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Workforce Management Supervisor Help

Calendar

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Calendar

Tip

This page describes the new Workforce Management (WFM) Calendar module interface (introduced in 8.5.2). If you are using the classic Supervisors interface and have landed on this page by accident, see the [Workforce Management Web for Supervisors Help \(Classic\)](#), which describes the [classic Calendar module](#).

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.