

# Employee Personal Time Off, Calendar & Notes

## Employee Personal Time Off

The Employee PTO ( Personal Time Off ) can be updated by selecting the Personal Time Off Tab.

### Employee Tab >> Personal Time Off (PTO)

The screenshot displays the myEZcare web application interface. On the left is a sidebar menu with options: DASHBOARD, FEATURES, EMPLOYEE (selected), PROSPECTS, CLIENT, SCHEDULING, TIME SHEET, BILLING, MESSAGES, REPORTS, INVOICE, ATTENDANCE, and SETTINGS. The main content area is titled 'LIST OF EMPLOYEES' and includes a table with columns for Employee ID, Name, and a selection checkbox. Below the table is a '+ Personal Time Off' button. To the right, the 'Personal Time Off' tab is active, showing a table with columns: Employee, Start Time, End Time, Submitted By, Submitted Date, Status, Type, Comment / Reason, and Action. The table is currently empty, displaying 'No records found.' at the bottom.

Select the + Personal Time Off option. The following screen appears, update the required information of the Employee Time Off and Click Save.

Employee Information
Employee Document
Em Sc

Refresh
Active

Employee	Start Time	E
Marry	MA	

Add Day Off

Employee\*
Marry Delna

PTO Type\*
Sick

Start Time\*
06/07/2023

End Time\*
06/07/2023

Comment / Reason\*
Employee is sick.

Cancel
Save

+ Personal Time Off

Search
Reset

## Employee Calendar

The user can view the Employee calendar for their scheduled visits. The Employee calendar has the details of the client name, Care type and the scheduled time.

### Employee Tab >> Calendar

Employee Information	Employee Document	Employee Schedule	Personal Time Off	Calendar	Notes	Certificate	Checklist	Preferences
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Aniston, Maria
11/19/2023
Search

Day Week Month

OCTOBER 2023
Refresh Today < >
Print PDF

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	3 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	4 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	5 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	6 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	7
8	9 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	10 Rock, Chris (1.5) 8:00:00 AM, 12:00:00 PM Adult Day Care Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	11 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	12 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	13 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	14
15	16 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	17 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	18 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	19 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	20 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	21
22	23 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	24 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	25 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	26 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	27 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	28
29	30 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	31 Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care				

## Employee Notes

The Notes Tab is used to add notes of the employee in the system. Click the option +Add Note. Select the required fields and update the notes of the employee and Click Save option.

## Employee Tab >> List >> Employee Name >> Notes

Employee Information Employee Document Employee Schedule Personal Time Off Calendar **Notes** Certificate Checklist Preferences

Close (X)

**Add Note**

**Role\***  
Assignee is required

**Assignee\***  
Assignee is required

**Category**  
Category is required

**isPrivate** ☒

**Note\***  
Note

+ Add Note Sentence

Cancel Save

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