

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 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 InformationEmployee DocumentEm Sc

RefreshActive

EmployeeStart TimeE

MarryMA

Add Day Off

Employee*PTO Type*

Marry DelnaSick

Start Time*End Time*

06/07/202306/07/2023

Comment / Reason*

Employee is sick.

CancelSave

+ Personal Time Off

SearchReset

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				
Print PDF								
Day Week Month								
OCTOBER 2023								
Refresh Today < >								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
1	2	3	4	5	6	7		
	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care			
8	9	10	11	12	13	14		
	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	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	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care			
15	16	17	18	19	20	21		
	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care			
22	23	24	25	26	27	28		
	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care			
29	30	31						
	Borne, Jason (46.10) 9:00:00 AM, 2:00:00 PM Adult Day Care	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

Revision #2

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