

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

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.

Employee Tab >> List >> Employee Name >> Notes

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 (active), 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 two dropdown menus for 'Role*' and 'Assignee*', both showing 'Assignee is required'. Below these is a 'Category' dropdown showing 'Category is required'. To the right of the category dropdown is a checkbox labeled 'isPrivate' which is checked. A green button '+ Add Note Sentence' is located to the right of the category dropdown. At the bottom of the modal are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red rectangle. The background of the application shows a list of employees with columns for Name, Role, and Action.

Employee Information Employee Document Employee Schedule Personal Time Off Calendar **Notes** Certificate Checklist Preferences

Close (X)

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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