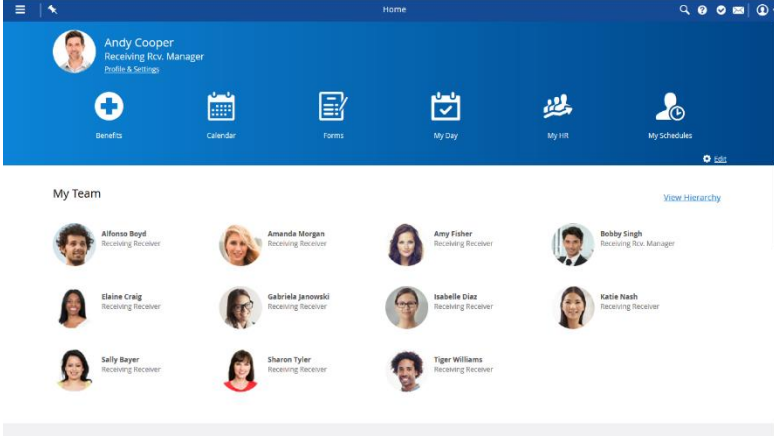

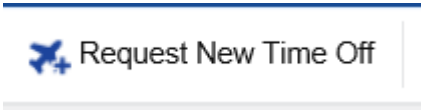
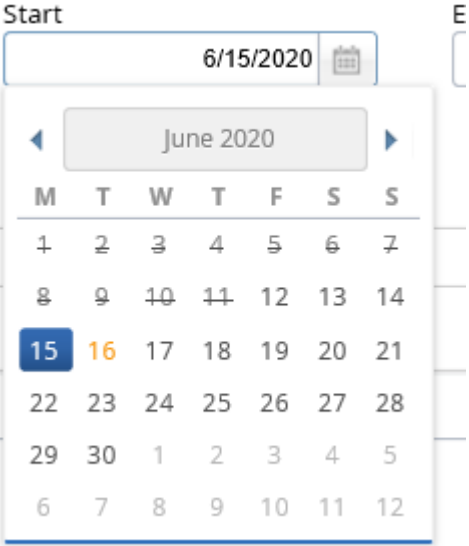

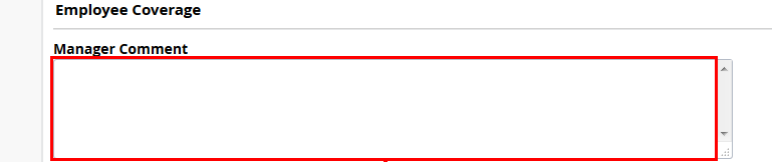

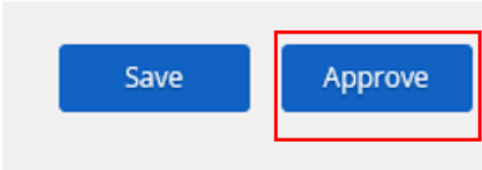


How to	Record Time off for Employees
<p><b>Recording time off for employees</b></p> <p>There may come a time when you need to request time off on an employee's behalf.</p>	
<p><b>Open the Approvals feature</b></p> <p>This is where you'll record time off requests for your employees.</p> <p>Click the <b>Approvals</b> button.</p>	
<p><b>Create a time off request for an employee</b></p> <p>Click the <b>Request New Time Off</b> button.</p>	

<p><b>How to</b></p>	<p><b>Record Time off for Employees</b></p>
<p>Click the <b>Employee</b> list.</p>	<p><b>New Time Away From Work</b></p> <p><b>Time Requested:</b> 0.00 Hours</p> <p><b>Employee</b> <span style="border: 2px solid red; padding: 2px;">Select an Option...</span></p>
<p>Select the <b>Employee</b> from the list item.</p>	<p><b>Employee</b> <span style="border: 2px solid red; padding: 2px;">Select an Option... ▲!</span></p> <div style="border: 2px solid red; padding: 5px; margin-top: 5px;"> <input style="width: 100%; border: none;" type="text"/> <div style="margin-top: 5px;"> <p><b>Jimbo Fisher</b></p> <p><b>Kylo Ren</b></p> </div> </div> <p>Reason <span style="border: 1px solid gray; padding: 2px;">Select a R</span> <span style="margin-left: 20px;">art</span></p> <p>Type of Re <span style="border: 1px solid gray; padding: 2px;">All Day</span> <span style="border: 1px solid gray; padding: 2px;">Partial Day</span></p>
<p><b>Select the Reason</b></p> <p>Click the <b>Reason</b> list.</p>	<div style="border: 2px solid red; padding: 5px; margin: 10px auto; width: 200px;"> <p>Sick</p> <p>Vacation</p> </div>
<p>Select the <b>Reason</b> from the list.</p>	<p>Reason <span style="border: 2px solid blue; padding: 2px;">Vacation ▼</span></p>
<p><b>Select the start date and end date</b></p> <p>Reminder: Time off requests must be submitted in single day increments. If you are submitting time off for multiple days, you must create multiple requests.</p> <p>Click the <b>Show Calendar</b> button.</p>	<p>Start <span style="border: 1px solid gray; padding: 2px;">6/15/2020</span> <span style="border: 1px solid gray; padding: 2px;">6/15/2020</span></p> <p>End <span style="border: 1px solid gray; padding: 2px;">6/15/2020</span> <span style="border: 1px solid gray; padding: 2px;">6/15/2020</span></p>

How to	Record Time off for Employees
<p>Click the <b>date</b> button.</p>	
<p>Click to scroll down.</p>	
<p>Enter a comment</p> <p>Add any comments in the Manager Comment box as required.</p> <p>Click in the <b>Manager Comment</b> field.</p>	

How to	Record Time off for Employees
<p>Enter the desired information into the <b>Manager Comment</b> field.</p>	 <p>The screenshot shows a form titled "Employee Coverage". Below the title is a label "Manager Comment" followed by a large, empty text input field. A red rectangular box highlights the "Manager Comment" field.</p>
<p>Approve the form</p> <p>Click the <b>Approve</b> button.</p>	 <p>The screenshot shows two blue buttons: "Save" and "Approve". The "Approve" button is highlighted with a red rectangular box.</p>
<p>You've successfully entered time off for an employee!</p>	