

Time Off and Cannot Work Time -----

Manager-Entered Time Off

Manager-entered time off immediately unassigns the Employee from any overlapping shifts and sets those shifts to be unassigned. When an [Employee requests a time off](#) and the manager approves it the Employee is also unassigned from any overlapping shifts. Time off can be added to unpublished or published weeks.

Time Off can be created in two ways:

1. [Employee can sign in and enter a time off request](#) which is then sent to the Manager to approve or deny.
2. Manager with permission can enter Time Off for the employee using the Time Off section or more quickly by clicking the corresponding cell for the employee and day you want to add the time off.

Managers can add a time off three different ways:

1. To enter Time Off for an employee using the BY EMPLOYEE schedule view:

From the **By Employee** Schedule View

- Navigate to the correct week
- Click the cell that corresponds to the day and employee to open the Quick Shift ADD window
- In the upper right click the "Add Time Off" link to open the time off window
- On the calendar click the day to start the time off and then enter the number of days off in a row and click the Add New Time Off button

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING REPORTS ON NOW SETTINGS HELP SIGN OUT

Sample Pharmacy
Unpublished Schedule

Schedule View: By Employee 1 time off request Category: All Categories Positions: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

Change Layout

John Aaron Add Time Off

Start Time: End Time: Display Color: Color

Enter Paid Hours: Add Category

Time-Off for: John Aaron

Date: 06/11/07

Full Day(s) Off
1 day(s) off in a row

Or A Partial Day Off

Comment: personal

Add New Time Off

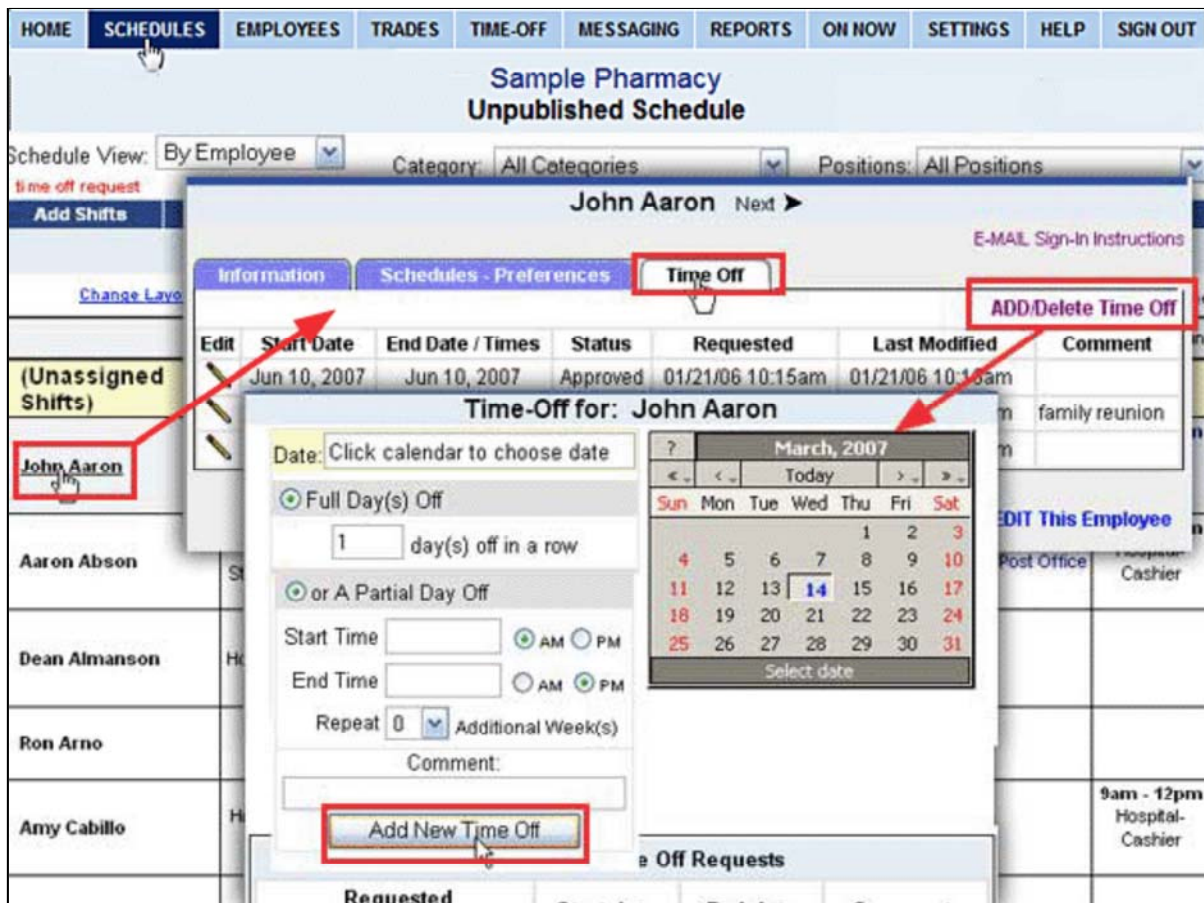
John Aaron - Time Off Requests

Requested Time Off	Start date	End date	Comments
Delete Entry Edit Entry	Jun 10, 2007	Jun 10, 2007	
Delete Entry Edit Entry	Jun 9, 2007	Jun 9, 2007	family reunion

2. To access the time off window from an Employee's details section:

From any page

- Click on the employee name to open the Employee Details window
- Click the Time Off tab
- Click the ADD/Delete Time Off link



3. To enter the time off:

- Click the **date** on the calendar for the date you want (if you have problems viewing the calendar you can enter a date manually using the following format: mm/dd/yyyy).
- Choose whether the time off is for a **full** day or a **partial** day
- Enter details as to how many days you are granting off (or for a partial day - what the begin and end times and how many weeks to repeat)
- Type any **comment** regarding the time off
- Click the **Add Time Off** button
- The Time-Off is added and if the employee has set **their notifications** to notify them when a time off is added or approved they will be notified by email or text message.

Related Topics:

- [Employee Requested Time Off](#)

Partial Day Time Off

Partial day time offs can be repeated for up to 16 weeks so it can be used to block out time for students' classes that repeat over a number of weeks.

Time Off can be created in two ways:

1. [Employee can sign in and enter a partial day time off request](#) which is then sent to the Manager to be approved or denied.

