

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 for managing Employee Personal Time Off (PTO). On the left, a sidebar menu includes options like DASHBOARD, PROSPECTS, CLIENT, SCHEDULING, TIME SHEET, BILLING, MESSAGES, REPORTS, INVOICE, ATTENDANCE, and SETTINGS. The main content area is titled 'LIST OF EMPLOYEES' and features a table with columns for Employee ID, Name, and a selection checkbox. Below this table, a list of employees is shown, including their IDs and names. On the right, a tabbed interface allows switching between Employee Information, Employee Document, Employee Schedule, Personal Time Off (selected), Calendar, Notes, Certificate, Checklist, and Preferences. The 'Personal Time Off' tab contains a table with columns for Employee, Start Time, End Time, Submitted By, Submitted Date, Status, Type, Comment / Reason, and Action. A green '+ Personal Time Off' button is visible in the top right corner of this tab. The table currently displays no records, with a message '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

Calendar view for October 2023.

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**

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