

Employee Personal Time Off, Calendar & Notes

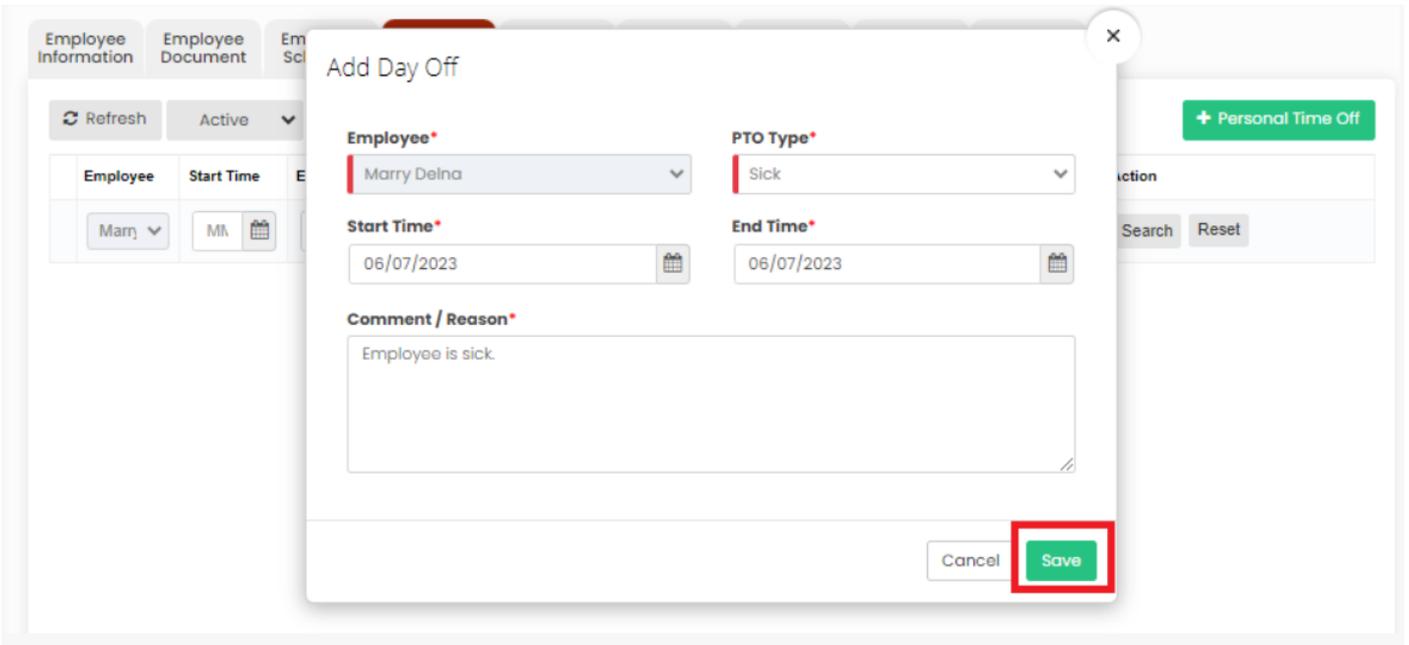
Employee Personal Time Off

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 navigation sidebar with a menu including 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 contains a table of employee records. The table has columns for Employee ID, Name, and a checkbox. Below the table, there is a search bar and a '+ Personal Time Off' button. The right-hand side of the interface shows a tabbed menu with 'Personal Time Off' selected. Below the tabs is 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 a 'No records found.' message. The Action column contains 'Search' and 'Reset' buttons.

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



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

Day Week Month

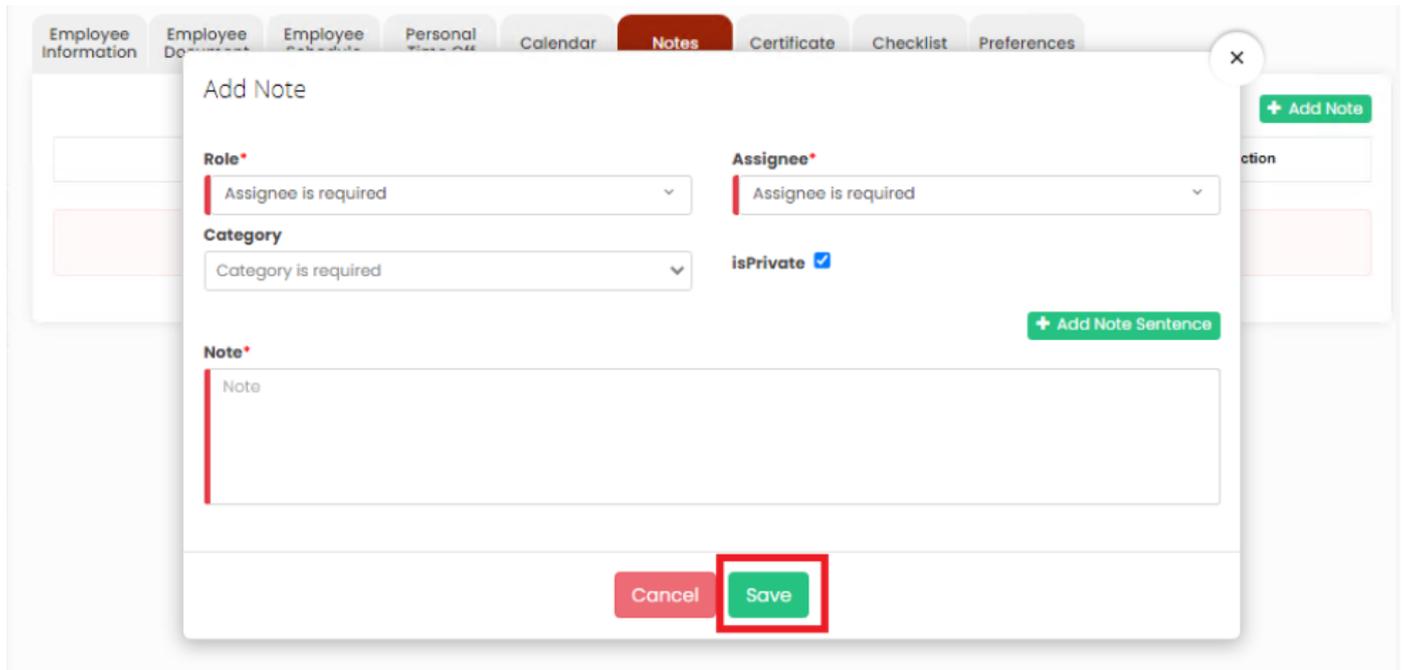
OCTOBER 2023 Refresh Today < >

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



The screenshot shows a software interface with a top navigation bar containing tabs: Employee Information, Employee Documents, Employee Subscriptions, Personal Information, Calendar, Notes (highlighted in red), Certificate, Checklist, and Preferences. A modal dialog box titled "Add Note" is open, featuring a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Role***: A dropdown menu with the text "Assignee is required".
- Assignee***: A dropdown menu with the text "Assignee is required".
- Category**: A dropdown menu with the text "Category is required".
- isPrivate**: A checked checkbox.
- Note***: A large text area with the placeholder text "Note".
- + Add Note Sentence**: A green button located to the right of the text area.
- Cancel**: A red button at the bottom left.
- Save**: A green button at the bottom right, which is highlighted with a red rectangular border.

Revision #2

Created 7 November 2023 19:03:56 by Thamarai

Updated 21 November 2023 18:48:45 by Thamarai