2. Manager can enter Time Off for the employee **using the Employee's Time Off** window which can be accessed three different ways:

1. To enter Partial Day Time Off for an employee using the BY EMPLOYEE schedule view:

From the **By Employee** Schedule View

- **Navigate** to the correct week
- **Click the cell** that corresponds to the day and employee to open the Quick Shift ADD window
- In the upper right click the "**Add Time Off**" link to open the time off window
- On the calendar **click the day** to start the time off
- Click the **Partial Time Off** radio button
- Enter the begin and end times
- Enter the number of additional weeks to add this time off
- Click the **Add New Time Off** button
- The Time-Off is added and if the employee has [set their notifications](#) to notify them when a time off is added or approved they will be notified by email or text message.

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING REPORTS ON NOW SETTINGS HELP SIGN OUT

Sample Pharmacy Published Schedule

Schedule View: **By Employee**

5 time off requests

Quick Shift ADD

Aaron Abson Add Time Off

Start Time: End Time: Display Color: **Color**

Enter Paid Hours: or Auto Calculate

Position: **Select a Position**

Optional Text:

Time-Off for **Aaron Abson**

Date: 07/07/09

Full Day(s) Off

or A Partial Day Off

Start Time: 6 AM PM

End Time: 9 AM PM

Repeat: 15 Additional Week(s)

Comment:

Add New Time Off

Requested Time Off	Start date	End date	Comments
Delete Entry Edit Entry	Oct 1, 2005	Oct 3, 2005	
Delete Entry Edit Entry	May 7, 2005	May 9, 2005	Sister's wedding

2. To access the time off window from an Employee's details section:

From any page

- Click on the **employee name** to open the Employee Details window
- Click the **Time Off** tab
- Click the **ADD/Delete Time Off**

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING REPORTS ON NOW SETTINGS HELP SIGN OUT

Sample Pharmacy Unpublished Schedule

Schedule View: By Employee Category: All Categories Positions: All Positions

time off request

John Aaron Next ▶

E-MAIL Sign-In Instructions

Information Schedules - Preferences **Time Off**

ADD/Delete Time Off

Edit	Start Date	End Date / Times	Status	Requested	Last Modified	Comment
	Jun 10, 2007	Jun 10, 2007	Approved	01/21/06 10:15am	01/21/06 10:15am	

Time-Off for: John Aaron

Date: Click calendar to choose date

Full Day(s) Off

1 day(s) off in a row

or A Partial Day Off

Start Time: AM PM

End Time: AM PM

Repeat: 0 Additional Week(s)

Comment:

Add New Time Off

March, 2007						
<	<<	Today	>>	>		
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Select date						

Requested

Off Requests

9am - 12pm
Hospital-Cashier

3. To enter the partial day time off:

- Click the **date** on the calendar for the date you want (if you have problems viewing the calendar you can enter a date manually using the following format: mm/dd/yyyy).
- Choose **partial** day
- Enter details what the begin and end times
- Enter how many additional weeks to repeat)
- Type any **comment** regarding the time off
- Click **Add Time Off** button
- The Time-Off is added and if the employee has [set their notifications](#) to notify them when a time off is added or approved they will be notified by email or text message.

