

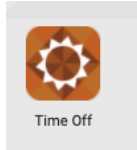
## Table of Contents

<b>Time off Module .....</b>	<b>2</b>
i. <b>Layout overview .....</b>	<b>2</b>
ii. <b>Create a time off request .....</b>	<b>3</b>
iii. <b>Create an allocation request.....</b>	<b>3</b>
iv. <b>Set up Time off types .....</b>	<b>4</b>
v. <b>Approve or reject leaves request (for manager use) .....</b>	<b>4</b>
vi. <b>Time off reports .....</b>	<b>5</b>

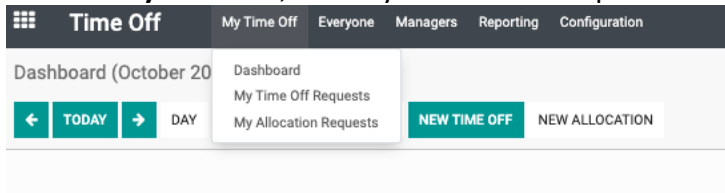
## Time off Module

### i. Layout overview

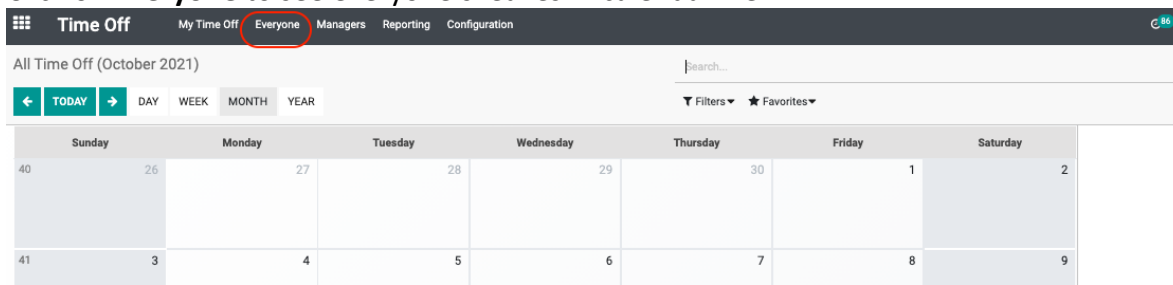
Time off module allows you to view and control yours and employees' leaves.



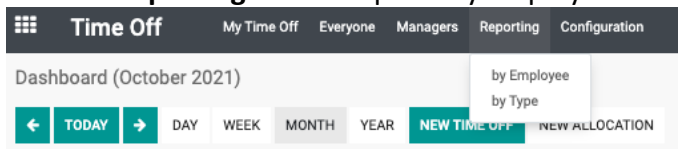
Click on **My Time Off**, to see your time off requests and my allocation requests.



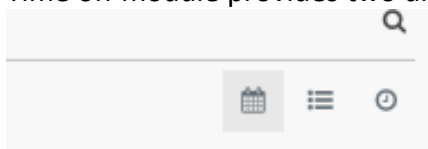
Click on **Everyone** to see everyone's leaves in calendar view.



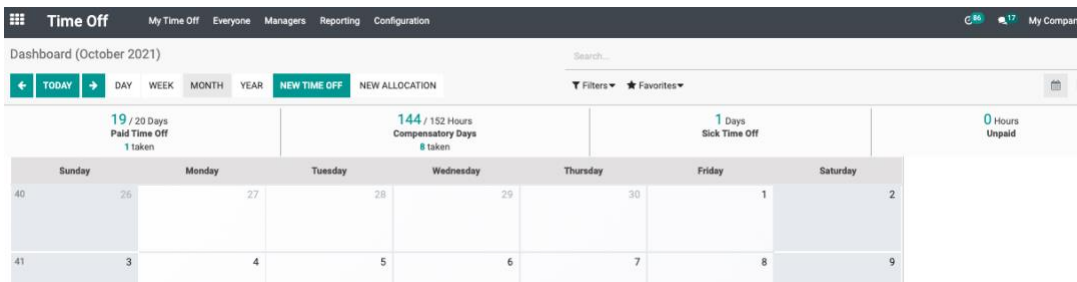
Click on **Reporting** to see reports by Employee or by leaves type.



Time off module provides two different views for your leaves.



A **calendar view**, which allows you to see your leaves by week, month, or year. You can also see your leaves allowances and a clear record of the different types of leaves you have taken so far.



A **list view** that allows you to filter by the time off type, start date, duration, and status.

