

Welcome to TimeCamp Help!

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Calendar

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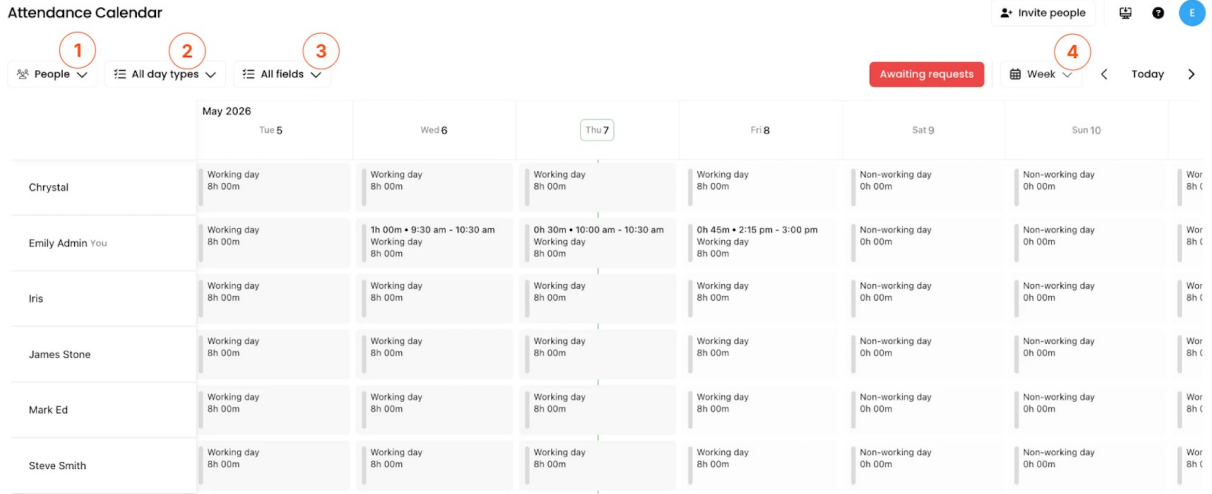
Attendance Calendar view allows managing your working days as well and your days off. You can verify the duration of your working day, [manage vacation hours](#), holidays, or sick leaves or request [day type](#) change.

Administrators and Supervisors have access to all users' data from their team. Users can only check their own calendar.

Filters

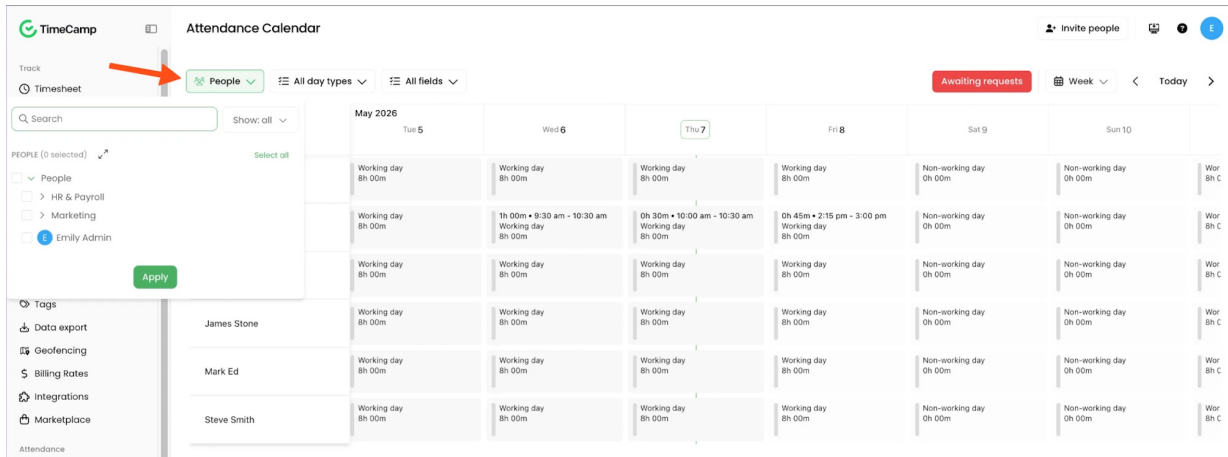
The top part of the Attendance Calendar are filters and they allow you to select:

1. **Users**
2. **Day type**
3. **Fields**
4. **Week/Month view**



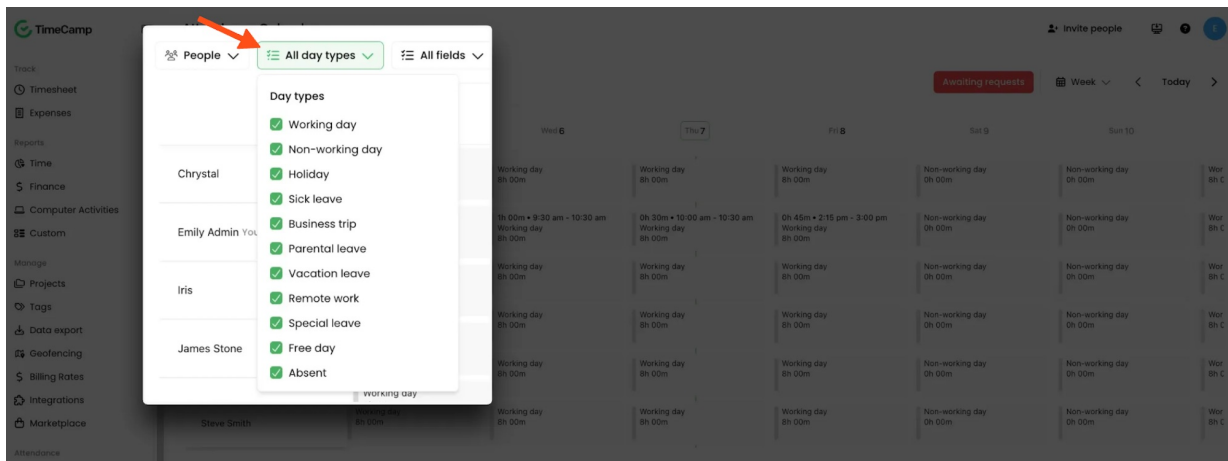
1. People filter

This filter allows to select users you wish to see in your Calendar view:



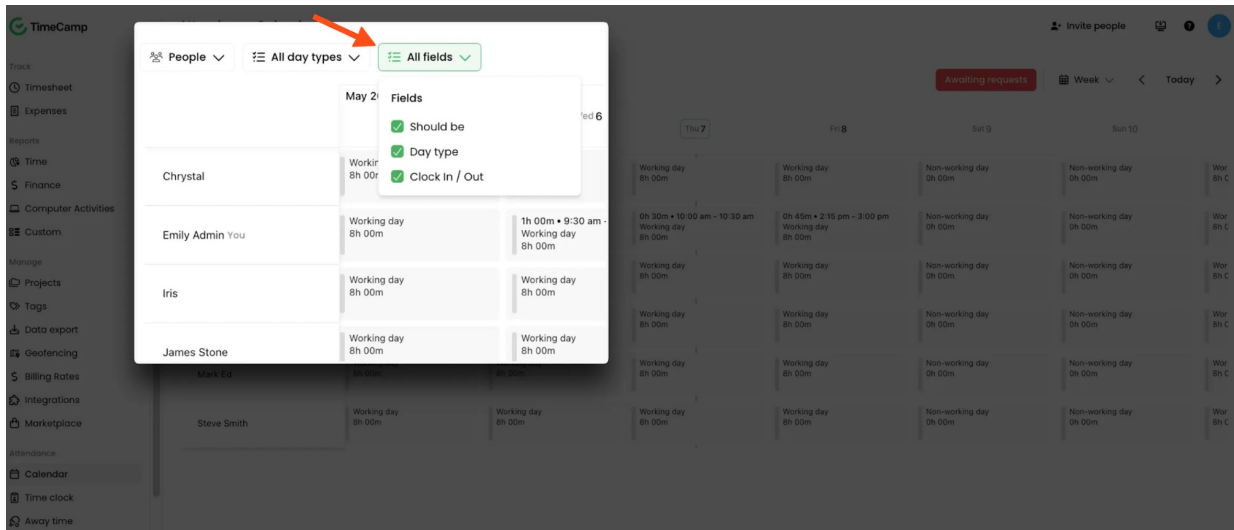
2. Day type

You can filter between specific day types in Attendance Calendar:



