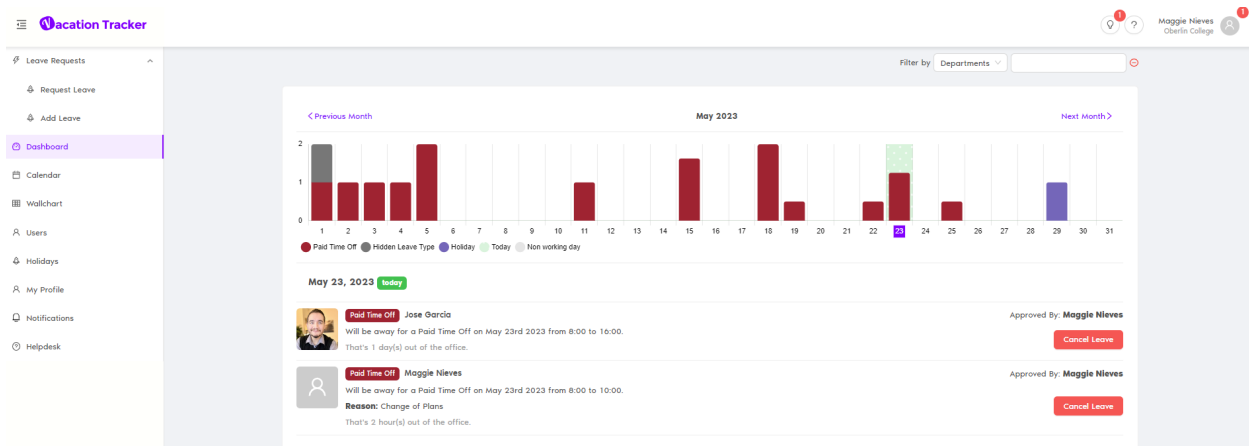




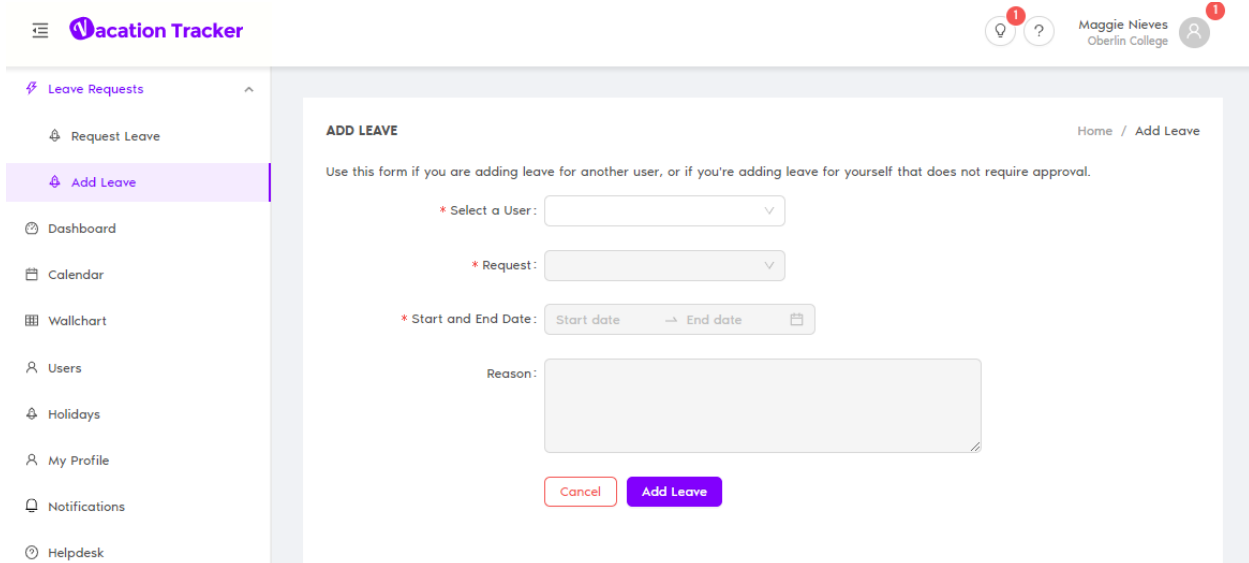
## Adding a Paid Time Off (PTO) Record for your Employee

Generally, we recommend having your assigned employee record all their time whenever possible. However, we do understand that there may be some extenuating circumstances which may require your intervention. The system allows you to simply enter this time as you would your own. Follow the instructions below to enter time for an employee.

When You access Vacation Tracker, you will be taken to the Dashboard



From the left menu option, Select “Add Leave”





On the Add Leave section, select a user and select for request type “Paid Time Off (Hourly)”

## ADD LEAVE

Home / Add Leave

Use this form if you are adding leave for another user, or if you're adding leave for yourself that does not require approval.

\* Select a User:

\* Request: 

- Ann Stricklen
- Joe Vitale
- Jose Garcia

## ADD LEAVE

Home / Add Leave

Use this form if you are adding leave for another user, or if you're adding leave for yourself that does not require approval.

\* Select a User:

\* Request:

**Paid Time Off:** Allows you to request a full day, or multiple days off consecutively. The system assumes 1 day = 8 hours. This cannot be changed, if your schedule is different from an 8-hour shift for a workday, please use the *Paid Time Off (Hourly)* request option.

**Paid Time Off (Hourly):** Allows you to enter PTO request in hourly increments. Time section of your request will show military time 00-23, per policy PTO must be used in hour increments.

*\*We recommend all request for PTO to be requested in hourly increments*



Enter all the relevant information for your leave, and finalize by clicking “Add Leave”

**ADD LEAVE**

[Home](#) / [Add Leave](#)

Use this form if you are adding leave for another user, or if you're adding leave for yourself that does not require approval.

\* Select a User:

\* Request:

\* Date:

\* Time:

(GMT-05:00) Eastern Time

Reason:

Once you submit, you will be taken back to your Dashboard and receive immediate notification of your request:

The screenshot shows the 'Vacation Tracker' dashboard. A notification pop-up is visible, stating: "Leave for Jose Garcia added". The notification details are as follows:

- Leave Type: Paid Time Off
- Date: June 2nd 2023 - from 0:00 to 8:00
- Requested for current year: 1 day(s)
- Remaining for current year: 46 day(s) 1 hour(s)
- Approvers: Maggie Nieves, Jose Garcia

The main dashboard features a calendar for May 2023. The calendar shows several days with bars indicating leave requests. Below the calendar, there are two active leave requests for May 23, 2023 (today):

- Jose Garcia**: Paid Time Off. Will be away for a Paid Time Off on May 23rd 2023 from 8:00 to 16:00. That's 1 day(s) out of the office. Approved By: Maggie Nieves.
- Maggie Nieves**: Paid Time Off. Will be away for a Paid Time Off on May 23rd 2023 from 8:00 to 10:00. Reason: Change of Plans. That's 2 hour(s) out of the office. Approved By: Maggie Nieves.