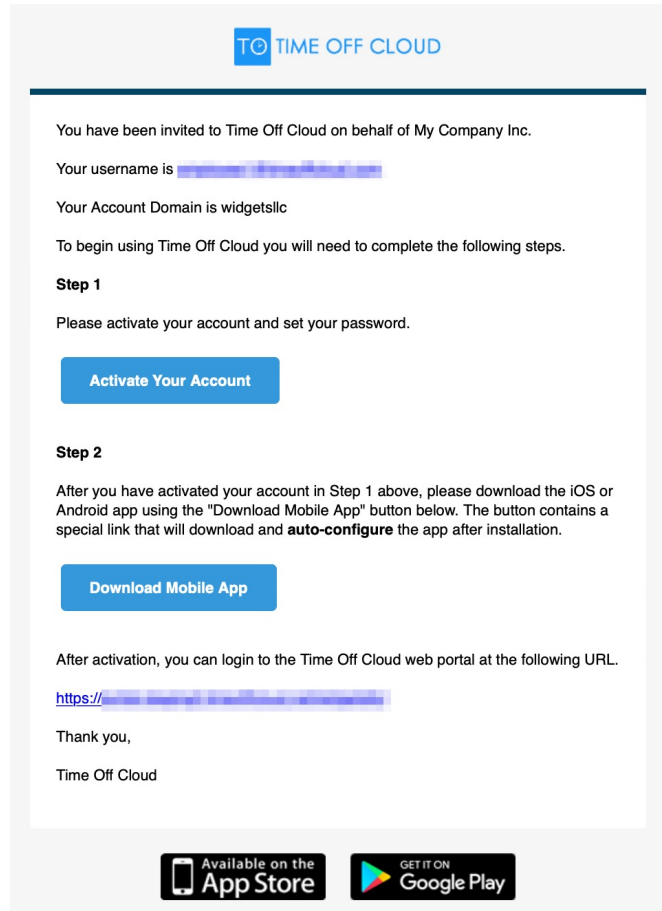




# Employee Time Off Request Overview

# 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](mailto: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** 

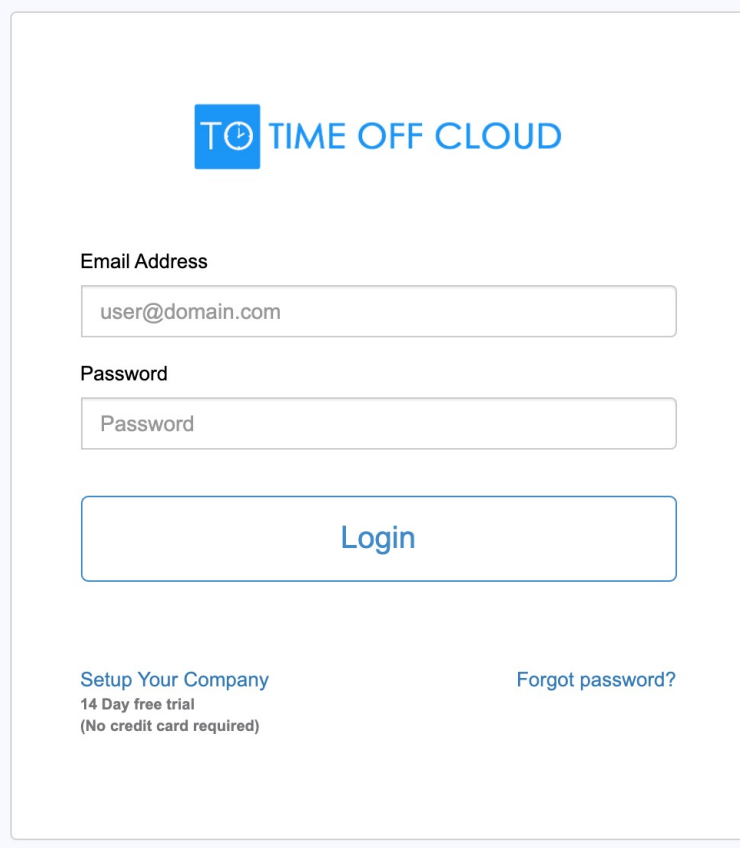
[Return to login](#)

