View Time Off in My Calendar - Exempt
The Calendar shows your holidays and time off requests.

1. Click Main Menu > My Information > My Calendar.
   - If the tabs to the right of the calendar are not visible, click Show List.

2. Click one of the following:
   - Events tab — Shows approved time off
   - Requests tab — Provides more detail on approval process and ability to cancel requests

3. Optionally, click any of the following to change your view of My Calendar:
   - Previous — Show the previous time period.
   - Today — Show the time period that includes today.
     - In the weekly view, the header for today is orange.
     - In the monthly or yearly view, today is highlighted in light blue and the date is orange.
   - Next — Show the next time period.

4. Optionally, use the filters and options to adjust your view settings as follows:
   - View — Select a daily, weekly, monthly, or yearly view of the calendar.
• **Show/Hide** — Select schedule items to show in the calendar:
  - **In-progress Requests** — Requests that are submitted and not yet approved or rejected
  - **Approved requests**
  - **Holiday**
  - **Transfers** — The shift is not the primary job, cost center, or work rule of the assigned employee.
  - **Shifts** — The assigned job is the primary job of the employee.
  - **Pay codes**
• **Layers** — Select information layers to display in the calendar.