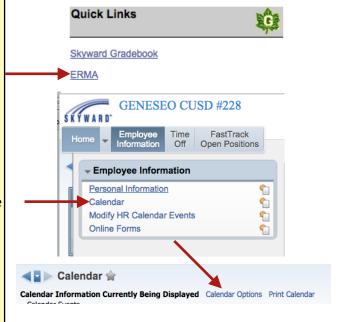
## Calendar View in ERMA

- From the main Staff Portal click on Quick Links
- Click on ERMA
- Enter your Login ID and Password
- On the next screen click on <u>Employee Information</u> from the top bar - next click on Calendar
- Click on the <u>Calendar Options</u> to specify what you want to display on the calendar
- Options suggested are:
  - Display Calendar Events
  - Display My Time Off Entries
  - Display Selected Employee Management calendar
  - Supervisors can Display the Time Off of Employees they oversee to know what holidays they qualify for
- Here you will be able to see the holidays and early out dates clicking on the note will tell you if it is a paid holiday or not
- There is also a legend on the bottom of the calendar for reference
- The calendar is created at the beginning of the school year and
  MAY be updated during the middle of the year ex. emergency days

## School Links



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