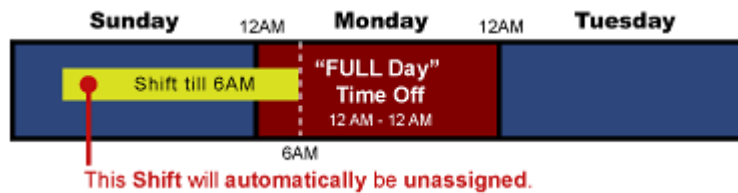
Related Topics:

- [Employee Requested Time Off](#)

Time Off - When You Have Overnight Shifts

A "FULL Day" time off goes from midnight to midnight on the day off. So if you have overnight shifts Ex. a shift that goes past midnight, you will find that our system may unassign the employee from a shift you did not intend. When you grant a time off for Monday all shifts that the employee is scheduled for that overlap those 24 hours on Monday will be automatically set to unassigned.

If you want to prevent this from happening, please use the "PARTIAL Day" time off instead of the full day off. This way you can indicate what time the time off will start on the day ex. if the night shift on the previous day is 6pm to 6am then you can create a partial day time off on Monday that is 6am to midnight which would not unassign them from their night shift the night before.



Time Off can be created in two ways:

- A. [Employee can sign in and enter a partial day time off request](#) which is then sent to the Manager to be approved or denied.
- B. Manager can enter Time Off for the employee **using the Employee's Time Off** window which can be accessed three different ways:

1. To enter Partial Day Time Off for an employee using the BY EMPLOYEE schedule view:

From the **By Employee** Schedule View

- **Navigate** to the correct week
- **Click the cell** that corresponds to the day and employee to open the Quick Shift ADD window
- In the upper right click the "**Add Time Off**" link to open the time off window
- On the calendar **click the day** to start the time off
- Click the **Partial Time Off** radio button
- Enter the begin and end times
- Enter the number of additional weeks to add this time off
- Click the **Add New Time Off** button
- The Time-Off is added and if the employee has [set their notifications](#) to notify them when a time off is added or approved they will be notified by email or text message.

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING REPORTS ON NOW SETTINGS HELP SIGN OUT

Sample Pharmacy Published Schedule

Schedule View: **By Employee** 5 time off requests

Quick Shift ADD
Aaron Abson Add Time Off Export

Start Time:
 End Time: Display Color: **Color**
 Enter Paid Hours: or Auto Calculate
 Position: **Select a Position**
 Optional Text:

Time-Off for Aaron Abson

Date: 07/07/09

Full Day(s) Off
 or A Partial Day Off

Start Time: 6 AM PM
 End Time: 9 AM PM
 Repeat: 15 Additional Week(s)
 Comment:
 Add New Time Off

Employee	Shift	Time	Request
(Unassigned Shifts)			
John Aaron	9am - 12pm Hospital-Cashier		
Aaron Abson	9:30am - 5:30pm Store-Receiving		+
Dean Almanson	9am - 5pm Store-Floor	9:30am - 5:30p Store-Receivin	
Ron Arno	5pm - 9pm Store-Post Office		
Amy Cabillo		9am - 6pm Hospital-Pharm Assistant	
Caron Chamos		3pm - 9pm Store-Pharmac	

April, 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Aaron Abson - Time Off Requests

Requested Time Off	Start date	End date	Comments
Delete Entry Edit Entry	Oct 1, 2005	Oct 3, 2005	
Delete Entry Edit Entry	May 7, 2005	May 9, 2005	Sister's wedding

2. To access the time off window from an Employee's details section:

From any page

- Click on the **employee name** to open the Employee Details window
- Click the **Time Off** tab
- Click the **ADD/Delete Time Off**

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING REPORTS ON NOW SETTINGS HELP SIGN OUT

Sample Pharmacy Unpublished Schedule

Schedule View: By Employee Category: All Categories Positions: All Positions

time off request

John Aaron Next ▶

E-MAIL Sign-In Instructions

Information Schedules - Preferences **Time Off**

ADD/Delete Time Off

Edit	Start Date	End Date / Times	Status	Requested	Last Modified	Comment
	Jun 10, 2007	Jun 10, 2007	Approved	01/21/06 10:15am	01/21/06 10:15am	

