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Time off Manager 365

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Home Page

SharePoint	\mathcal{P} Search this site							0	?
3.15/4.15 12/12 PTO Sick	10/10 Vacation	0/0 Comp off (off in lieu)							
+ Apply Leave My Leaves Approval			Team's Ca	lendar			PTO	Sick 📕 Va	cation ••• 🖌
Title *			< >	Today		April 2024		Month V	Veek Day
			Sun	Mon	Tue	Wed	Thu	Fri	Sat
Select Leave Type *			31	1	2	3	4	5	6
PTO Sick Vacation Comp off (c	off in lieu)								
Start Date *	End Date *		7	8	9	10	11	12	13
Additional Approver 1	Additional Approver 2		14	15	16	17	18	19	20
Select an option \sim	Select an option	~							
Notes To Approver			21	22	23	24	25	26	27
		1.	28	29	30	1	2	3	4
Attachments 🖉		~~							
Approver (i)	Total hours this year:	12	E	C.	7	0		10	11
	Hours entitlement:	4.15							

Apply Leave: Click on + Apply Leave, it would open an apply leave from, users could request the leave.

Select Leave Type * 31 1 2 33 4 5 PTO Sick Vacation Comp off (off in lieu) 7 8 9 10 11 12 Start Date * Image: Select an option Image: Select an option 14 15 16 17 18 19 Additional Approver 1 Additional Approver 2 Image: Select an option Image: Select an option 14 15 16 17 18 19 Notes To Approver Image: Select an option Image: S	:	SharePoint		🔎 Search this site							0 4	₿?	
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Approver (i) Total hours this year: 12 C 7 0 10					li li	28	29	30	1	2			
		Attachments 🖉											
		Approver (i)		Total hours this year:	12	E	C	7	0	0	17		1
Joseph Weeks				Hours entitlement:	4.15								

Fill in the information as needed.

	Sick Vacation Month Week Fri 5	
Image: College of the series of t	Month Week	C Day
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Click on **Submit** button for apply to leave.

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Joseph Weeks		Hours entitlement:	4.15 NoN							
		Hours remaining : Hours used:	NaN NaN							
Submit Save Draft		No of hours:	NaN							
		Next year used leave:	0							

My leaves

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Employee Name	Leave Type	Start Date	Days	Status	Request Date	7	8	9	10	11	12	13
Employee Name	Leave Type	Start Date	Days	Status	Request Date							
John Taylor	John Taylor PTO 04/30/2024	2	Pending	04/30/2024	14	15	16	17	18	19	2	
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						28	29	30 John Taylor	1	2	3	2
						5	6	7	8	9	10	1

All: Status of all leaves are displayed.

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	Employee Name	Leave Type	Start Date	Days	Status	Request Date									
	John Taylor	РТО	04/30/2024	2	Pending	04/30/2024		7	8	9	10	11		12	13
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								28	29	30 John Taylor	1	2		3	2
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Draft: Saved leaves would be displayed; users could edit and submit in future.

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Pending: Users pending leaves are displayed.

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Employee Na	me Leave Ty	pe Start [Date Days	Status	Request Date	Sun	Mon	Tue	Wed 3	Thu 4	Fri 5	Sat
Employee Na				Status	Request Date							
John Taylor	РТО	04/30/	2024	2 Pending	04/30/2024		7	8 9	10	11	12	
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							21 2	2 23	24	25	26	ź
							28 2	9 30 John Taylor	1	2	3	
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Rejected: User would be able to see their rejected leaves.

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								28	29	30 John Taylor	1	2		3	4
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Approved: User can view their approved leaves.

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							21	22	23	24	25	26	27



Cancelled: User can view their cancelled leaves.

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•	+ Apply Leave	My Leaves Ap	proval				Team's Cal	endar			PTO	Sick Vac	ation •••
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	Employee Name	Leave Type	Start Date	Days	Status	Request Date	31	1	2	3	4	5	
	Employee Name	Leave Type	Start Date	Days	Status	Request Date							
	John Taylor	РТО	04/30/2024	2	Cancelle	d 04/30/2024	7	8	9	10	11	12	1
	1 of 1	Year	All 🗸 Day	/s Last 30 day	vs \vee Ent	ries $10 \lor \langle 1 \rangle$	14	15	16	17	18	19	2
							21	22	23	24	25	26	2
							28	29	30	1	2	3	

Approval

This section is visible only for admins, managers and user (who had Pending Leaves for Approve or Reject), from where leave can be approved or rejected.

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	3.15/4.15 РТО	12 Sick	/12	10/10 Vacation		0/0 Comp off (off in lieu)								
	+ Apply Leave	My Leaves Ap	proval				Team's Cal	endar			РТО	Sick 📕 🔪	/acation	
ſ	Manager Actions						< >	Today		April 2024		Month	Week	Day
	Approval Bulk Ap	oproval Comp	o Off Request	Cancellations			Sun	Mon	Tue	Wed	Thu	Fri		Sat
	Pending Approve	d				Ŧ	31	1	2	3	4		5	6
	Employee Name	Leave Type	Start Date	Days	Status	Request Date	7	8	9	10	11	1	2	13
	Employee Name	Leave Type	Start Date	Days	Status	Request Date								
	Alex Wilber	Sick	04/30/2024	4	Pending	04/30/2024	14	15	16	17	18	1	9	20
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							28	29	30	1	2		3	2
								G	7		0	1		1.

Approve leave: Approve leave shows in manager action section from where manager can reject or approve leave requests (one at go).

Bulk Approval: Bulk approval shows in manager action section, manager may reject or approve multiple leave requests at a time.

Cancellation: Managers would be able to see all the cancelled leave requests of their employees and could approve or reject them.

Comp off(off in lieu): Managers would be able to see all add comp off requests of their employees and could either approve or reject them.

9/19/2024

 $\leftarrow \text{Introduction}$

 $\textsf{Architecture-Diagram} \rightarrow$