

# 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.

**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

# 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 Calendar**

Navigation: Dashboard, Features, **Employee**, Prospects, Client, Scheduling, Time Sheet, Billing, Messages, Reports, Attendance, Settings

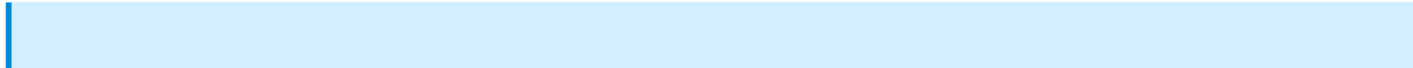
Search: Garcia, William | 10/08/2023 | Search

Calendar View: Day, Week, Month | **OCTOBER 2023** | Refresh, Today, Print PDF

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10 Clark, Samuel (45.7) 7:00:00 AM - 2:00:00 PM Respite Care	11	12 Clark, Samuel (45.7) 7:00:00 AM - 2:00:00 PM Respite Care	13	14
15	16	17 Clark, Samuel (45.7) 7:00:00 AM - 2:00:00 PM Respite Care	18	19 Clark, Samuel (45.7) 7:00:00 AM - 2:00:00 PM Respite Care	20	21
22	23	24 Clark, Samuel (45.7) 7:00:00 AM - 2:00:00 PM Respite Care	25	26 Clark, Samuel (45.7) 7:00:00 AM - 2:00:00 PM Respite Care	27	28
29	30	31				

# 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.



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 (highlighted in red), Certificate, Checklist, and Preferences. A modal window titled "Add Note" is open in the center. The modal has a close button (X) in the top right corner. Inside the modal, there are four dropdown menus: "Role\*" (with a red error bar and the text "Assignee is required"), "Assignee\*" (also with a red error bar and "Assignee is required"), "Category" (with "Category is required"), and "isPrivate" (which is checked). There is a green button "+ Add Note Sentence" to the right of the "isPrivate" checkbox. Below these fields is a large text area labeled "Note\*" with a red error bar and the text "Note". At the bottom of the modal are two buttons: "Cancel" (red) and "Save" (green, highlighted with a red border). In the background, to the right of the modal, there is a partially visible form with a green "+ Add Note" button and a text input field labeled "ction".

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