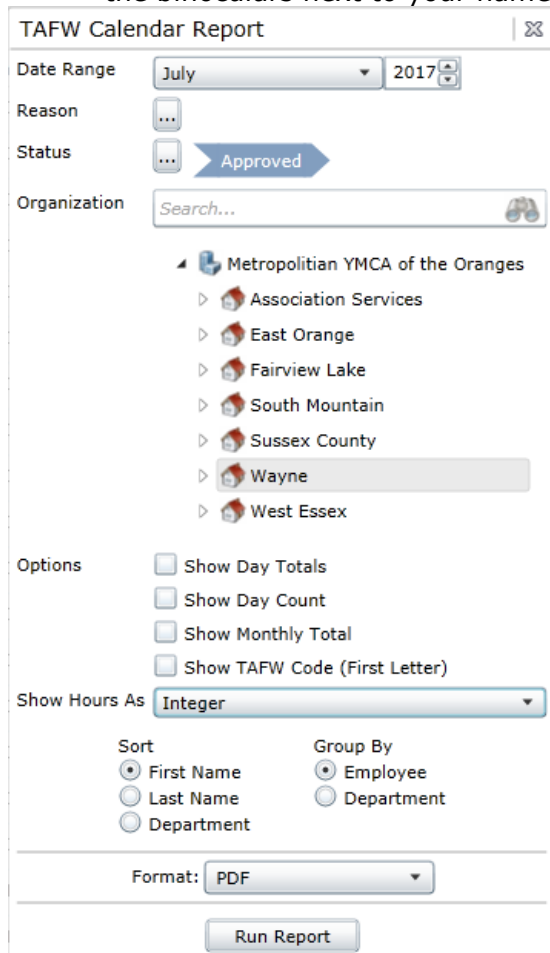
Here you will see the total Away hours for each day of the month, along with the reason (P-PTO, S-Sick).

- I. To run this report, you will go to your "MY DAY" screen,
- II. Maximize the Time OFF request manager and
- III. Choose "TAFW Calendar Report" from the report drop down menu



Here you can choose:

1. The month you wish to view
2. Reasons (or leave as is to see all TAFW requests)
3. Status (you can choose to see only approved requests or use this filter to also see pending)
4. Check all boxes to view total hours, days and employees away
5. You can choose your preferred sort and group. I would recommend grouping by department
6. You may need to change the Manager Filter at the bottom if you manage multiple managers and would like to see their employee's time off requests as well. To do this you would select the binoculars next to your name and select the "NONE" option to see all



H:\My Documents\Dayforce Guides\Internal\How to Run a TAFW report.doc **How to Run a TAFW Calendar report**