

How to Use The My
Time Off Tile

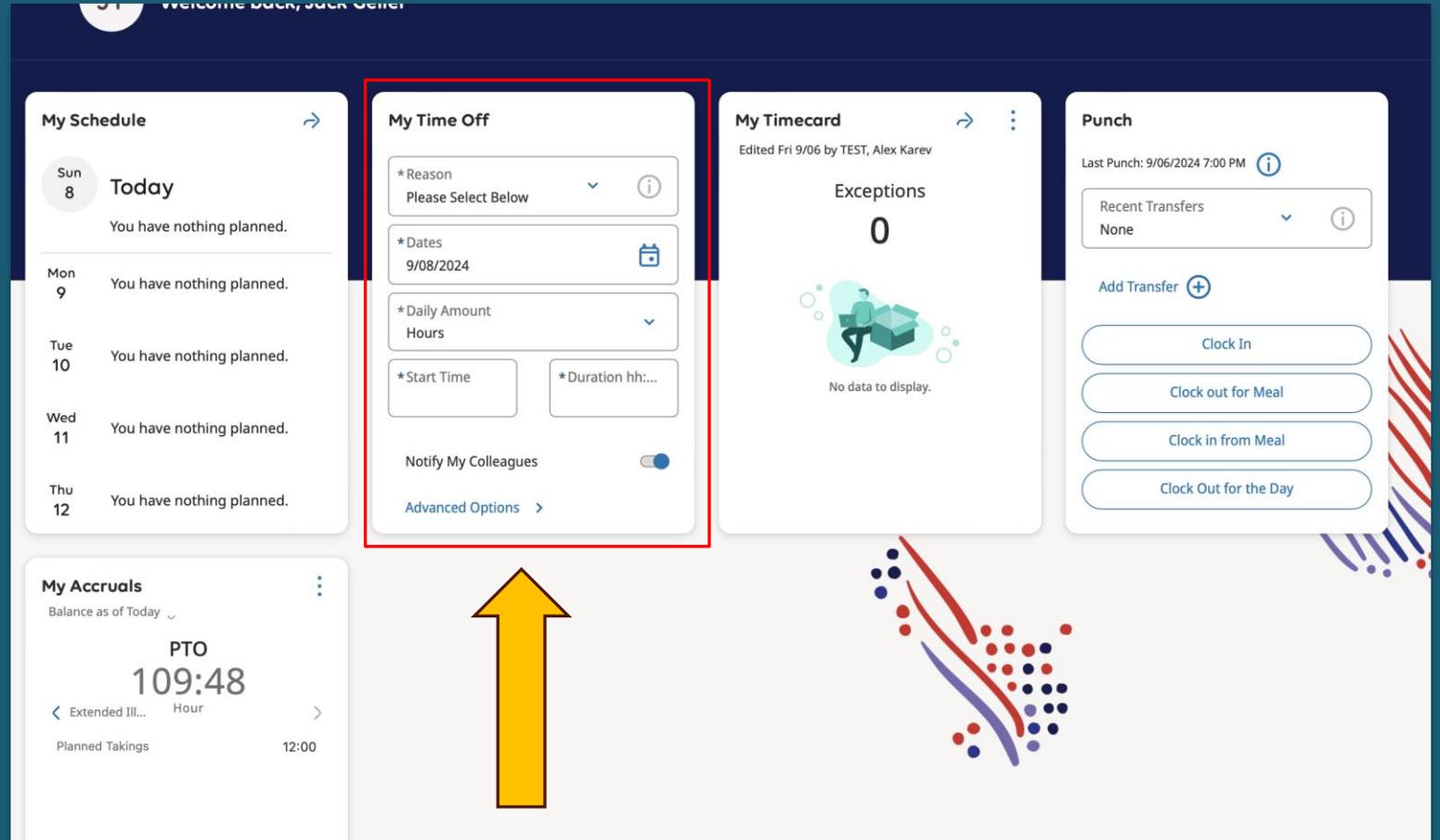
Northwest Kidney Centers Employee Timecard Training

Time Off Tile

Time Off tile allows you to request different types of time off for approval by your manager.

