



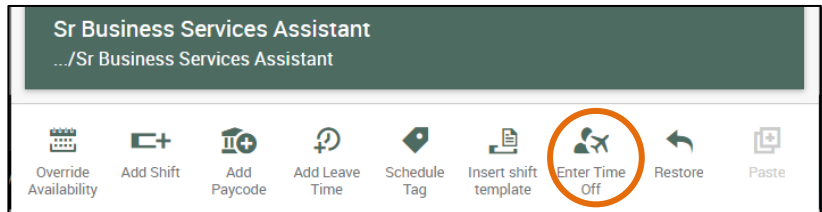
Add, Edit, or Delete Time Off on Schedules

Important: These specific types of edits should only be processed in **Schedule** view and **NOT** on the Timecard. You cannot add items on signed-off or locked days.

To Add Time Off

Open up the shift edit menu:

- Right click in the employee's schedule for the specific date(s) for the time off that you want to Add.
- Select **Enter Time Off**, follow instructions below.



Use the **Enter Time Off** option to insert a new time off request or an employee.

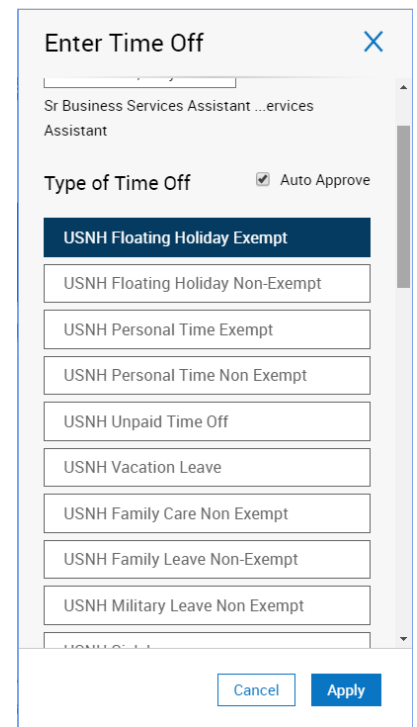
Right-click on the employee name, a shift, or an empty date cell. The corresponding menu will appear with your options.

Click **Enter Time Off**. The Time Off panel appears.

- *The process to add time off is the same as if you were making your own request.* However, all possible options that could be applied will appear – not just those that would apply to you as an end user, so be careful to select the correct **Type of Time Off**.
- Select **Review** and choose a Comment from the list of configured comments to add to the Time Off Request. Type in the **Note** text box to add a personalized note to the comment if necessary.

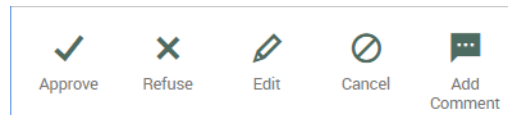
Click **Submit**.

Save your changes on the main schedule page.



To Edit or Refuse a Time Off Request

- Right click the **Time Off Request** that you want to change.
- From here, you can **Approve**, **Refuse**, or **Edit** the request.



Note: When eliminating or reducing a prior request, you may need to reinstert a normal shift for hourly paid employees to keep their schedule whole.