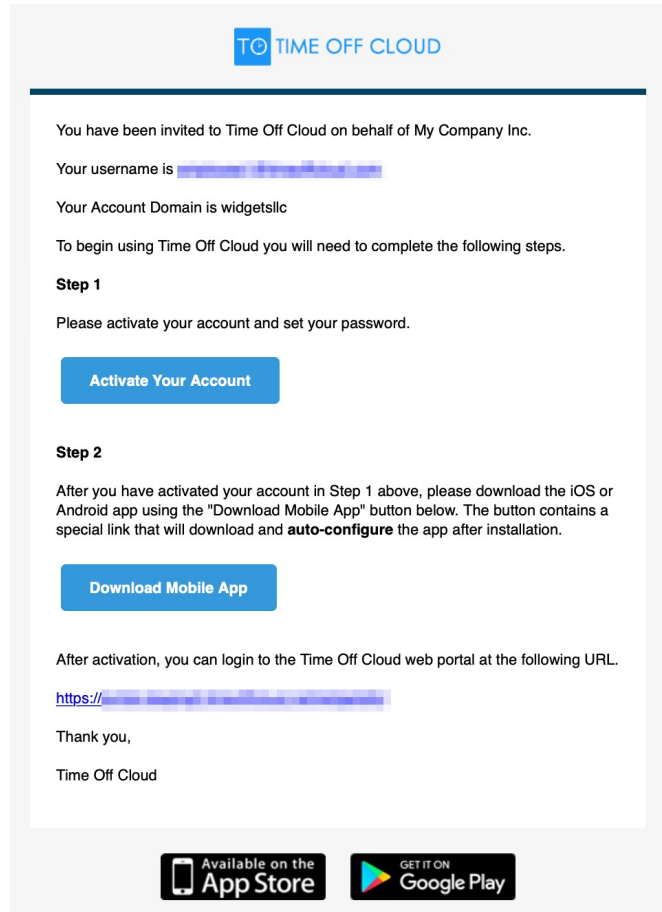




Manager Time Off Response Overview

Invitation Email



When your Time Off Cloud Administrator sets up your user account they will send you an invitation email.

This email contains information about getting started with Time Off Cloud including a link to activate your account, your username and instructions on getting setup with the mobile app.

Invitation Email



You have been invited to Time Off Cloud on behalf of My Company Inc.

Your username is employee1@timeoffcloud.com

Your Account Domain is widgetslc

To begin using Time Off Cloud you will need to complete the following steps.

Step 1

Please activate your account and set your password.


Activate Your Account

The first part of the invitation email contains your username and a button to Activate Your Account.


Click the **Activate Your Account** button and you will be taken to the Time Off Cloud portal where you will be able to set your password.

You must activate your account and create your password to start using Time Off Cloud


Setting your Time Off Cloud Password



Password Reset

New Password 

Password length must be between 6 and 20 characters
At least one lowercase
At least one uppercase
At least one number
At least one symbol: ! - + @ # \$ % _ ^ & * () = ~ ?

Confirm Password 

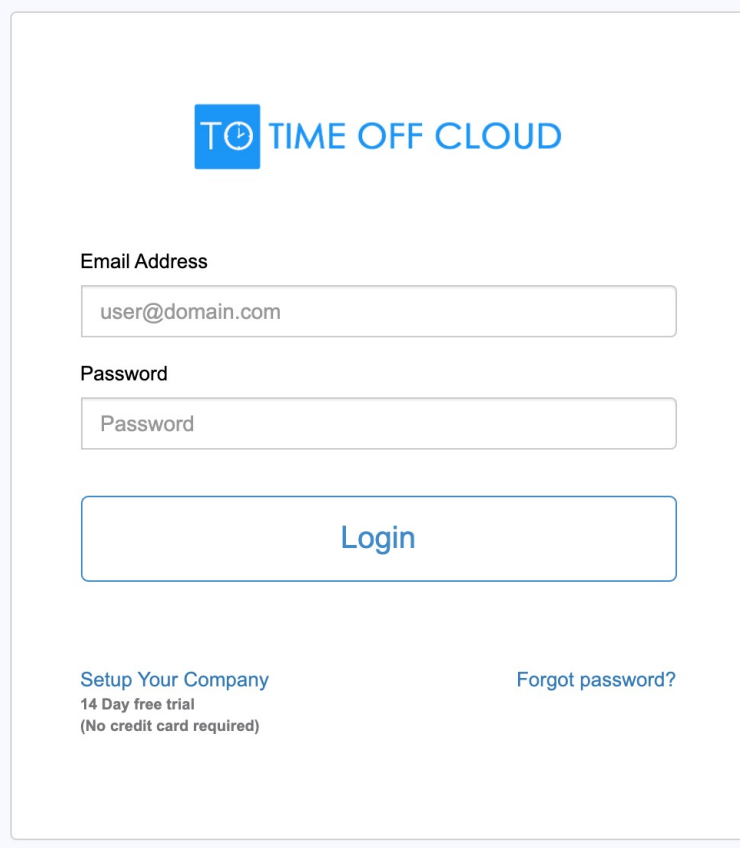
[Return to login](#)

Submit

On this page you can set (and confirm) your personal password.