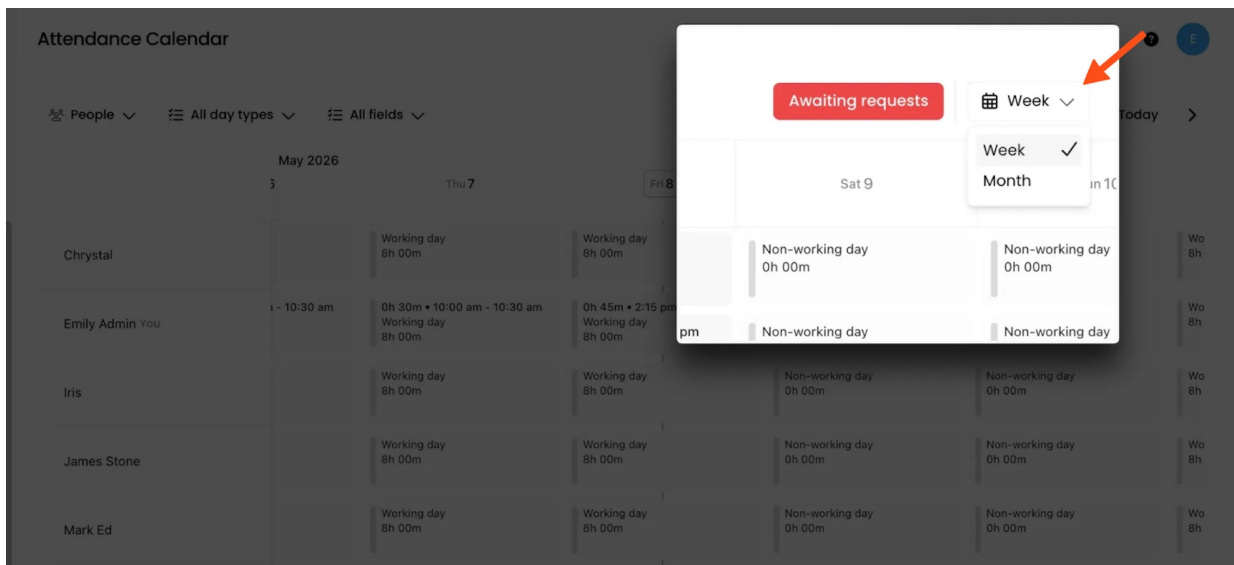
3. Fields

You can specify which fields should be displayed:



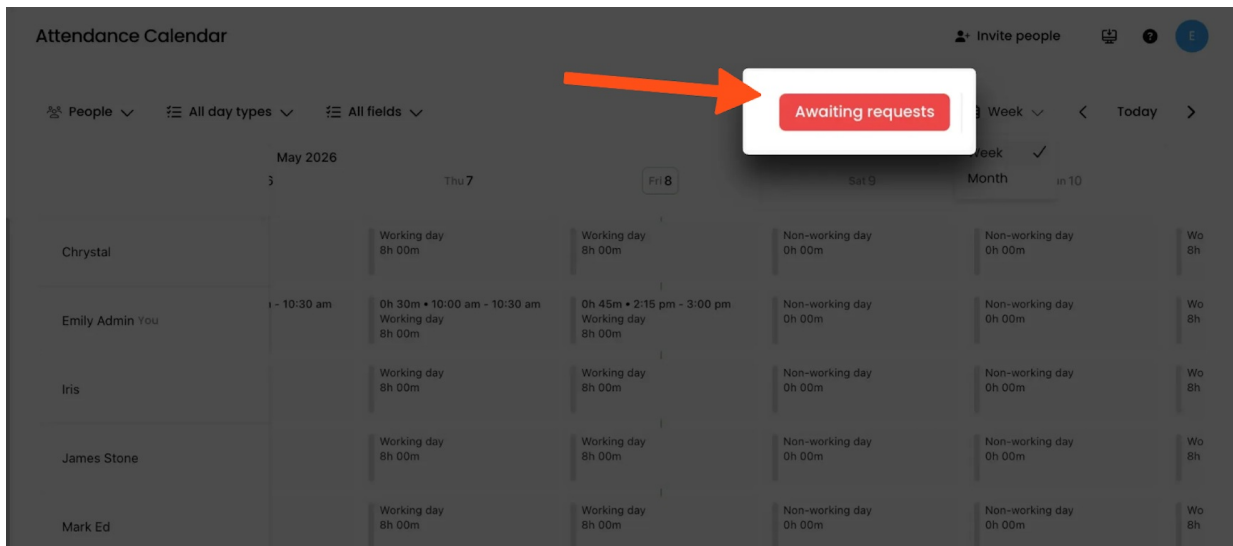
4. Week/Month

You can easily switch between Weekly or Monthly view in Attendance Calendar:



Awaiting requests

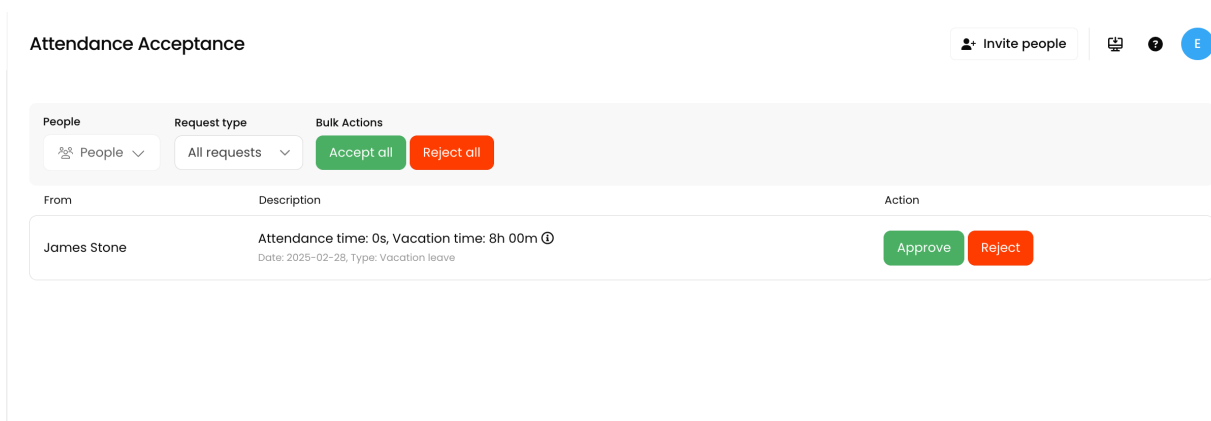
Administrators and Supervisors will have the additional option in the Attendance Calendar - **Awaiting requests** button:



This tab allows using the **People filter**, selecting only a certain **request type**, and **accepting or rejecting all requests** at once.

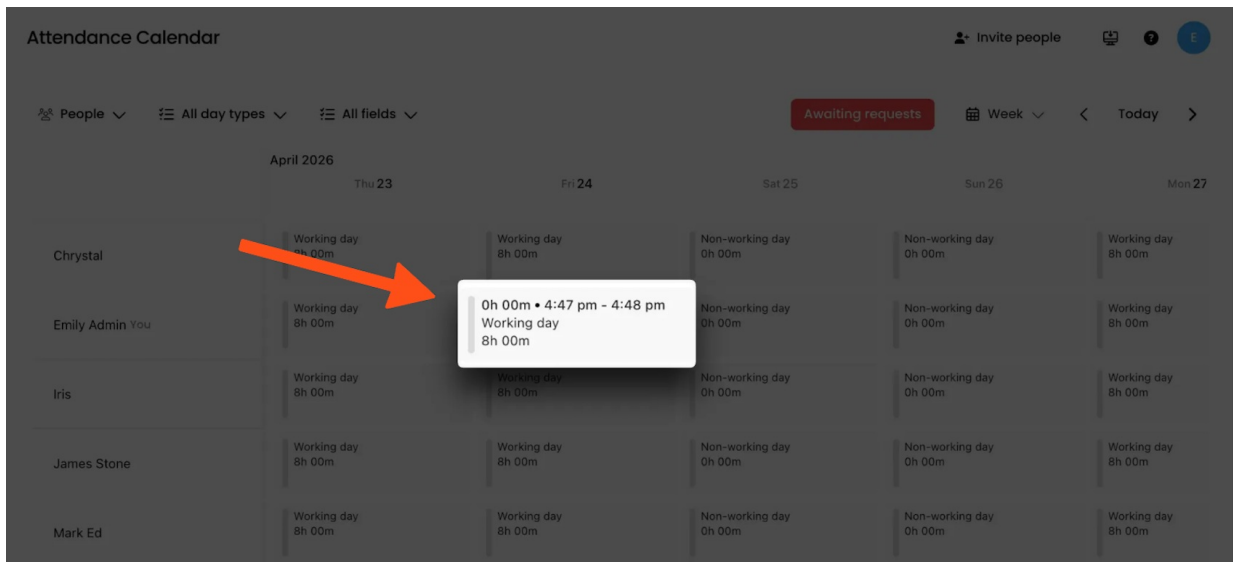
The requests list is divided into a few columns:

- **name** of the user who sent the request
- **description** of a request
- **action** button - approve or reject



Request day type change

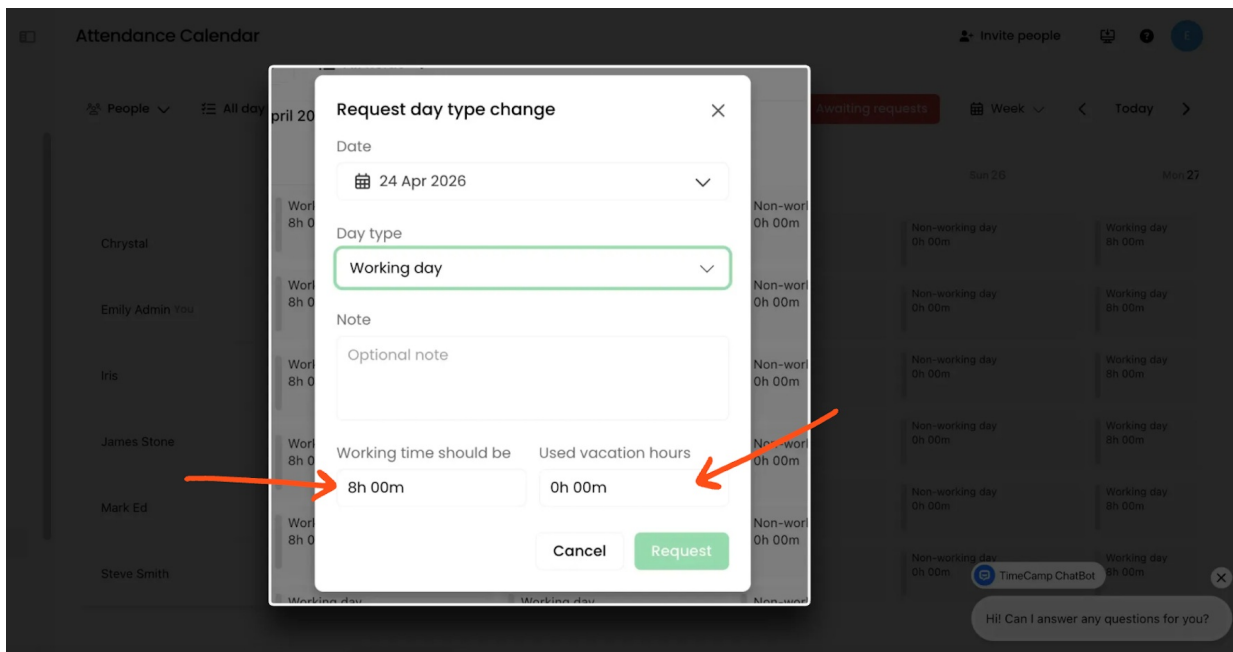
If you would like to change the type of certain days, e.g. request sick leave, parental leave, vacations, etc. simply **click on the specific day tile** and **fill in your request**.



