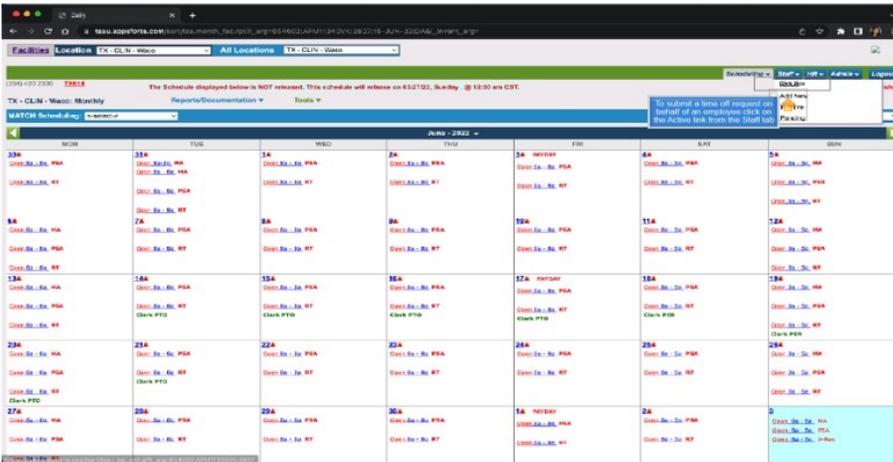
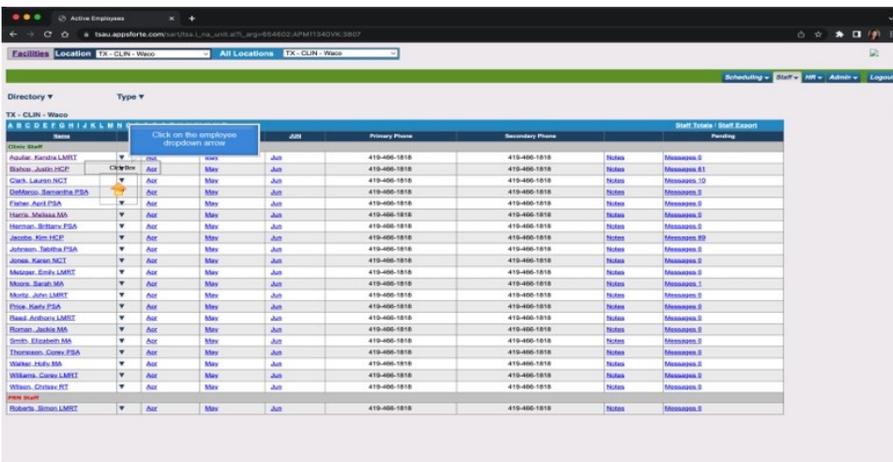


# Schedule360 Captivate Training

## Entering Time Off On Behalf of the Employee



To submit a time off request on behalf of an employee click on the Active link from the Staff tab



Click on the employee dropdown arrow

Name	ATS	WOT	JOB	Primary Phone	Secondary Phone	Shift Type	Shift Count
Adair, Rachel LMST	Job	New	Job	419-496-1818	419-496-1818	Nights	Missouri 3
Bishop, Justin NCT	Job	New	Job	419-496-1818	419-496-1818	Nights	Missouri 01
Clark, Lauren NCT	Justin Bishop		Job	419-496-1818	419-496-1818	Nights	Missouri 10
Delfino, Barbara FSA	Profile		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Fane, Just FSA	Contract		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Harris, Melissa MS	Profile		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Herman, Brian FSA	Division		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Jacobs, Tim HCP	Assignment		Job	419-496-1818	419-496-1818	Nights	Missouri 02
Kramer, Taylor FSA	Summary		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Jones, Karen NCT	User Acct		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Mason, Erin LMST	Scheduling/Time Off		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Morris, Sarah MS	Calendar		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Murphy, John LMST	Calendar		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Price, Kelly FSA	Set Sol	Select Time Off from the employee dropdown	Job	419-496-1818	419-496-1818	Nights	Missouri 0
Rand, Anthony LMST	Time Off		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Rimmer, Jackie MS	Profile		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Smith, Elizabeth MS	Calendar		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Thompson, Cory FSA	Availability		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Walker, John MS	Requests		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Williams, Corey LMST	Resource Final Status		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Wilson, Christa RT	Add a Note to Shifts		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Wynn, Brian LMST	Reports		Job	419-496-1818	419-496-1818	Nights	Missouri 0
Zachary, Simon LMST	Messages		Job	419-496-1818	419-496-1818	Nights	Missouri 0
	Schedule Summary						

