

Entering Time Off for an Employee

Managers use Enter Time Off to enter absences on behalf of employees, bypassing the request and approval process. The system automatically calculates the correct duration of the absence based on the employee's schedule for the day or based on contract hours.

To enter time off:

1. Right-click anywhere in the row of one employee.
2. In the shift glance, select **Enter Time Off**. The Time Off panel opens. Note that the content of the panel changes as you enter information. Note: If the button is not available, the schedule has unsaved changes. Click **Save**.
3. Verify the employee name in the **Assigned To** field. You can change the employee by selecting another from the Assigned To menu.
4. Select the type of time off requested. Various types may be available, such as vacation, sick time, appointments, personal time, or other absences and click **Apply**.
5. Select from the following:
 - **Dates** — Use the calendar to identify one or more dates, consecutive or not. You can use shift-click to select to specify a range of consecutive dates. To remove a previously selected date from your selection, select it again.
 - **Duration** — Select a duration. Depending on the type you selected, different options may be available:
 - **Full Day** — Entire shift that day
 - **Half Day** — Half the total time of shifts that day
 - **1st Half Day** — Total time of the first half of shifts that day
 - **2nd Half Day** — Total time of the last half of shifts that day
 - Note: The time off starts when the first shift of the day starts. For other half-day amounts, select 1st or 2nd Half Day or Hours.

Enter Time Off X

Time Off

11/05/2019

Duration

Full day

1st half day

2nd half day

Hours

Deduct from

Vacation: 0:00 Hour(s) ⓘ

Sick: 0:00 Hour(s) ⓘ

Cancel Submit Review

6. If available, select a paycode to **Deduct From**. Otherwise, the default paycode is used.
7. Click **Review** to see the options you have selected.
8. (Optional) **Add a Comment** to add a comment and type a note.
9. (Optional) **Click Add** if you want to include another period or paycode or duration in this time-off request.
10. Click **Submit**. The request is automatically approved and the change to the schedule is saved.