Time Off Type	Description	Start Date	End Date	Duration	Status
<input type="checkbox"/> Paid Time Off		01/15/2021 08:00:00	01/15/2021 17:00:00	1 days	Second Approval <span>✓ Validate</span> <span>✗ Refuse</span>
<input type="checkbox"/> Sick Time Off	Doctor Appointment	11/20/2020 08:00:00	11/22/2020 08:00:00	1 days	Approved <span>✓ Approve</span> <span>✗ Refuse</span>
<input type="checkbox"/> Compensatory Days	Trip with Family	11/01/2020 08:00:00	11/03/2020 08:00:00	8 hours	To Approve <span>✓ Approve</span> <span>✗ Refuse</span>

### ii. Create a time off request

Go to My Time off → My Time off request → Create.

Select the type of time off or leave. Input the dates or the duration. And include the reason for the time off in the description field (if necessary). After filling up the form click on save and your leave request will be sent to your manager for approval.

You can also include any attachment by clicking on the attachment icon if it is necessary.

### iii. Create an allocation request

Allocation request is a feature that can be of use to an employee in certain situations. This feature can be used when an employee needs special permission for availing of leave. For

example if an employee may have only 10 days of leaves per year. If the employee wants to take 13 days of leave, he will require special approval and can use the allocation request feature for this.

To make an allocation request go to My time off → My allocation request → Create.

#### iv. Set up Time off types

To set up different types of time off go to Configurations → Time off types.

#### v. Approve or reject leaves request (for manager use)

To review all your employees leaves applications, go to Manager → Time off. The manager can view the leave requests and take a decision on them. He can approve or refuse the request. The comment of the manager can also be added. This also enables the manager to report the leave-in payslips.

The manager will also be able to get a clear picture of the Time Off request submitted by all employees and also the allocations for the employees. Employee name, Time off type, duration, and other details can be viewed.

STATUS	Employee	Time Off Type	Description	Start Date	End Date	Duration	Status
All	<input type="checkbox"/> Paul Williams	Sick Time Off	Second dentist appointment	03/03/2021 09:00:00	03/04/2021 07:00:00	1 days	To Approve
To Approve	<input type="checkbox"/> Ronnie Hart	Sick Time Off	Dentist appointment	12/17/2020 08:00:00	12/19/2020 08:00:00	2 days	Approved
Approved	<input type="checkbox"/> Marc Demo	Sick Time Off	Sick day	12/03/2020 09:00:00	12/06/2020 07:00:00	1.88 days	Approved
Second Approval	<input type="checkbox"/> Paul Williams	Sick Time Off	Dentist appointment	12/01/2020 09:00:00	12/02/2020 07:00:00	1 days	To Approve
	<input type="checkbox"/> Sharlene Rhodes	Sick Time Off	Doctor Appointment	11/25/2020 09:00:00	11/27/2020 07:00:00	2 days	Approved
	<input type="checkbox"/> Anita Oliver	Paid Time Off	Trip to Paris	11/18/2020 08:00:00	11/24/2020 08:00:00	4 days	Second Approval
	<input type="checkbox"/> Sharlene Rhodes	Paid Time Off	Trip to London	11/09/2020 08:00:00	11/16/2020 08:00:00	5 days	To Approve
	<input type="checkbox"/> Anita Oliver	Paid Time Off	Trip	11/05/2020 08:00:00	11/07/2020 08:00:00	2 days	To Approve
	<input type="checkbox"/> Ronnie Hart	Paid Time Off	Trip with Friends	11/04/2020 08:00:00	11/10/2020 08:00:00	4 days	Second Approval

### vi. Time off reports

There are two types of reports you can select:

**By employee:** The manager can view the left analysis of all employees. This will help the manager get an idea about the leave pattern of employees.



**By Type:** reporting provides analysis based on the Employee and by the Timeoff type also.

Employee	Number of Days	Request Type	Start Date	End Date	Status	Description
<b>Paid Time Off (6)</b>						
Anita Oliver	20.00	Allocation			Approved	Paid Time Off for Anita Oliver
Audrey Peterson	20.00	Allocation			Approved	Paid Time Off for Audrey Peterson
Marc Demo	20.00	Allocation			Approved	Paid Time Off for Marc Demo
Mitchell Admin	20.00	Allocation			Approved	Paid Time Off for Mitchell Admin
Ronnie Hart	20.00	Allocation			Approved	Paid Time Off for Ronnie Hart
Sharlene Rhodes	20.00	Allocation			Approved	Paid Time Off for Olivia
<b>Sick Time Off (5)</b>						
<b>Compensatory Days (2)</b>						
<b>Unpaid (1)</b>						