Select Time Off from the employee dropdown

TX - CLIN - Waco: Time Off - J Bishop

Time Off XXX/Cancel/Pending

Time Off taken as of 04/15/22 = \_\_\_\_ hours  
 Allowed Time Off available as of 04/15/22 = \_\_\_\_ hours  
 Admin/Scheduler has designated below RED FONT DATES as restricted on the employee high.  
 You may add additional restricted dates to calendar by clicking New Time Off/Restricted Dates  
 Click on the dates you are requesting Time Off, then click Submit

Approved Time Off  
 Pending Time Off  
 Denied Time Off  
 Renewed Time Off

Submit

Click the dates you would like to submit for the employee  
 For our example we will Select July 5th - 7th

March 2022 | Select All | April 2022 | Select All | May 2022 | Select All

June 2022 | Select All | July 2022 | Select All | August 2022 | Select All

September 2022 | Select All | October 2022 | Select All | November 2022 | Select All

Click the date(s) you would like to submit for the employee. For our example we will Select July 5th - 7th

TX - CLIN - Waco: Time Off - J Bishop

Time Off XXX/Cancel/Pending

Time Off taken as of 04/15/22 = \_\_\_\_ hours  
 Allowed Time Off available as of 04/15/22 = \_\_\_\_ hours  
 Admin/Scheduler has designated below RED FONT DATES as restricted on the employee high.  
 You may add additional restricted dates to calendar by clicking New Time Off/Restricted Dates  
 Click on the dates you are requesting Time Off, then click Submit

Approved Time Off  
 Pending Time Off  
 Denied Time Off  
 Renewed Time Off

Click Submit

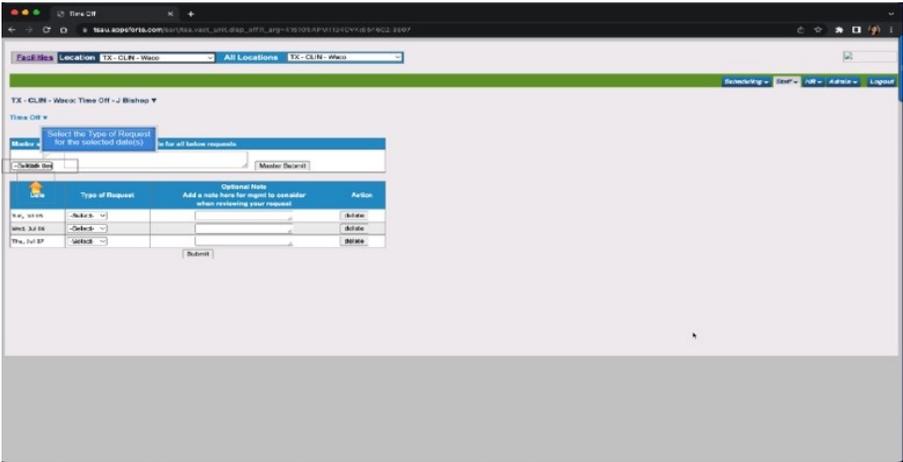
Click the dates you would like to submit for the employee  
 For our example we will Select July 5th - 7th

March 2022 | Select All | April 2022 | Select All | May 2022 | Select All

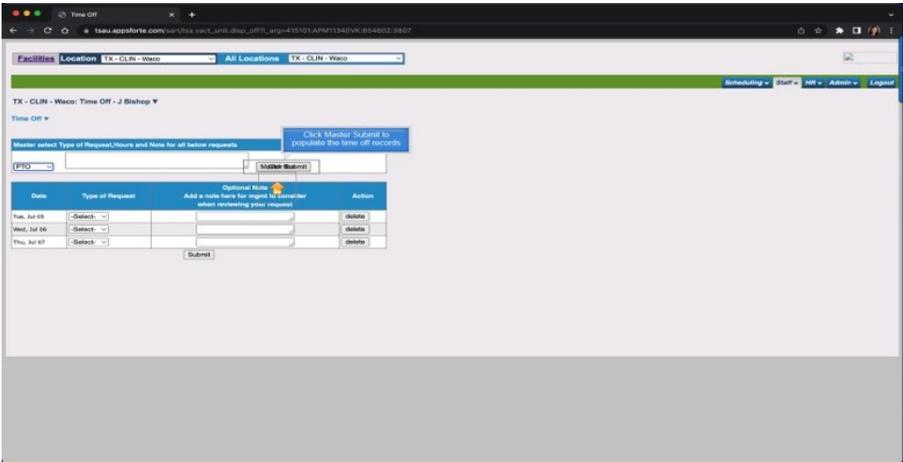
June 2022 | Select All | July 2022 | Select All | August 2022 | Select All

