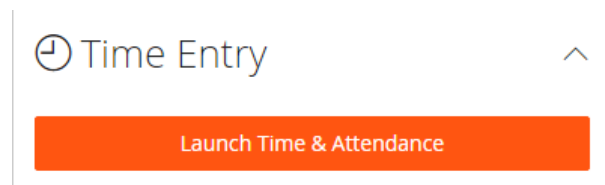


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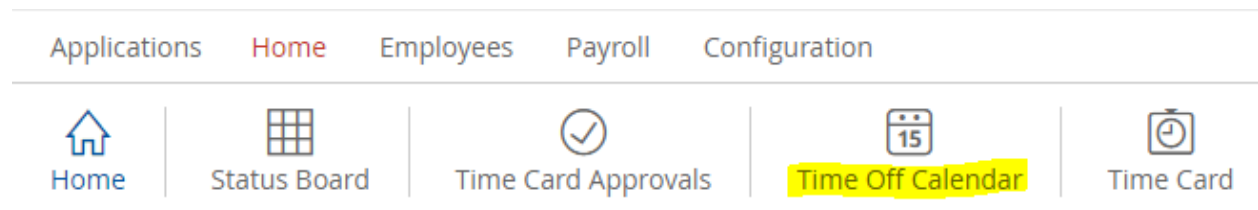
Viewing Time Off Calendars in Paylocity

Employees

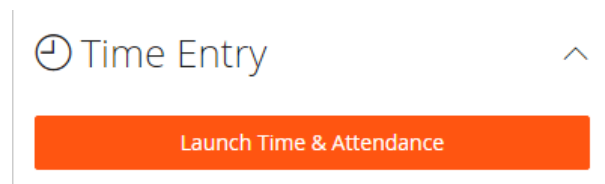
From the self-service portal, select Launch Time and Attendance



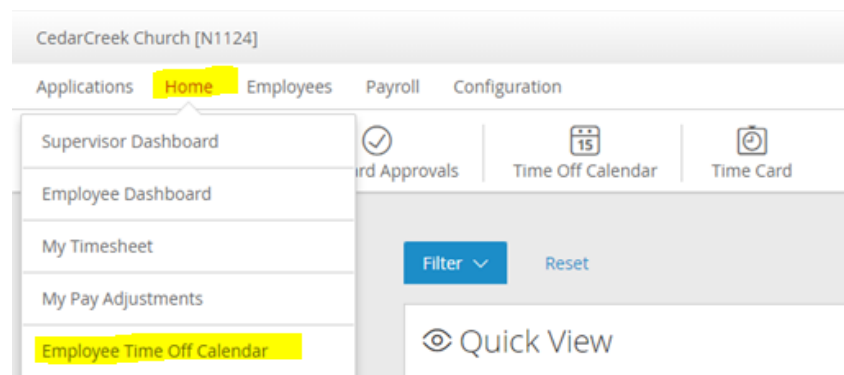
Select Time-Off Calendar



Direct Reports and PM's



Select Home and then Employee Time Off Calendar in the Drop Down



If Direct Reports or PM's follow the employee steps they will only see their team's time off. If they follow the other set of directions they will see the all staff time off.