This will activate your account so you can begin using Time Off Cloud.

Logging in to the Time Off Cloud Portal



The image shows a login form for the Time Off Cloud portal. At the top is the logo, which consists of a blue square with a white clock icon and the text "TIME OFF CLOUD" in blue. Below the logo are two input fields: "Email Address" with the placeholder "user@domain.com" and "Password" with the placeholder "Password". A blue "Login" button is positioned below these fields. At the bottom left, there is a link "Setup Your Company" with the text "14 Day free trial (No credit card required)" underneath it. At the bottom right, there is a link "Forgot password?".

TIME OFF CLOUD

Email Address
user@domain.com

Password
Password

Login

[Setup Your Company](#)
14 Day free trial
(No credit card required)

[Forgot password?](#)

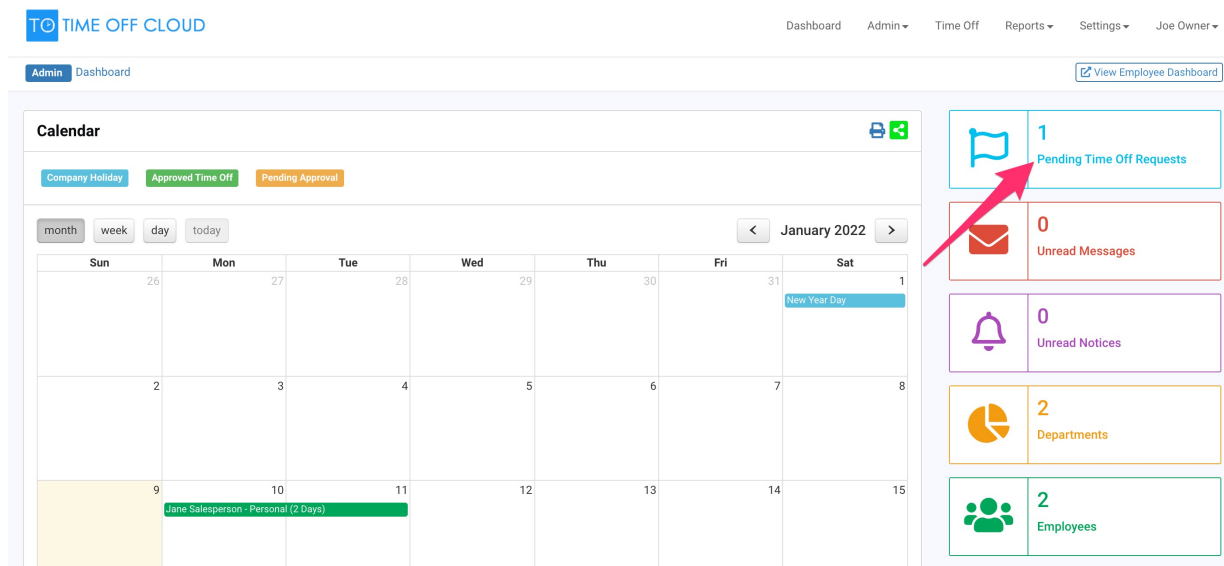
Now that you have set your password, you can login to the Time Off Cloud Portal.

Enter your username. This is your email address and is in the confirmation email you received.

Enter your password. This is the password that you set on the previous screen.

Click Login

Time Off Cloud Admin Dashboard



Congratulations! You are now logged into the Time Off Cloud Admin Dashboard.

You can now see your employees and respond to their Time Off requests.

If you notice in this example there is one Pending Time Off request that needs to be reviewed.

You can review Time Off requests by clicking the Time Off menu at the top or the red Pending Time Off Requests Box on the right.

Let's do this now.

Viewing Employee Time Off Requests

All Time Off Requests												
Show 10 per page		Search: <input type="text"/>										
Employee ID	Last Name	First Name	Department	Title	Start Date	End Date	Leave Type	Duration	Requested On	Status	Action	
6	Salesperson	Jane	Employees	Sales Associate	Mon, Apr 4th, 2022	Fri, Apr 8th, 2022	Vacation	5 Days	Jan 9th, 2022	Pending	View	Edit
6	Salesperson	Jane	Employees	Sales Associate	Mon, Jan 24th, 2022	Fri, Jan 28th, 2022	Vacation	5 Days	Jan 9th, 2022	Approved	View	Edit
6	Salesperson	Jane	Employees	Sales Associate	Mon, Jan 10th, 2022	Tue, Jan 11th, 2022	Personal	2 Days	Jan 9th, 2022	Approved	View	Edit

Showing 1 to 3 of 3 entries

Previous 1 Next

As you can see Jane Salesperson has requested 5 days of PTO from April 4th to April 8th.

Note that the requests in this list are sorted by the order they were requested.

Click on the View button on the right side of the request to see more details.