September 2022 | Select All | October 2022 | Select All | November 2022 | Select All

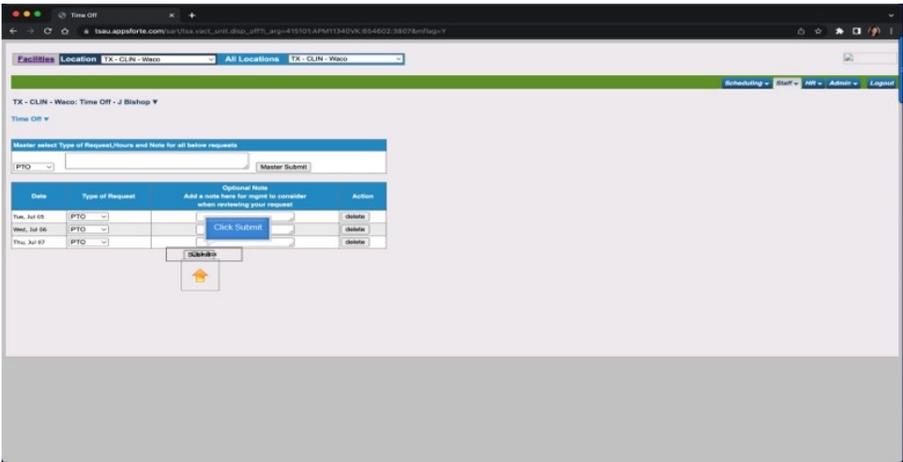
Then Click Submit



Select the Type of Request for the selected dates



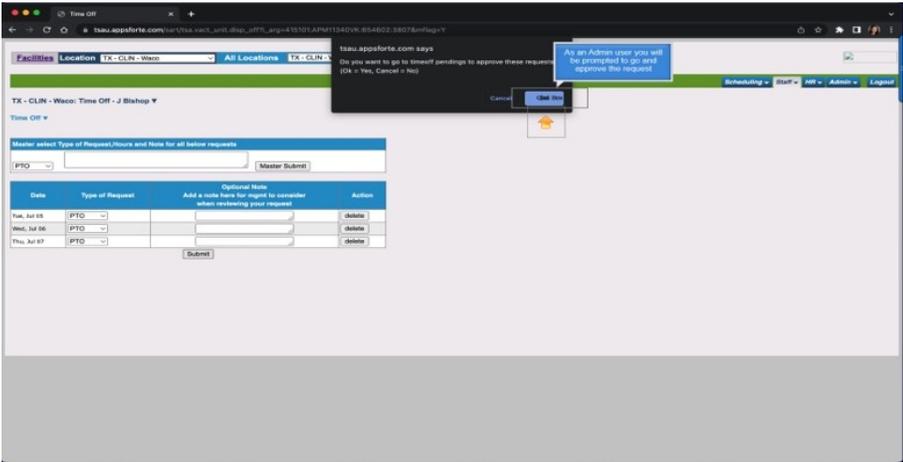
Click Master Submit to populate the time off records



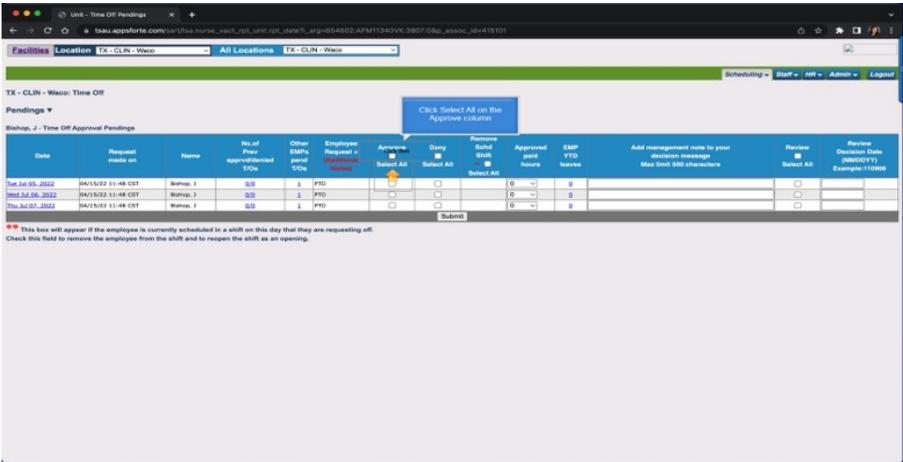
Click submit

Passion led us here.

