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# Genesys Engage cloud Workforce Management 8.5.1 Guide

Calendar

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# Calendar

## Important

This content may not be the latest Genesys Engage cloud content. To find the latest content, go to [Workforce Management in Genesys Engage cloud](#).

The **Calendar** module contains two sub-modules:

- Select **Calendar Items** to:
  - Add Availability, Days Off, Exceptions, Shifts, Time Off, and Working Hours.
  - Edit agent Exceptions, Preferences, and Time Off.
  - Review rotating patterns.
  - Change the Time Zone to view Calendar Items' times in the selected by user time zone.
- Select **Time Off Limits** to set time-off limits.