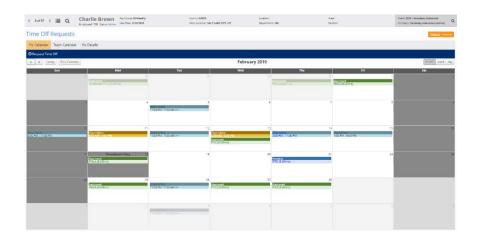# Time Updates

Time-Off Request Employee Calendar Updates

A new page in the Time-Off Request Employee Calendar gives your employee's options and allows management to place restrictions. These include: display options for both "My Calendar" and "Team Calendar," upcoming absence reminder notifications, and restrictions on requesting time off on specific dates or days of the week.

The calendar view has been renamed "My Calendar" for employees. My Calendar displays information pertaining to the selected employee, including approved/pending/processed time-off requests, holidays, restricted days, and schedules. Your employees can now print the full month, week, or day calendar that includes all of the updated functionality. Additional setup is required for this functionality. Please reach out to TASupport@payrollpeople.com if you would like to review this new feature.

Manage Teams

A new page also allows you to group your employees into a team based on default organizational values. By setting up a team, members of that team can see one another's time-off requests which helps them make sure there is adequate coverage, or a certain day has not already been requested off by another team member.

With the team update also comes a team calendar, found as a tab on the Time-Off Request Calendar. This calendar can display options enabled such as holidays, employee names, absence names, absence hours, and pending absences. If you would like more information, please email TASupport@payrollpeople.com.