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, are 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 reinster a normal shift for hourly paid employees to keep their schedule whole.