

Enter Time Off

Managers use Enter Time Off to enter or update 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.

Navigation: Main Menu > Schedule > [applicable Schedule Planner]

1. In the schedule, right-click anywhere in the row of the applicable employee.
2. On the shift glance, select **Enter Time Off**. The Enter Time Off slider opens. Note that the content of the slider changes as you enter information.

Note If the Enter Time Off action is not available in the glance, the schedule has unsaved changes. Select Save.

3. At the Assigned To field, verify the employee name. If necessary, select a different employee from the drop-down list.
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 select Apply.
5. Select from the following options:
 - a. 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.
 - b. 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.

6. If available, select a **paycode** to Deduct From. Otherwise, the default paycode is used.
7. Select **Review** to review the selected options.
8. (Optional) Add a Comment to add a comment and type a note.
9. (Optional) Select **Add** if you want to include another period, paycode or duration in this request.

10. Select **Submit**. The request is approved automatically and the change to the schedule is saved.

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