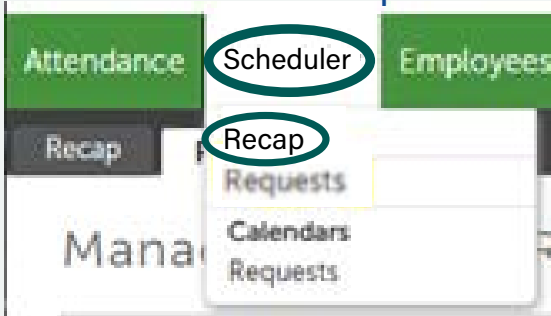# Viewing Your Teams Calendar
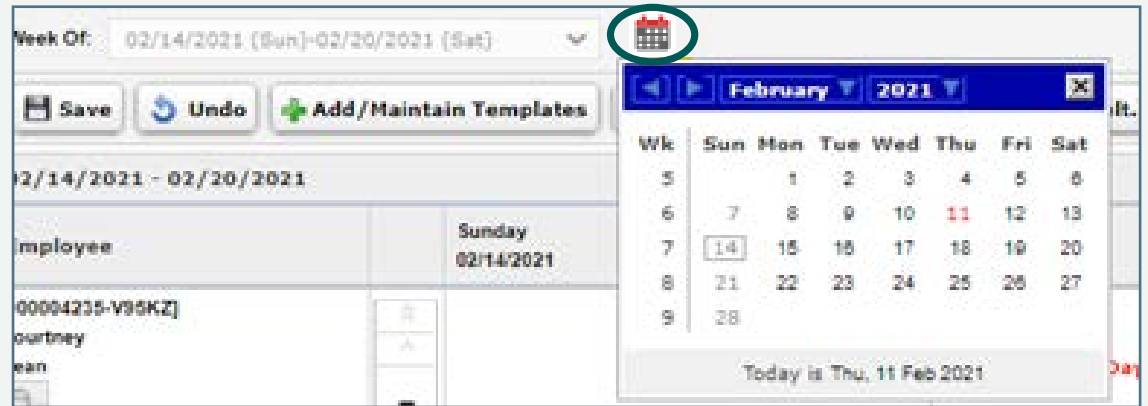
UKG offers various ways to see your teams calendar. Start clicking the Menu Button on the top left side of your screen and follow the steps below .

Weekly View

1.) My Team >>
    Time Management >>
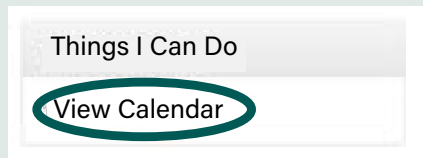   Scheduler >> Recap

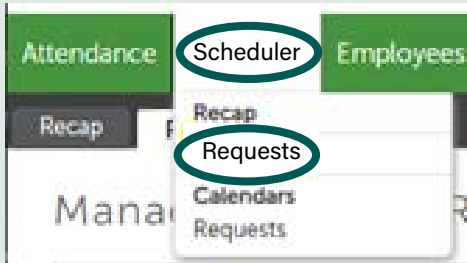2.) From the calendar icon at top pick a date or week for the range you want to see.

Monthly View

1.) My Team >>
    Time Management >>
    Scheduler >> Requests

2.) Then Click "View Calendar". Under "Things I can Do" on the Right side of the screen

3.) On this view you can see all your employees on one montly calendar.

Yearly View

1.) My Team >>
    Time Management >>
    Scheduler >> Calendar

2.) Then select the employee you want to see in 12-month view of their time off requests

Training can be found on: **https://www.iapmohr.org/payroll**
Look for training named: Time Management Training Guide - On Slide 35