

## Schedule360 Captivate Training Entering Time Off On Behalf of the Employee

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

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Select Time Off from the employee dropdown



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



**Then Click Submit** 



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Click Master Submit to populate the time off records

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**Click submit** 



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



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Dete	Request Made on	Emoloxee	Time offs previously approved/deried	Other pending time offs	Employee Request + (Additional Nerve)	Appreve	Deny	Review	YTD Issives	Add management note to your decision message Max limit 500 characters
Tu Dec 09. 2021	21 13:44 CST	Witten, Christy	8/2	0	P70	Approve	Deny	Review	9	
5 Dec 10. 2021 \$1/60/	21 13:44 CST	Wilson, Christy	9/2	0	PT0	Approve	Deny	Review	2	
at.Dec.31.2021 11/08/	21 13:44 CST	Witton, Christy	0/0	0	P70	Approve	Deny	Review	0	
00.000.14.2021 11/04/	21 08:03 C5T	Walker, Holly	0/2	0	Personal (and bend concert)	Approve	Deny	Review	2	
at Dec 18 2021 10/25/	21 19:35 CST	Roman, Jackie	0/2	0	Personal	Approve	Deny	Review	0	
un Dec 25. 2021 11/08/3	21 13:32 C6T	Roman, Jackie	0.2	0	Personal	Approve	Dony	Review	2	
Dec 31, 2021 11/2003	21 11:15 CST	Wilson, Christy	8/2	0	PTD	Approve	Deny	Review	9	
at 3a- 01.2022 13/08/	21 13:32 CST	Roman, Jackie	0/2	1	Personal	Approve	Deny	Review	0	
at 3an 01. 2022 11/28/	21 11:15 CST	Wilson, Christy	0/2	1	PT0	Approve	Deny	Review	0	
un Jan 02, 2022 11/08/3	21 13:32 CST	Roman, Jackie	0/2	0	PT0	Approve	Deny	Review	2	
					10 20 30					

Click the Scheduling tab to review the approved requests

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Facilities Location 1X+0	CLIN - Webo V Al	Locations TX-CUN-Wate	~			8
					Scher	duting - Staff - MR - Admin - Logout
(254) 620 2336 TXP14	The Schedule displayed I	allow is NOT released. This schedule w	Il release on 04/24/22, Sunday , @ 12:00	am CST.		UrPublishe
TX - CLIN - Waco: Monthly	Reports/Docume	ntation v Tools v			Fib	lera <del>v</del>
MATCH Scheduling: H-select-	• •					Search: Kasiechik
	115 Adva.	1000	July - 2022 -	100 0 000 000		
MON	TUE	WED	THU	FRI	SAT	SUN
Chest. Sa - So, HiA	284 Court.So. PSA	224 Cont.Sa - 3e, PSA	304 Stor. Ba - Be, PSA	S& PAYDAY Open.Ba Bo, PSA	Cheen Ba - Se. PSA	3 Open. 0a - 50, 144 Open. 0a - 50, 155
Quan.8450, PSA	Court, Sa Bo, MY	Const. So	Cost. Ba., Ba. WY	Court Ba . St. MY	Goen, Ba So, RY	Gant. Ba., Su. N-Rey
STREET, BALL, BO, MY	requests will d	inplay on the				
Steen_da_da, MA Green_da_da, MA Green_da_da, PSA Green_da_da, St. X. Rey	Gen. In . Gen. In . Den. In	Alerador Alexandria (Alexandria), X-Roy Bishop PTO	Z Onen, Ba - Ba, PSA Onen, Ba - Ba, X-Ray Bishesp PTO	Cont. da . da PGA Cont. da . da X-Ray	Coen. da - So. PGA Coen. da - So. X-Ray	19 Sten.Ba.So.HA Gen.Ga.So.PSA Gen.Ba.So.X.Ray
11	12	13	14	15 PAYDAY	16	17
Cost: Ba - Ba, MA Cost: Ga - Ba, PSA Cost: Ba - Ba, X-Ray	Stein Ba - Bo, PEA Stein Ba - Bo, X-Bay	Open Ba - So, HSA Open Ba - So, K-Rey	Doon, So., So., PEA. Doon, So., So., X-Ray	Coon. Be - Be, PEA Coon. Be - Be, X-Ray	Crean Ba - So, PDA Crean Ba - So, X Ray	Steen Ba Ter PA Steen Ba Ter PSA Oten Ba Ter PSA
18	19	29	21	22	23	24
Goot_Ba_Ba, MA Goot_Ba_Ba, PSA Goot_Ba_Br, X-Rey	Geen_Ba - Bu, Plin Geen_Ba - Bu, X-Ray	Goen, Ro., Ro., Y-Roy Goen, Ro., Ro., X-Roy	Color, Ba - Bo, PEA Color, Ba - Bo, X-Roy	Goat, Ba - Ba, PEA Goat, Ba - Ba, X-Ray	Deen, Ba - So, PEA Deen, Ba - So, X-Ray	Gaen.Ba.So, MA Gaen.Ba.So, MA Gaen.Ba.So, X-Rey
25	26	27	28	20 PAYDAY	30	21
<u>Com 8a - 8a</u> MA <u>Com 8a - 8a</u> MSA <u>Com 8a - 8a</u> MSA	Oten Ba - Bo, PSA Oten Ba - Bo, X-Ray	Geen Ba - Bo. PSA Geen Ba - Bo. X-Ray	Chen. Br Br. MA. Chen. Br Br. X-Ray	Cont. Br - Br. PEA Cont. Br - Br. X-Ray	Sten Br - Se, PSA Sten Br - Se, X-Rey	Geor. Ba - So. MA. Geor. Ba - So. MA. Geor. Ba - So. X-Ray
1	2	2	4	5	6	1
Goot. Ba - Ba, MA Goot. Ba - Ba, PSA Goot. Ba - Ba, X-Rey	Gten. Ba - Bu, PSA Gten. Ba - Bu, X-Ray	Gaen, Ba Ro. HSA Gaen, Ba Ro. X-Ray	Open. Ro - Ro. PEA Open. Ro - Ro. X-Roy	Cost. 84 - 94, PSA Cost. 84 - 94, X-Ray	OsenBaSo., MA OsenBaSo., X-Ray	Gleen, Ba., Su., MA. Gleen, Ba., Su., MSA. Gleen, Ba., Su., X-Ray
MON	TUE	WED	THU	FRI	SAT	SUN

The approved time off requests will display on the monthly calendar

