

Team Time Off

You can manage time off for your employees on the **Team Time Off** page.

Note: You can also add time off for individuals through the [Schedule](#) and the [Timesheets](#).

Team Bookings

Team Bookings can be accessed under **Team Management - Team Time Off**.

By default you will be brought to the **Team Bookings** tab. Here you can see all of the Time Off requests either entered by your team or the employee.

Select the **Add Time Off** button to enter a new request.

The screenshot displays the 'Team Bookings' interface. On the left is a dark sidebar with navigation items: DASHBOARD, TEAM MANAGEMENT (with a dropdown arrow), Schedule, Team Timesheets, Team Time Off (highlighted in blue), PREPARE FOR PAYROLL, REPORTS, PREPARE PBJ REPORT, and ADMINISTRATION. The main content area has tabs: 'Waiting for Your Approval', 'Team Bookings' (highlighted with a red box), 'Team Balance', and 'Calendar'. Below the tabs is a search bar labeled 'Search by Name/Email' and a blue 'Add Time Off' button (highlighted with a red box). A 'Show Filter' link is also visible. Below the search bar are filter buttons: 'Bulk Actions', 'All' (with a count of 1), 'Approved' (0), 'Not Submitted' (0), 'Rejected' (0), and 'Waiting for Approval' (1). A 'Sync to calendar' dropdown is on the right. The main table has the following columns: Name, Time Off Type, Booking Start Date, Booking End Date, Requested Duration, Actual Duration, Units, Status, and Action. The first row shows 'Joe Smith' with 'Sick Leave' type, start date '02/19/2024', end date '02/19/2024', requested duration of 24.00, actual duration of 0.00, units in 'Hours', and status 'Waiting for Approval'. A red arrow points to the 'Joe Smith' row.

Name	Time Off Type	Booking Start Date	Booking End Date	Requested Duration	Actual Duration	Units	Status	Action
Joe Smith	Sick Leave	02/19/2024	02/19/2024	24.00	0.00	Hours	Waiting for Approval	

Select the **Employee**, the **Time Off Type**, the **Start Time**, and the **End Time** for the request.

Add Time Off



Employee

Joe Smith



Time Off Type

Sick Leave



All Day

Start time

02/26/2024 12:29 PM

End time

02/26/2024 12:29 PM

Comment

Attachment [Reset](#)

[Choose File](#)

No File Chosen

Repeat

[Close](#)

[Save As Draft](#)

[Submit](#)

You may also choose to repeat this over a period of time by selecting the **Repeat** checkbox.

Repeat

Repeat Every

Week



Repeat on

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Repeat Until

02/29/2024

When you are ready, select the **Submit** button.

Note, if you do not see the correct Time Off Type, you must set this up for the Employee on the **Employees** page, on the **Time and Attendance** tab, and choose the **Time Off** option.

JS **Joe Smith**
Full Time
Start Date: 08/01/2023

Profile Benefits **Time & Attendance** History

Overview
Timesheets
Pay Rules and Rates
Time Off
Shift Schedules

Time Off

Time Off Approval Path: No Approval Path (effective now)
Holiday Calendar: No Holiday (effective now)

Time Off Policies Assigned + Assign New Time Off Policy

Search

Time Off Type	Effective Date	Starting Balance	Status	Actions
Sick Leave	Aug 1, 2023	40.00(Hours)	Active	

To assign a new policy, select **Assign New Time Off Policy** on the right, and select the policy from the dropdown menu.

Assign New Time Off Policy

Time Off Type:

Starting Balance Set to:

Policy Effective Date:

These policies are set under [Administration - Time Off Settings](#).

Team Balance

You can see the remaining balance available for all employees by selecting the **Team Balance** tab.

Waiting for Your Approval (i) Team Bookings (i) **Team Balance (i)** Calendar (i)

As of: **Thursday February 15, 2024**

Q Search by Name/Email

Show Filter

Employee Name	British Columbia Vacation Policy	British Columbia Vacation Policy Amount	Sick Leave	Sick Leave Amount
Deanna Mann	-	-	40.00	\$1,040.04
Joe Smith	-	-	41.19	\$0.00
Total	0.00	\$0.00	81.19	\$1,040.04

Calendar

By selecting the **Calendar** tab, you can view all time scheduled to be taken off by employees in a calendar view.

Waiting for Your Approval (i) Team Bookings (i) Team Balance (i) **Calendar (i)**

Q Search by Name/Email Book New Time Off

Show Filter

February, 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19 Joe Smith(Sick Leave)	20	21	22	23	24