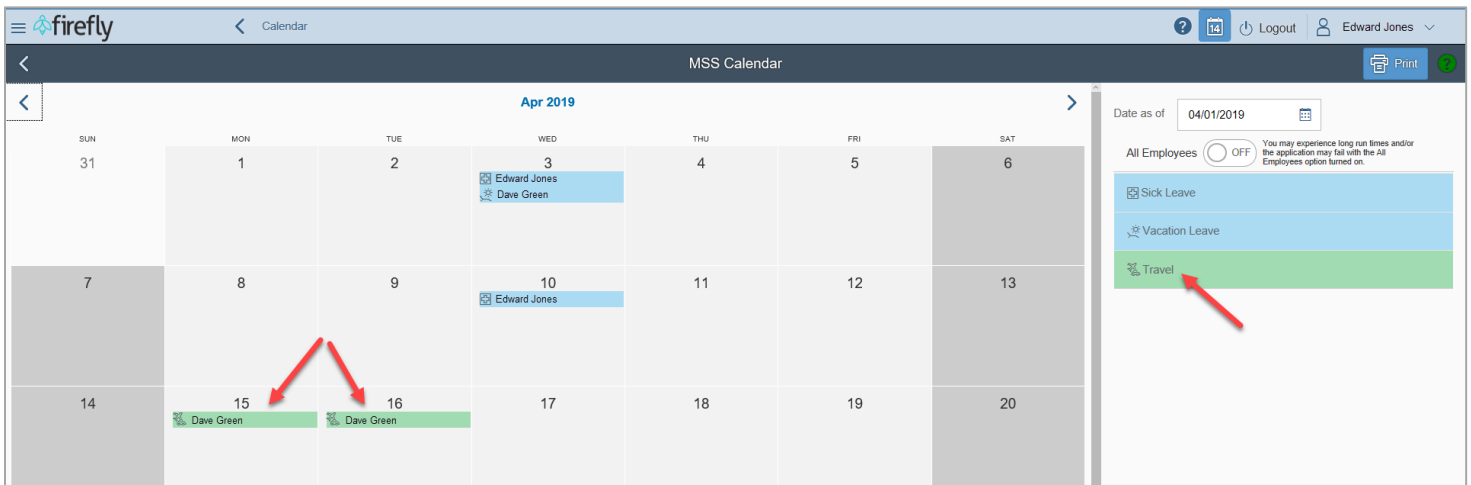


The My Staff calendar displays employee leave, important dates (e.g.; service anniversary), and travel. You can switch the view between direct reporting employees and all employees by changing the toggle button at the top-right of the screen. Once a travel request is approved in Concur, the nightly batch process creates an entry on the My Staff calendar based on the trip start/end dates.

 Note: you must have the My Staff security role in order to view the My Staff calendar.



The screenshot shows the Firefly MSS Calendar interface for April 2019. The calendar grid displays dates from Sunday 31 to Saturday 6. On Wednesday, April 3, there are entries for Edward Jones and Dave Green. On Thursday, April 10, there is an entry for Edward Jones. On Monday, April 15, and Tuesday, April 16, there are green travel entries for Dave Green. On the right side, there is a legend with a toggle for 'All Employees' (OFF) and a list of leave types: Sick Leave, Vacation Leave, and Travel. A red arrow points to the 'Travel' entry in the legend. Another red arrow points from the 'Travel' legend entry to the travel entries on the calendar grid.