Time-Off for: John Aaron

Date: Click calendar to choose date

Full Day(s) Off

1 day(s) off in a row

or A Partial Day Off

Start Time: AM PM

End Time: AM PM

Repeat: 0 Additional Week(s)

Comment:

Add New Time Off

March, 2007						
?	<	Today	>	>>		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
Select date						

9am - 12pm
Hospital-Cashier

3. To enter the partial day time off:

- Click the **date** on the calendar for the date you want (if you have problems viewing the calendar you can enter a date manually using the following format: mm/dd/yyyy).
- Choose **partial** day
- Enter details what the begin and end times
- Enter how many additional weeks to repeat)
- Type any **comment** regarding the time off
- Click **Add Time Off** button
- The Time-Off is added and if the employee has [set their notifications](#) to notify them when a time off is added or approved they will be notified by email or text message.

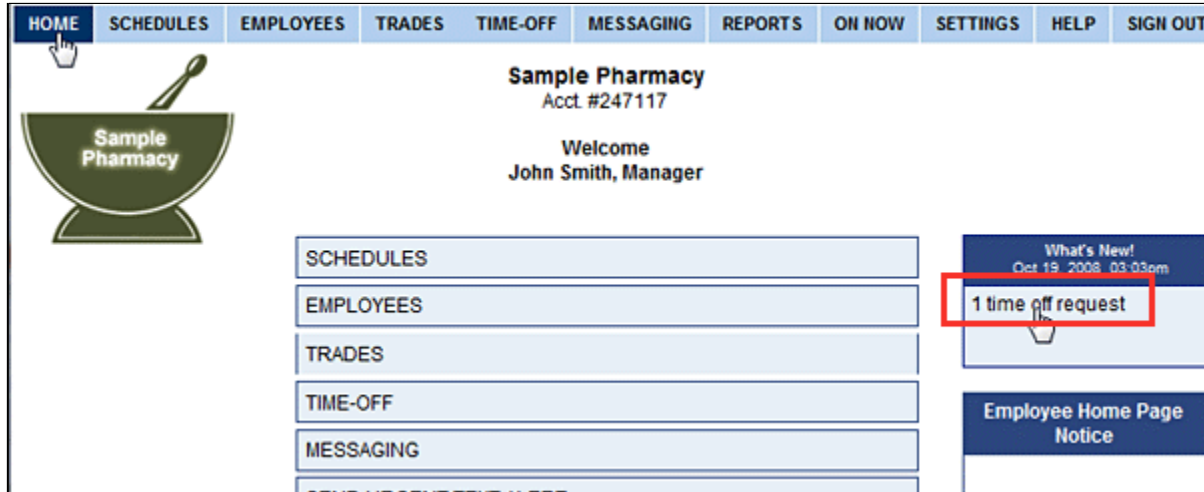
Related Topics:

- [Employee Requested Time Off](#)

Employee-Entered Time Off Requests - Pending Requests

Employees can sign in and request time off (if you allow them on your [SETTINGS>Global Employee Permissions](#) page). The Time Off Request is then sent to the manager to be approved or rejected. On your [Settings>Employee Permissions](#) page you can also change this option to allow employees to enter their own, already approved, time off.

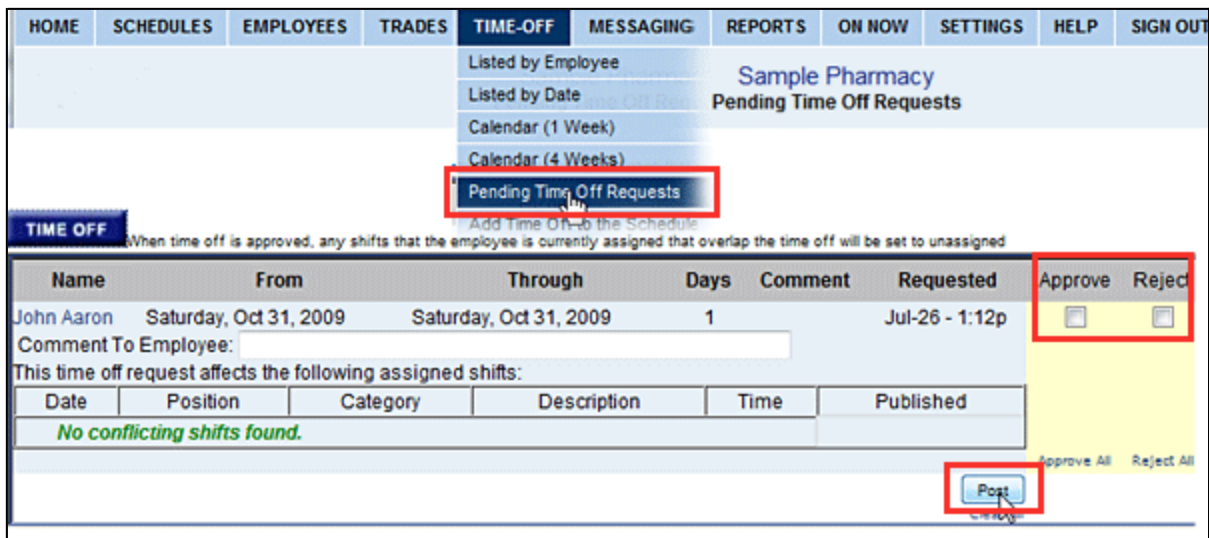
The Manager sees the alert "**1 Pending Time Off request**" in their "What's New" section on the home page or at the top of most other pages. Clicking that link takes you to the Pending Time Off page where you can see the days and times that they are requesting off and a list of any shifts that would be affected.



