

# 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.

**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

DASHBOARD

FEATURES

EMPLOYEE

PROSPECTS beta

CLIENT

SCHEDULING

TIME SHEET

BILLING

MESSAGES

REPORTS

ATTENDANCE beta

SETTINGS

Garcia, William

10/06/2023

Search

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.

**Add Note**

**Role\***  
Assignee is required

**Assignee\***  
Assignee is required

**Category**  
Category is required

**isPrivate** ☒

**Note\***  
Note

+ Add Note Sentence

Cancel Save

Revision #7

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