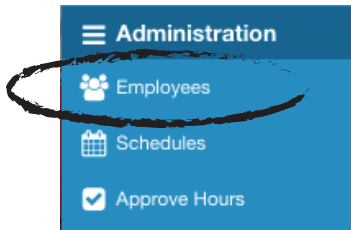
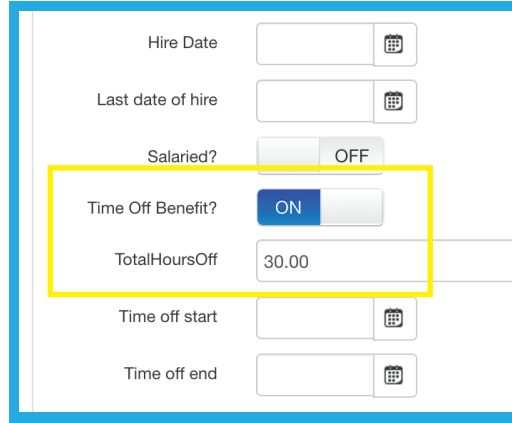


- 1 Setup the paid time off benefit for the employee.  
Click on **Employees**.



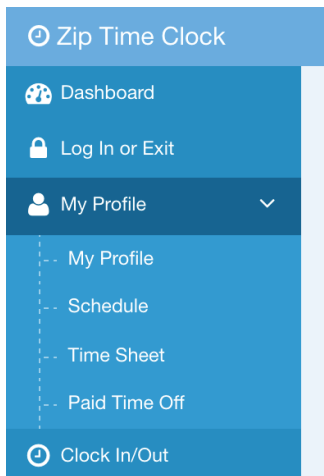
- 2 Go to the employee record.  
Turn on the Time Off Benefit.  
Enter the number of hours off this employee receives for one calendar year.



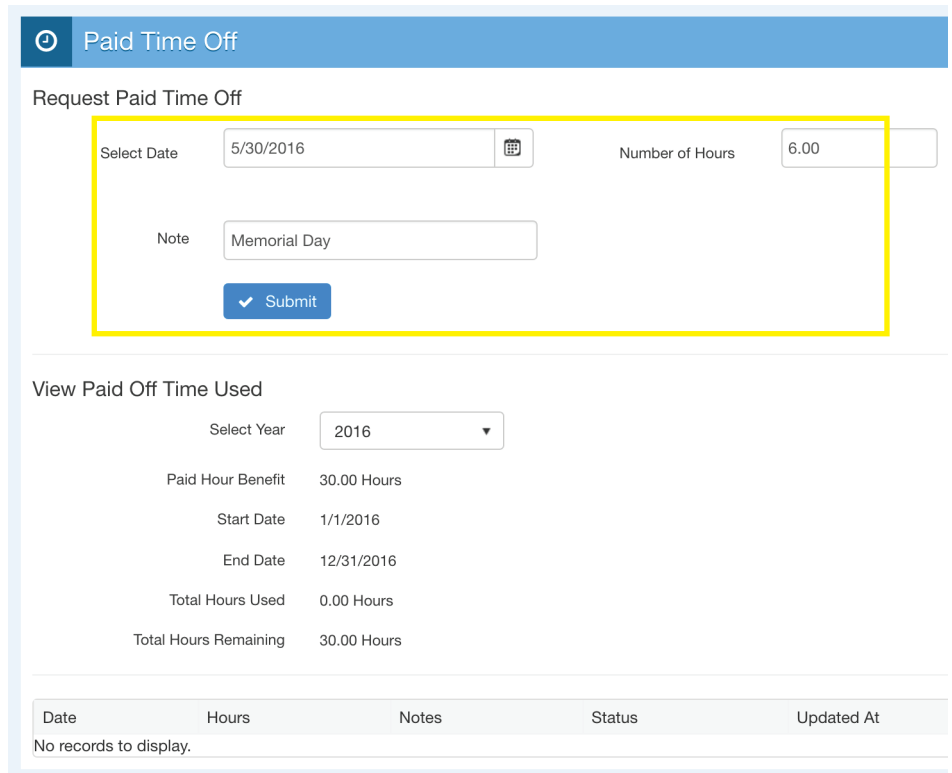
A screenshot of the employee record form. A yellow box highlights the 'Time Off Benefit?' section, which includes a toggle switch set to 'ON' and a 'TotalHoursOff' field with the value '30.00'. Other fields include 'Hire Date', 'Last date of hire', 'Salaried?' (set to 'OFF'), 'Time off start', and 'Time off end'.