To Approve or Deny a Time Off request:

From any page where you see the link "**Pending Time Off Request**"

- Click that **Pending Time Off Request** link OR in the top menu hover over Time-Off and choose "Pending Time-Off Requests."



- Check off to Approve or Reject the request
- Type any comment you want to be sent in the notification sent to the employee
- Click the **Post** button

The time off will be added and any conflicting or overlapping shifts will be set to unassigned. A message will be sent to the employee informing them of your decision along with any comment you added if they have chosen that notification option.

Time Off List Page

To enter a new time off or view an Employee's time off you can click their name anywhere in the system and then click the [Time Off](#) tab. You also can generate a time off summary for any time period using a custom report in the [REPORTS](#) section.

The **Time Off Requests** page also shows all employees and their approved time off. By choosing various options in the dropdowns you can set the display for that page.

Click any Employee name to open the Time Off window for that employee where you can add a new time off and review all of their time off requests (past and future).

HOME SCHEDULES EMPLOYEES TRADES **TIME-OFF** MESSAGING REPORTS ON NOW SETTINGS HELP SIGN OUT

Listed by Employee
Listed by Date

Time-Off Requests

PRINT 1 pending time off request

List by: Each Day (1 Week) Employee Date Each Day (1 Week) Each Day (4 Weeks)

To add a new: Show Employees With Part Of The Day Off Show All Time Off Requests Show Employees With The Entire Day Off Show Employees With Part Of The Day Off

Week of Jul 9, 2007

Monday Jul 9, 2007	Tuesday Jul 10, 2007	Wednesday Jul 11, 2007	Thursday Jul 12, 2007	Friday Jul 13, 2007	Saturday Jul 14, 2007	Sunday Jul 15, 2007
	Ron Arno					

Related Topics:

- [Manager Entered Time Off](#)
- [Employee Entered Time Off Requests](#)
- [Cannot Work Times vs. Time Off](#)
- [Setting Recurring Cannot Work Times](#)

Edit / Delete a Time Off

Approved Time Off can be edited or deleted by a Manager (with permission). Time off requests that are pending approval can also be cancelled by the Employee.

To EDIT a Time Off from the By Employee schedule view

On the By Employee schedule view:

- Click the **Time Off**
- Click the **Delete Entry** Link next to the time off you want to delete

The screenshot displays the 'Sample Pharmacy Unpublished Schedule' interface. At the top, there is a navigation bar with tabs: HOME, SCHEDULES, EMPLOYEES, TRADES, TIME-OFF, MESSAGING, REPORTS, ON NOW, SETTINGS, HELP, and SIGN OUT. The 'SCHEDULES' tab is active, and a sub-menu is open showing 'By Employee (Drag/Drop)' selected. Below this, there are options for 'Calendar view' and 'By Position View'. The 'Schedule View' is set to 'By Employee'. The main area shows a calendar for 'John Aaron' with a 'Time-Off' entry for 'Workshop' on June 25, 2011. A modal form titled 'Time-Off for: John Aaron' is open, showing the date '06/25/2011', '1 day(s) off in a row', and a comment 'Workshop'. Below the modal, there is a table titled 'John Aaron - Time Off Requests' with columns for 'Requested Time Off', 'Start date', 'End date', and 'Comments'. The table contains one entry for 'Workshop' on 'Jun 25, 2011'. The 'Edit Entry' link for this entry is highlighted with a red box. A red arrow points from the 'Edit Entry' link to the 'Update Time Off Entry' button in the modal form.

