

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 this table is a 'Personal Time Off' tab, which is active. The tab contains 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. A green '+ Personal Time Off' button is located in the top right corner of the PTO tab area.

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 |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|-------------|-----------|-------------|
| Aniston, Maria | | 11/19/2023 | | Search | | | | |
| <div> Day Week Month </div> <div> OCTOBER 2023 </div> <div> Refresh Today < > </div> <div> Print PDF </div> | | | | | | | | |
| 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

Add Note

Role*
Assignee is required

Assignee*
Assignee is required

Category
Category is required

isPrivate ☒

Note*
Note

+ Add Note Sentence

Cancel Save

Revision #2

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