

Employee Personal Time Off, Calendar & Notes

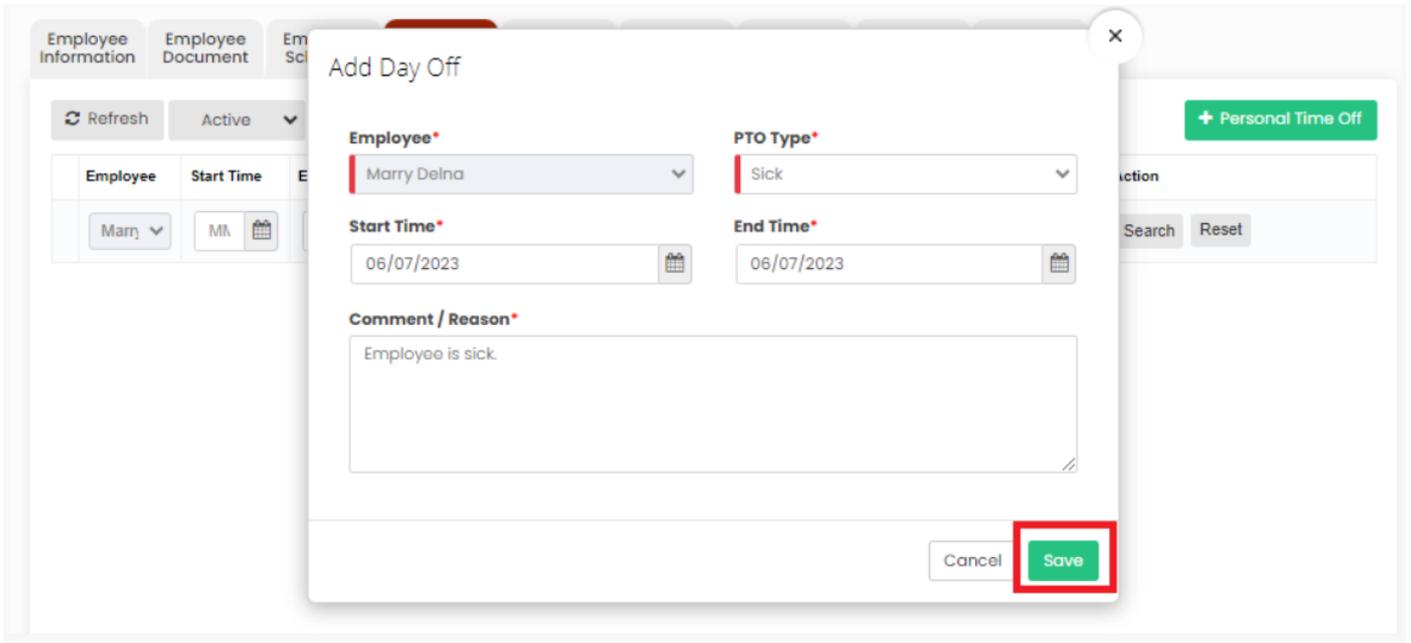
Employee Personal Time Off

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, Prospects, Client, Scheduling, Time Sheet, Billing, Messages, Reports, Invoice, Attendance, and Settings. The 'EMPLOYEE' menu item is selected. The main content area is titled 'LIST OF EMPLOYEES' and contains a table with columns for Employee ID, Name, and checkboxes. Below the table is a search bar and a '+ Personal Time Off' button. The right-hand pane shows the 'Personal Time Off' tab selected, displaying a table with columns: Employee, Start Time, End Time, Submitted By, Submitted Date, Status, Type, Comment / Reason, and Action. The table is currently empty, showing a 'No records found.' message. The top navigation bar includes tabs for Employee Information, Employee Document, Employee Schedule, Personal Time Off (highlighted), Calendar, Notes, Certificate, Checklist, and Preferences.

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 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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