To DELETE a Time Off from the By Employee schedule view

On the By Employee schedule view:

- Click the **Time Off**
- Click **Edit Entry** next to the time off you want to change
- Make desired changes and click the **Update Time Off Entry** button

HOME SCHEDULES EMPLOYEES TRADES TIME-OFF MESSAGING REPORTS ON NOW SETTINGS HELP SIGN OUT

By Employee (Drag/Drop)

Sample Pharmacy
Unpublished Schedule

Calendar View
By Position View

Schedule View: By Employee Category: All Categories Positions: All Positions

Add Shifts Import Search AutoFill Clear/Delete Save Template Print Publish Export

Week of Jun 20, 2014

Time-Off for: John Aaron

Date: Click calendar to choose date

Full Day(s) Off
1 day(s) off in a row

or A Partial Day Off

Comment:

Add New Time Off

Calendar: July, 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[DAY OFF] Workshop

John Aaron - Time Off Requests

Requested Time Off	Start date	End date	Comments
Delete Entry Edit Entry	Jun 25, 2011	Jun 25, 2011	Workshop
Delete Entry Edit Entry			
Delete Entry Edit Entry			
Delete Entry Edit Entry			
Delete Entry Edit Entry			

Are you SURE you want to delete this time off entry?

OK Cancel

You also can edit/delete Time Offs from the individual **Employee's Details** page, time off tab.

Using "Shifts" for Time Off

Some users prefer to create "shifts" for time off instead of using the time off section. This may be useful for a number of reasons:

- It allows employees to see time off for other employees right on their Everyone's Schedule view
- It allows you to create designated types of time off that can be tracked later (ex. Paid Time Off, Vacation, Sick Day etc.) using the [Reports](#) section. Designations can be made using Positions or Categories (using categories could allow you to prevent employees from seeing the reason for other's time off on the schedule)
- It allows you to create shifts for Pending Time off if you want those to appear on the schedules also (you can set the paid hours on those shifts to be zero).
- It allows you to enter "paid hours" for time offs so that the total paid hours for the week will include the paid time off hours
- It allows you to quickly see on all schedule views how many time offs (and pending time offs) you have each day

Note that handling time off as shifts you can allow employees to submit requests using the time off system, or you can turn that off on the [Settings>Global Employee Permissions](#) page and have the employees send a message with a request instead.

One drawback of this approach might be that employees could only see future time off Shifts on weeks that are published.

Cannot Work Times vs. Time Off

[Cannot Work Times](#) are for times when you do not want [AutoFill](#) to assign a certain Employee. They are normally set by the Manager but you can also let employees choose their own Cannot Work times on your [SETTINGS>Global Employee Permissions](#) page.* Cannot Work times are entered from the "[Edit Employee](#)" window by setting the times or day blocks to Red in the [Work Time Preferences](#) grids.

Cannot work time preferences are also viewable when you are [manually assigning](#) a shift.

Note: **Changing a time to Cannot Work does NOT remove the Employee from any already assigned shifts** - it only prevents them from being assigned at that time in the future by AutoFill.

Time-Off can be [requested by employees](#) and can be set for any number of days in a row. Or Time-Off can be set for partial days off (and even be repeated for up to 15 weeks in a row - which works well for students taking classes). [Managers can enter Time Off](#) from the top menu, or from the Employee details page or by clicking that Employee on and then their Time Off tab. Creating or approving a time off automatically **REMOVES THE EMPLOYEE FROM ANY OVERLAPPING SHIFT**.

AutoFill - Both Cannot Work times and approved Time Off prevent AutoFill from scheduling that person during those times.

***Import** - When you Import a schedule leaving the shifts assigned - any shifts that assigned to an Employee during their approved **Time Off** are automatically set to Unassigned. **Import DOES NOT unassign employees based on their Cannot Work times. Cannot Work times are only adhered to by AutoFill.**

You can compare your current shifts with current employee Cannot Work times using the [ANALYZE SHIFTS](#) option on the Sortable List page. Sometimes employees may change their preferences after you have AutoFilled or assigned shifts in the schedule so it is always good to periodically ANALYZE your schedule weeks to see if any conflicts have come up.

Related Topics:

- [Setting Cannot Work Time Preferences](#)
- [Manager Entered Time Off](#)
- [Employee Entered Time Off Requests](#)

Set Cannot Work Times

Managers (with permission to Edit Employees) can set Cannot Work times for each Employee down to fifteen minute increments for each day of the week and also for specific dates.

AutoFill will not assign the Employee during Cannot Work times. This can be useful, for example, when an Employee can never work after 10:15 PM etc, or if you want to set the Employee to be off every other Wednesday. Note: **Setting Cannot Work times does not affect any already assigned shifts - only shifts assigned in the future using AutoFill.**

WhenToWork defaults to having the Employees NOT being able to enter their own Cannot Work Times. You can change this option on the [SETTINGS>Global Employee Permissions](#) page and allow Employees to set their own Cannot Work times.

