

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 InformationEmployee DocumentEm Sc

RefreshActive

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

Print PDF

Day

Week

Month

OCTOBER 2023

Refresh

Today

<

>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	
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15	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	21
22	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	<div><div></div><div>Borne, Jason (46.10)</div><div><div></div> 9:00:00 AM, <div></div> 2:00:00 PM</div><div>Adult Day Care</div></div>	28
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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

The screenshot shows a web application interface with a top navigation bar containing tabs: Employee Information, Employee Document, Employee Schedule, Personal Time Off, Calendar, Notes (active), Certificate, Checklist, and Preferences. A modal window titled 'Add Note' is open. It contains the following fields and controls:

- Role***: A dropdown menu with the text 'Assignee is required' and a downward arrow.
- Assignee***: A dropdown menu with the text 'Assignee is required' and a downward arrow.
- Category**: A dropdown menu with the text 'Category is required' and a downward arrow.
- isPrivate**: A checkbox that is currently checked.
- Note***: A large text area with the placeholder text 'Note'.
- Buttons**: A green '+ Add Note Sentence' button is located to the right of the text area. At the bottom of the modal are two buttons: a red 'Cancel' button and a green 'Save' button, which is highlighted with a red rectangular box.

Revision #2

Created 7 November 2023 19:03:56 by Thamarai

Updated 21 November 2023 18:48:45 by Thamarai