## How Your Employees Request Paid Time Off

- 1 Your employee logs in and clicks on **My Profile**. They select **Paid Time Off**. This option only appears for those you turned on the time off benefit for.



- 2 They enter the **date** and **number of hours** they are requesting off. They click **Submit**. If they want to submit multiple days off then they must enter a request for each day.



A screenshot of the 'Paid Time Off' request form. A yellow box highlights the 'Request Paid Time Off' section, which includes a 'Select Date' field (5/30/2016), a 'Number of Hours' field (6.00), a 'Note' field (Memorial Day), and a 'Submit' button. Below this is a 'View Paid Off Time Used' section showing a summary for the year 2016: Paid Hour Benefit (30.00 Hours), Start Date (1/1/2016), End Date (12/31/2016), Total Hours Used (0.00 Hours), and Total Hours Remaining (30.00 Hours). At the bottom is a table with columns: Date, Hours, Notes, Status, and Updated At. The table currently shows 'No records to display.'

## Paid Time Off Must Be Approved

For paid time off to be added to a time sheet it must be approved by a Manager or Administrator.

☒ Approve hours

Start date  
5/30/2016
End date  
6/5/2016
Manager  
Keywords  
Department  
Action  
Show

Quick Dates  
Last To-date
Employee  
Tyler Forster
Status  
All

Approve for all employees in this

Employee	Time Entries																																				
Tyler Forster	<table border="1"> <thead> <tr> <th>Status</th> <th>Day</th> <th>Clock-in</th> <th>Clock-out</th> <th>Hours</th> <th>OT</th> <th>Qty</th> <th>Lunch</th> <th>Amount</th> <th>Department</th> <th>Updated By/At</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>Mon 30</td> <td>12:00 AM</td> <td>06:00 AM</td> <td>6.00</td> <td></td> <td></td> <td></td> <td></td> <td>Time Off</td> <td>Memorial Day</td> <td> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>6.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td>\$0.00</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Status	Day	Clock-in	Clock-out	Hours	OT	Qty	Lunch	Amount	Department	Updated By/At			Mon 30	12:00 AM	06:00 AM	6.00					Time Off	Memorial Day	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					6.00	0.00	0.00		\$0.00			
Status	Day	Clock-in	Clock-out	Hours	OT	Qty	Lunch	Amount	Department	Updated By/At																											
	Mon 30	12:00 AM	06:00 AM	6.00					Time Off	Memorial Day	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>																										
				6.00	0.00	0.00		\$0.00																													

There is no department for paid time off so time off requested will appear as "Time Off" in the department column.

You must click the check mark icon to approve it.

## Paid Time Off Report

Managers with Payroll Access and Administrators have access to this report.

Reports

- Payroll Reports
- By Department
- By Employee
- Time Sheet Entries
- Late Time Entries
- Employees
- Geo Locations
- List of Employees
- Employee Notes
- Length of Services
- Work Schedules
- Paid Time Off**

Paid Time Off

Year  
2016
Filters  
Employees  
Keywords
Generate  
Go  
Export to PDF

Employee	Date	Hours	Notes
Baits, Jason		18	
	01/01/2016	5	
	01/01/2016	5	
	05/17/2016	8	
Baits, Jason		17	

You can create a report of all the time off an employee has received credit for on their time sheet.