To set Cannot Work Times for an Employee:

From any page:

- In the top menu click **EMPLOYEES** to open the Employee List page
- Click the **magnifying glass icon** next to the Employee's name to open the View Employee Details window
- Click the **Schedule - Preferences** Tab
- **The "REPEATING Weekly Preferences" (and "FUTURE REPEATING Preferences") should be set first (1.)** - and then if a certain date is different use the "Date Specific Preferences" (2.)

The screenshot shows the 'Schedules - Preferences' window for John Aaron. The window has tabs for 'Information', 'Schedules - Preferences', and 'Time Off'. The 'Schedules - Preferences' tab is active, showing a weekly schedule grid for the week of June 13, 2013. The grid shows shifts for Monday through Thursday, with Friday and Saturday marked as 'cannot work' in red. The 'Work Time Preferences' section at the bottom allows setting repeating weekly preferences (1.) and date-specific preferences (2.).

Day	Mon - Jun-13	Tue - Jun-14	Wed - Jun-15	Thu - Jun-16	Fri - Jun-17	Sat - Jun-18	Sun - Jun-19
Shift	9:30am - 5:50pm Cashier	9:30am - 5:30pm Store-Receiving	9am - 5pm Store-Post Office	9am - 5pm Store-Post Office			
Working	32.33 hours						

Work Time Preferences

Time >	12a	1	2	3	4	5	6a	7	8	9	10	11	Noon	1	2	3	4	5	6p	7	8	9	10	11
Mon Jun-13																								
Tue Jun-14																								
Wed Jun-15																								
Thu Jun-16																								
Fri Jun-17																								
Sat Jun-18																								
Sun Jun-19																								

Key: Indicates Day has DATE SPECIFIC preferences overriding Repeating preferences. prefers, dislikes, cannot work and no preference

Buttons: Set DATE SPECIFIC Preferences (2.), Set REPEATING WEEKLY Preferences (1.)

- Click the Red Cannot Work Button and "paint" the cells that correspond to times this employee cannot work by clicking and holding down the left mouse button while over the times (or click day name to color the whole day).
- OR you can load any saved preference templates or use the form to enter times
- Enter all of the Repeating Weekly Cannot Work times (or other "like" or "dislike" preferences)

- Click **Save Changes**
- To set Cannot Work times for specific dates that are different from repeating click the Set Date Specific Preferences button

REPEATING WEEKLY Preferences for John Aaron

You must click "Save Changes" when done

Set DATE SPECIFIC Preferences **SAVE Changes**

Click on a roller to choose a preference, then "PAINT" the time blocks on the grid below with that color. OR Use this form to enter preferences into the grid.

Prefer Working
 Dislike Working
 No Preference
 Cannot Work

Prefer Choose Day:
 Dislike
 No Preference
 Cannot Work

Begin:
 End:

Time >	12a	1	2	3	4	5	6a	7	8	9	10	11	noon	1	2	3	4	5	6p	7	8	9	10	11
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								
Sunday																								

These preferences are set to change on Jul 15, 2007

Preference Templates: (optional)
 Name:
 LOAD

SAVE Changes

- Click or paint days to set the whole date as Cannot Work.
- Double click a date to set hourly Cannot Work times for that date.

DATE SPECIFIC Preferences for John Aaron

(These preferences override the Weekly Recurring Preferences)

You must click "Save Changes" when done

Prefer Working
 Dislike Working
 Clear Preferences
 Cannot Work

◀ June 2013 ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Leave days white to use the Weekly Recurring Preferences (Only change the days that will be different from recurring) Means the day has hourly preferences. **SAVE Changes**

- Paint times for that date and click the **Save Changes** button
- The date will appear blue to show special hourly preferences on that day.
- After setting the preferences for that day you can click the COPY Preferences button and then copy these same preferences to another specific date.


DATE SPECIFIC Preferences for John Aaron


Tuesday, Jun 18, 2013


You must click "Save Changes" when done


Repeat for 1 week (this week only) SAVE CHANGES

Click on a roller to choose a preference, then "PAINT" the time blocks on the grid above with that color. OR Use this form to enter preferences into the grid.


Prefer Working


Dislike Working


No Preference


Cannot Work

Begin: 12am

End: 12am Add

Time	12a	1	2	3	4	5	6a	7	8	9	10	11	Noon	1	2	3	4	5	6p	7	8	9	10	11
All Day																								

COPY Preferences SAVE CHANGES

Clear Custom Preferences For This Day

Choose a Different Day

Related Topics:

- Cannot Work Times vs. Time Off
- Manager Entered Time Off
- Employee Entered Time Off Requests
- Should I Let Employees Sign In?
- Each Employee has a sign-in ID
- Sending Employees Sign In Instructions

Let Employees See Everyone's Time Off

By default Employee can only see their own time off when they sign in. You can change this option and allow them to see Everyone's time off.