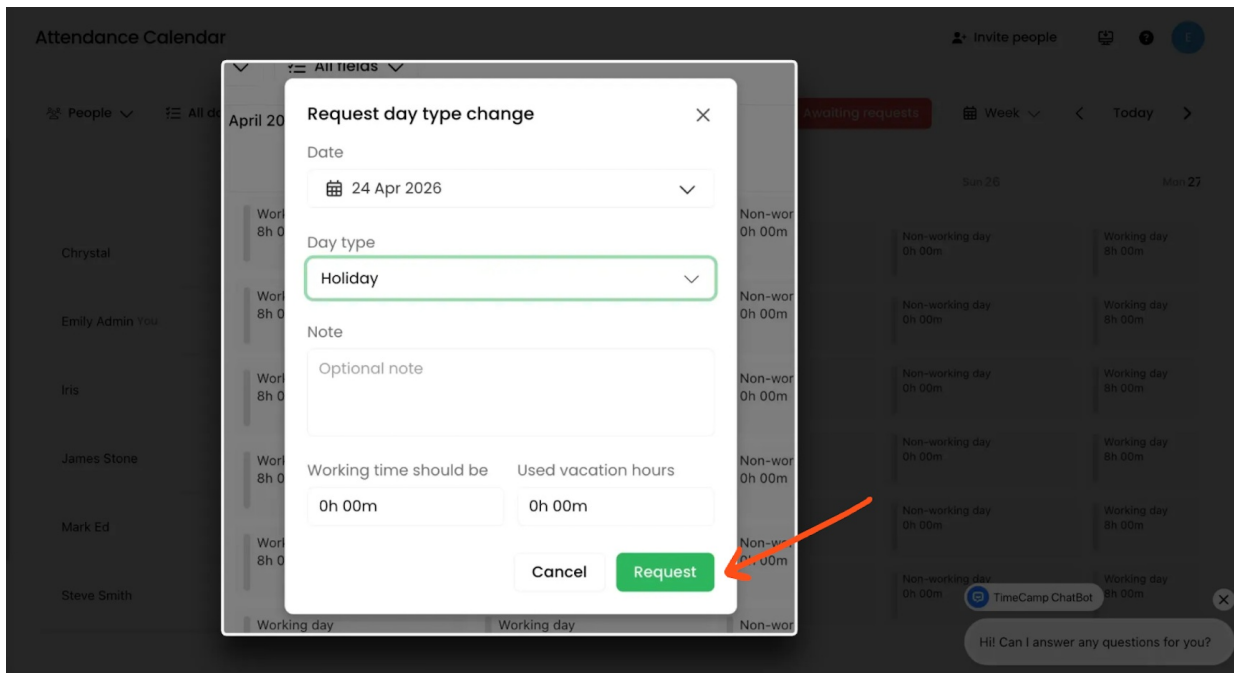
You can choose between **11 different day types** - working day, remote work, non-working day, holiday, parental leave, **sick leave**, business trip, absence, **vacation leave**, special leave, or free day.

We don't provide an option to edit names of day types or to add your own custom types. If there is such a need please fill in the **Contact Form** and describe your request.

After choosing the day you can **define the number of hours** that should have been worked during that day or **used vacation hours** or optionally leave a note.



To send your request, click the green button **Request**:



Once your request is approved, you will be able to see it in Attendance Calendar in its associated color:

Attendance Calendar

Invite people

People All day types All fields Awaiting requests Week Today

	May 2026	Thu 7	Fri 8	Sat 9	Sun 10	
Chrystal		Vacation leave 0h 00m	Working day 8h 00m	Business trip 8h 00m	Non-working day 0h 00m	Wor 8h C
Emily Admin You	- 10:30 am	0h 30m • 10:00 am - 10:30 am Working day 8h 00m	0h 45m • 2:15 pm - 3:00 pm Holiday 0h 00m	Special leave 0h 00m	Non-working day 0h 00m	Wor 8h C
Iris		Sick leave 0h 00m	Working day 8h 00m	Remote work 8h 00m	Non-working day 0h 00m	Wor 8h C
James Stone		Working day 8h 00m	Parental leave 0h 00m	Non-working day 0h 00m	Non-working day 0h 00m	Wor 8h C
Mark Ed		Non-working day 0h 00m	Free day 0h 00m	Non-working day 0h 00m	Non-working day 0h 00m	Wor 8h C
Steve Smith		Working day 8h 00m	Working day 8h 00m	Non-working day 0h 00m	Non-working day 0h 00m	Wor 8h C