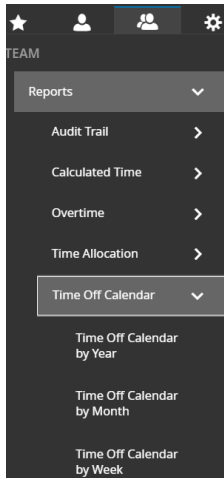# Checking Your Team Time Off Calendar

Last Modified on 02/01/2022 12:25 am EST

To check time off requests for your employees, follow the steps below.

START HERE

1. From the main menu, search for
Time off calendar (or navigate to **Team>Time>Reports>Time Off Calendar**).

2. You can use options on the top menu bar to change the data shown. For instance, you can switch to View Monthly or View Yearly from the Weekly view. In the Monthly view, you can View Weekly or View Yearly and so on.