To allow Employees to see Everyone's Approved Time Off:

From any page:


- In the top menu hover over **SETTINGS** and choose **Global Employee Permissions**
- Choose **Yes** for "Can see other Employee's approved Time Off."
- Click the **Save Changes** button

The screenshot shows the 'Sample Pharmacy SETTINGS' page. The top navigation bar includes 'HOME', 'SCHEDULES', 'EMPLOYEES', 'TRADES', 'TIME-OFF', 'MESSAGING', 'REPORTS', 'ON NOW', 'SETTINGS', 'HELP', and 'SIGN OUT'. The 'SETTINGS' menu is expanded, showing options like 'Company / My Info & Upload Logo', 'My Notifications Email/Text', 'Global Employee Permissions' (highlighted in red), 'Add/Edit MANAGERS', 'Payments - Pricing - Billing', 'Upgrade to Higher Employee Level', and 'Create a New LINKED ACCOUNT'. Below this, there are tabs for 'Info & Settings', 'My Notifications', 'Employee Permissions', and 'Add/Edit Managers'. The 'Employee Permissions' tab is active, and the 'Save Changes' button is highlighted in red. The main content area is divided into sections: 'Display', 'Preferences', 'Viewing Other Employees & Their Schedules', and 'Bulletin Board'. The 'Viewing Other Employees & Their Schedules' section contains several options with radio buttons for 'Yes' and 'No'. The option 'Can see other Employees' approved TIME OFF' is highlighted in yellow and has a red box around it, with the 'Yes' radio button selected.

Section	Option	Yes	No
Display	Can see SHIFT COLORS on schedules	<input checked="" type="radio"/>	<input type="radio"/>
	Can see CATEGORIES on schedules	<input checked="" type="radio"/>	<input type="radio"/>
	Can see the EMPLOYEE COMMENTS field	<input type="radio"/>	<input checked="" type="radio"/>
Preferences	Can Set their own Prefer & Dislike work time PREFERENCES	<input checked="" type="radio"/>	<input type="radio"/>
	Can Set their own CANNOT WORK times	<input type="radio"/>	<input checked="" type="radio"/>
	Can Set their Preferences for POSITIONS	<input checked="" type="radio"/>	<input type="radio"/>
Viewing Other Employees & Their Schedules	Can see EVERYONE'S SCHEDULE* <small>(use your corresponding view "Change Layout" link to set employee displays)</small>	<input checked="" type="radio"/>	<input type="radio"/>
	Can see UNASSIGNED SHIFTS on Everyone's Schedule views*	<input type="radio"/>	<input checked="" type="radio"/>
	Can see POSITION GROUPS in the Filter on Everyone's Schedule views*	<input type="radio"/>	<input checked="" type="radio"/>
	Can see STAFF LIST and MESSAGE OTHER EMPLOYEES* <small>(If set to No - Employees CANNOT see everyone's schedule)</small>	<input checked="" type="radio"/>	<input type="radio"/>
	Can see Other Employees' AVAILABILITY*	<input checked="" type="radio"/>	<input type="radio"/>
Bulletin Board	Can see other Employees' approved TIME OFF	<input checked="" type="radio"/>	<input type="radio"/>
	Can Add Entries to the BULLETIN BOARD*	<input checked="" type="radio"/>	<input type="radio"/>

Employees can then log in and see a second tab on the Time Off page that displays all approved time off and the number of pending requests for each day. Employee view of Everyone's Time Off:

HOME Schedule Info Prefs **Time-off** Trades Messaging Staff On Now Bulletins HELP



Sample Pharmacy
John Aaron
View Everyone's Time Off

MY Time Off **EVERYONE's Time Off**

← Week of Jul 6, 2013 →

Monday Jul 6, 2013	Tuesday Jul 7, 2013	Wednesday Jul 8, 2013	Thursday Jul 9, 2013	Friday Jul 10, 2013	Saturday Jul 11, 2013	Sunday Jul 12, 2013
	1 pending request	June Clemson 1 pending request	Partial Day Lauren Donson	2 pending requests	John Aaron 1 pending request	

Related Topics:

- Cannot Work Times vs. Time Off
- Manager Entered Time Off
- Employee Entered Time Off Requests
- Should I Let Employees Sign In?
- Each Employee has a sign-in ID
- Sending Employees Sign In Instructions