Time Off Request Review

TO TIME OFF CLOUD

Dashboard Admin Time Off Reports Settings Joe Owner

Admin Time Off View Timeoff View Employee Dashboard

Vacation

Company-wide Program
Renews: Jan 01, 2022

15 Days Available

Potential Conflicts

Full Name	Time Off	Status
Joe Owner	Vacation 5 Days Mon, Apr 4th, 2022 - Fri, Apr 8th, 2022	Approved

Warnings

No warnings generated.

Time Off Request

Employee ID 6	Leave Type Vacation
Full Name Jane Salesperson	Start Date Mon, Apr 4th, 2022
Department Employees	End Date Fri, Apr 8th, 2022
Title Sales Associate	Duration 5 Days
Requested On 2022-01-09 22:02:16	Reason Vacation
Status Pending	Notes

Approve Request Decline Request Edit Request

You can see various details about the Time Off request including when it was requested, the start and end date, the duration as well as any notes the employee may have entered.

At the top you can see how many PTO days they have available.

If any other employees in the same department were taking Time Off at the same time, they would be listed in the Potential Conflicts section.

There are a series of rules that are checked that include a negative balance, start date occurs in the past as well as a few others. If this request matches any of the rules they will be shown in the Warnings section.

There is one potential conflict and no warnings. It's up to the manager to decide if the request should be approved or not. We will approve this one.

Time Off Request Approved

TO TIME OFF CLOUD

Dashboard Admin Time Off Reports Settings Joe Owner

Admin Time Off View Employee Dashboard

All Time Off Requests

Show 10 per page Search: approved

Employee ID	Last Name	First Name	Department	Title	Start Date	End Date	Leave Type	Duration	Requested On	Status	Action
5	Owner	Joe	Employees	Account Owner	Mon, Apr 4th, 2022	Fri, Apr 8th, 2022	Vacation	5 Days	Jan 9th, 2022	Approved	View Edit Cancel
6	Salesperson	Jane	Employees	Sales Associate	Mon, Apr 4th, 2022	Fri, Apr 8th, 2022	Vacation	5 Days	Jan 9th, 2022	Approved	View Edit Cancel
6	Salesperson	Jane	Employees	Sales Associate	Mon, Jan 24th, 2022	Fri, Jan 28th, 2022	Vacation	5 Days	Jan 9th, 2022	Approved	View Edit Cancel
6	Salesperson	Jane	Employees	Sales Associate	Mon, Jan 10th, 2022	Tue, Jan 11th, 2022	Personal	2 Days	Jan 9th, 2022	Approved	View Edit Cancel

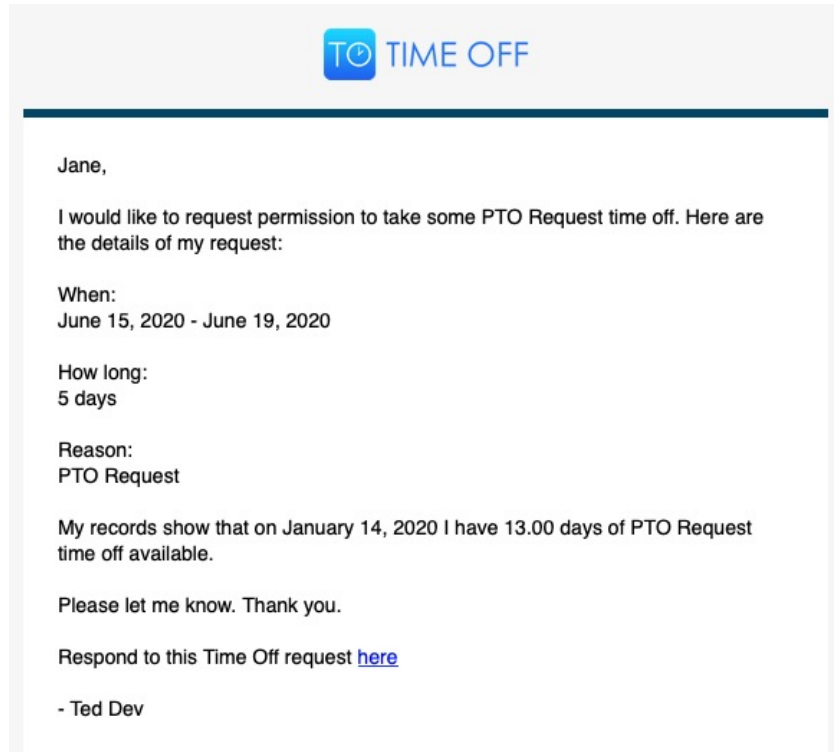
Showing 1 to 4 of 4 entries Previous 1 Next

The Time Off request is now showing as Approved.

An email has been sent to the employee indicating their Time Off has been Approved.

If the employee has the Time Off mobile app on their phone, and they have Push Notifications enabled, they will receive a Push Notification as well.

Time Off Request Email



When an employee requests Time Off you will receive an email notification like the one shown here.

You can see some basic details about the request including the start and end date and the duration.

You can click the link included in the email to go to the Time Off request review screen in the portal.



You can find more information by visiting
our Knowledge Base at
<https://help.timeoffcloud.com>