Possible Time Off Reasons:

- Paid Time Off
- Holiday
- Floating Holiday
- Paid Sick Time
- Illness Benefit
- Jury Duty
- Bereavement



My Time Off

Employee will see “No time off reasons are available” if no hours are available to take time off.

CT Welcome back, Chandler Bing

My Schedule →

Wed 4 **Today**
You have nothing planned.

Thu 5 You have nothing planned.

Fri 6 You have nothing planned.

Sat 7 You have nothing planned.

Sun 8 You have nothing planned.

My Time Off

No time off reasons are available. Please use Advanced Options.

[Advanced Options](#) >

My Timecard → ⋮

Edited Tue 9/03 by ADP SUPPORT, User 0003

Exceptions

0

No data to display.

Punch

Last Punch: 9/03/2024 4:00 PM ⓘ

Recent Transfers ▾ ⓘ

Add Transfer +

Clock In

Clock out for Meal

Clock in from Meal

Clock Out for the Day

My Accruals ⋮

Balance as of Today ▾

Extended Illness Bank

< Bereavement Hour Float Holiday >

Planned Takings

My Time Off

Employees can click on “Reason” to see available time off selections for their role.



The screenshot shows the 'My Time Off' interface. At the top, there is a title 'My Time Off'. Below it is a form with a field labeled '* Reason' containing the text 'Please Select Below'. To the right of this field is an upward-pointing chevron and an information icon. A dropdown menu is open, listing several options: 'Please Select Be...' (which is highlighted with a blue border and a checkmark), 'Bereavement', 'EIB', 'Floating Holiday', and 'Holiday'. To the right of the dropdown menu, there is a calendar icon, a downward-pointing chevron, and a toggle switch that is currently turned on. At the bottom of the form, there is a link labeled 'Advanced Options' with a right-pointing chevron.

Requesting Time Off

To request time off:

Screen 1 - Reason: Select Reason from drop down list

Screen 2 - Dates: Select date or date range

Screen 1 - Daily Amount: Only option is hours

Screen 1 - Start Time: Enter start time of time off request

Screen 1 - Duration Hours: Total hours for time off request

Screen 1

The screenshot shows the 'My Time Off' form on a mobile device. The form has a white background with rounded corners and a dark blue header. It contains several input fields: a dropdown menu for '* Reason' with the text 'Please Select Below', a date field for '* Dates' with the value '10/08/2024', a dropdown menu for '* Daily Amount' with the value 'Hours', and two text input fields for '* Start Time' and '* Duration H...'. At the bottom, there is a toggle switch for 'Notify My Colleagues' which is turned on, and a link for 'Advanced Options' with a right-pointing arrow.

Screen 2

The screenshot shows a 'Date Range' calendar overlay on a mobile device. The calendar is for the month of October 2024. It has a white background with a dark blue header. The 'Start Date' is set to 10/21/2024 and the 'End Date' is set to 10/23/2024. The calendar grid shows the days of the week from Sunday to Saturday. The dates 21, 22, and 23 are highlighted in blue, indicating the selected date range. There are 'Cancel' and 'Apply' buttons at the bottom of the calendar.

Requesting Time Off – Advanced Options

Screen 1

Screen 1 – Request Type: Use Time Off Request - Fixed

Screen 1 - Dates: Select date or date range

Screen 1 – Add another date: You can request multiple time off requests if using the same type of time off (i.e. PTO)

Request time off

Enter the dates and details for your time-off request.

Request type *
Time Off Request - Fixed

Start Date * 10/21/2024 End date * 10/23/2024

Add another date

Screen 2 – Daily Amount: Only option is hours

Screen 2 – Start Time: Enter start time of time off request

Screen 2 - Duration Hours: Total hours for time off request

Screen 2 – Select: Choose type of time off being requested (i.e. PTO, Jury Duty, Bereavement, etc)

Screen 2 – Add Comment: Option to add a comment for manager to see

Screen 2

Request time off
Time Off Request - Fixed

Your Request
Time Off Request - Fixed
10/21/2024 - 10/23/2024

Request Details

Daily Amount *
Hours

Start time * --:-- -- Duration * --:--
HH.hh

Select *
Please Select Below

Comment [0]
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