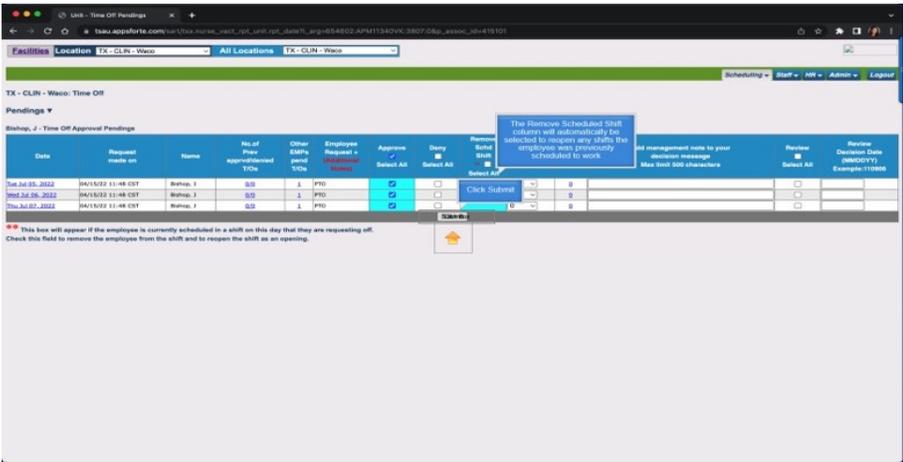




As an Admin user you will be prompted to go and approve the request



Click Select All on the Approve column



The Remove Scheduled Shift column will automatically be selected to reopen any shifts the employee was previously scheduled to work. Click Submit to continue.

TX - CLIN - Waco: Time Off Time Off Calendars

Click the Scheduling tab to review the approved requests

TX - CLIN - Waco: Time Off Time Off Calendars

Pending 1-15

Date	Request Start/End	Employee	Time off requested	Other pending time off	Employee Request	Approve	Deny	Review	YTD	Notes
Thu, Dec 20, 2021	11/09/21 13:44 CST	Wilson, Chrissy	SD	0	PTO	Approve	Deny	Review	0	
Fri, Dec 20, 2021	11/09/21 13:44 CST	Wilson, Chrissy	SD	0	PTO	Approve	Deny	Review	0	
Sat, Dec 21, 2021	11/09/21 13:44 CST	Wilson, Chrissy	SD	0	PTO	Approve	Deny	Review	0	
Sat, Dec 21, 2021	11/09/21 08:09 CST	Wolke, Holly	SD	0	Personal	Approve	Deny	Review	0	
Sat, Dec 21, 2021	11/09/21 08:18 CST	Roman, Jackie	SD	0	Personal	Approve	Deny	Review	0	
Sun, Dec 20, 2021	11/09/21 13:32 CST	Roman, Jackie	SD	0	Personal	Approve	Deny	Review	0	
Fri, Dec 21, 2021	11/09/21 11:18 CST	Wilson, Chrissy	SD	0	PTO	Approve	Deny	Review	0	
Sat, Dec 21, 2021	11/09/21 13:32 CST	Roman, Jackie	SD	1	Personal	Approve	Deny	Review	0	
Sat, Dec 21, 2021	11/09/21 11:18 CST	Wilson, Chrissy	SD	1	PTO	Approve	Deny	Review	0	
Sun, Dec 21, 2021	11/09/21 13:32 CST	Roman, Jackie	SD	0	PTO	Approve	Deny	Review	0	

Submit

Click the Scheduling tab to review the approved requests

TX - CLIN - Waco: Monthly

Click the Scheduling tab to review the approved requests

TX - CLIN - Waco: Monthly

Reports/Documentation Tools Filters

MATCH Scheduling

July - 2022

MON	TUE	WED	THU	FRI	SAT	SUN
27 0800..08..HA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	28 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	29 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	30 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	1 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	2 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	3 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA
4 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	5 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	6 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	7 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	8 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	9 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	10 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA
11 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	12 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	13 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	14 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	15 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	16 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	17 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA
18 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	19 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	20 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	21 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	22 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	23 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	24 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA
25 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	26 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	27 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	28 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	29 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	30 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	31 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA
1 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	2 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	3 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	4 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	5 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	6 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA	7 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA 0800..08..PBA

MON TUE WED THU FRI SAT SUN

July - 2022

The approved time off requests will display on the monthly calendar