

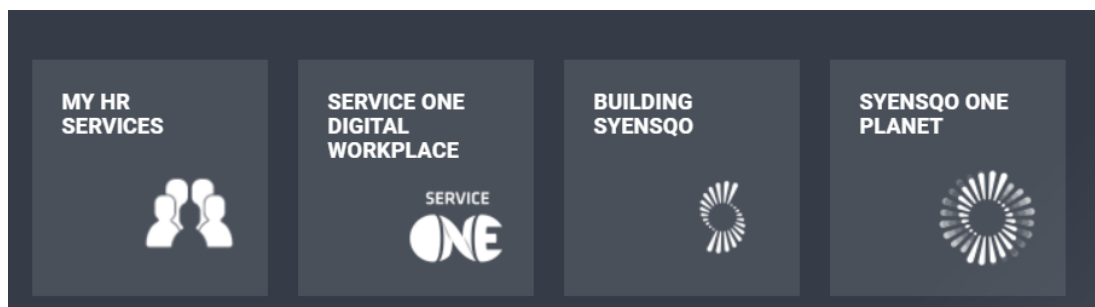
The Time App in My HR Services - MG

The Time App in My HR Services for Managers

THE TIME APP AND HOW TO ACCESS IT

The Time App is used by you as an employee to to enter leave and/or time events and requests.

The "Time Management App" can be accessed through "MY HR SERVICES" via TheHub:

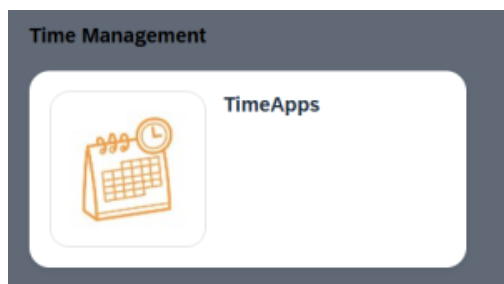


OR via our HR Wiki header above:

Overview ▾ Tools ▾ People Function ▾



Then, click on the icon labeled "Time Apps":



As the manager, the additional tiles to manage time and work schedule of your direct employees in the team as follows:

1. My Inbox
2. My Time Events
3. Manage Work schedule
4. My Leave and Time Requests
5. My Report

HOW TO PERFORM THESE ACTIVITIES ON THE TIME APP

Below you will find the procedures and the videos for each of the activities you can perform on the Time App as an Manager:

My Inbox

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

My Time Events

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

Manage Work schedule

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

My Leave and Time Requests

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

My Report

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

My Time Statement

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

Additional Feature in My Team Calendar

[CLICK HERE TO ACCESS OPERATING PROCEDURE](#)

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