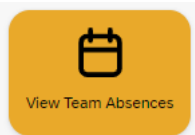
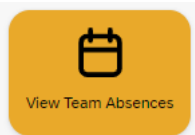


MYHUB – VIEW DIRECT REPORTS LEAVE VIA DESKTOP


1. Open the SAP SuccessFactors (MyHub) Desktop app on your computer and log in to your account using your credentials.



2. Click on  tile.



3. Choose whether you want to review the Team Absence Calendar for

your peers My Peers My Direct Reports or direct reports My Peers My Direct Reports.

4. You can narrow your view by clicking in the box next to the names you wish to view. 

5. Select whether you wish to review a day, week, or month at a time.

Day Week Month

6. Select the period you wish to review. Use the arrow keys  Today  to move back and forward by the time period selected in Step 3.

7. Clicking on the  icon, top right of screen, will open the legend.