**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?](#)

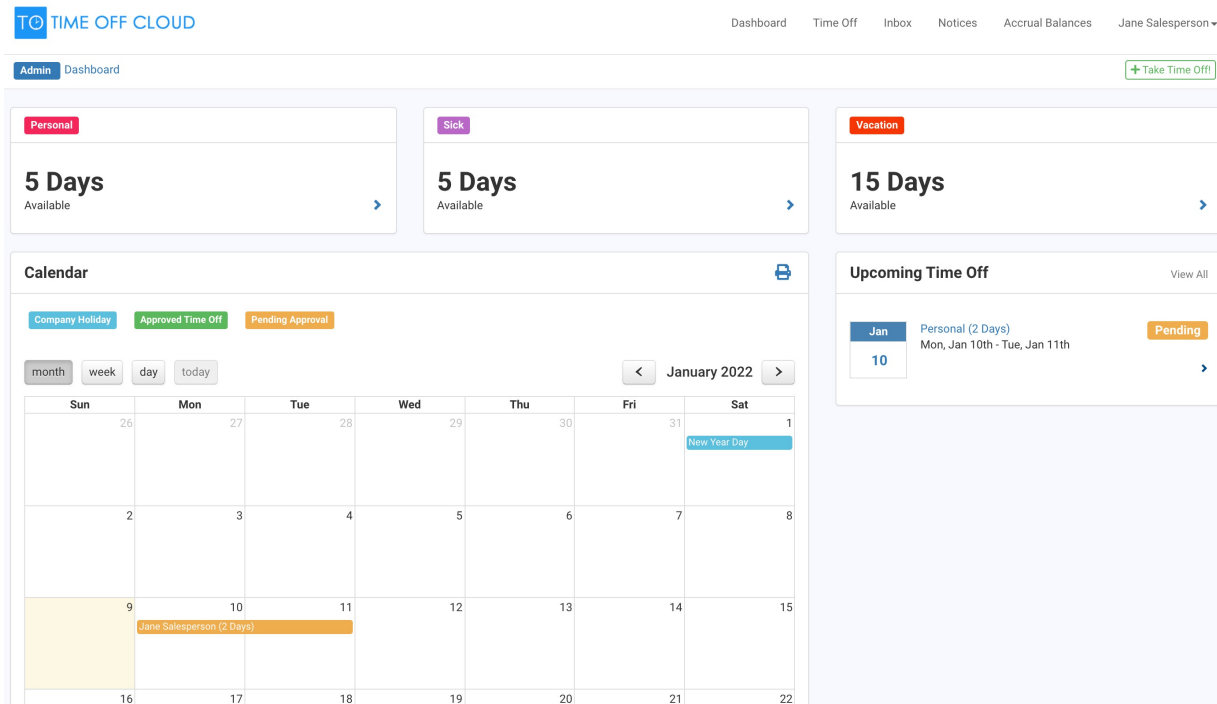
Now that you have set your password, you can login to the Time Off Cloud Portal.

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 Employee Dashboard



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

You can now see the various Leave Types you have available and your personal calendar. You can also request Time Off from here.

Let's request some Time Off. Click on the green Take Time Off button on the top right of the screen

# Requesting Time Off in the Employee Portal

Leave Type \*

**Vacation**

**15 Days**  
Available

Date \* Your approved Time Off Your pending Time Off Holidays \* Other people taking off

Start Date  
Mon Jan 24, 2022

End Date  
Fri Jan 28, 2022

January 2022

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Use \*  Days

Title \*

Notes

[Request Time Off](#)

- 1) Select the Leave Type – We have chosen Vacation for this example
  - 2) Select the Start Date and End Date. The duration will be filled in for you, but you can change it if you need to
  - 3) Enter a Title. Note that the title defaults to the Leave Type but you can change this
  - 4) Add any notes you would like
  - 5) Click Request Time Off
- That's it!

# Time Off Request Complete

TO TIME OFF CLOUD

DashboardTime OffInboxNoticesAccrual BalancesJane Salesperson

AdminTime OffTake Time Off

New Time Off Request

Time Off Requests

Show 10 entriesSearch:

Leave Type	Duration	Start Date	End Date	Title	Requested On	Status	Action
Vacation	5 Days	Mon, Jan 24th, 2022	Fri, Jan 28th, 2022	Vacation	01/09/2022	Pending	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Cancel</a>
Personal	2 Days	Mon, Jan 10th, 2022	Tue, Jan 11th, 2022	Personal	01/09/2022	Pending	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Cancel</a>

Showing 1 to 2 of 2 entriesPrevious1Next

Your Time Off Request has now been sent to your Manager for review and approval.

Notice that the status is Pending. This will change when your manager has responded to your request.

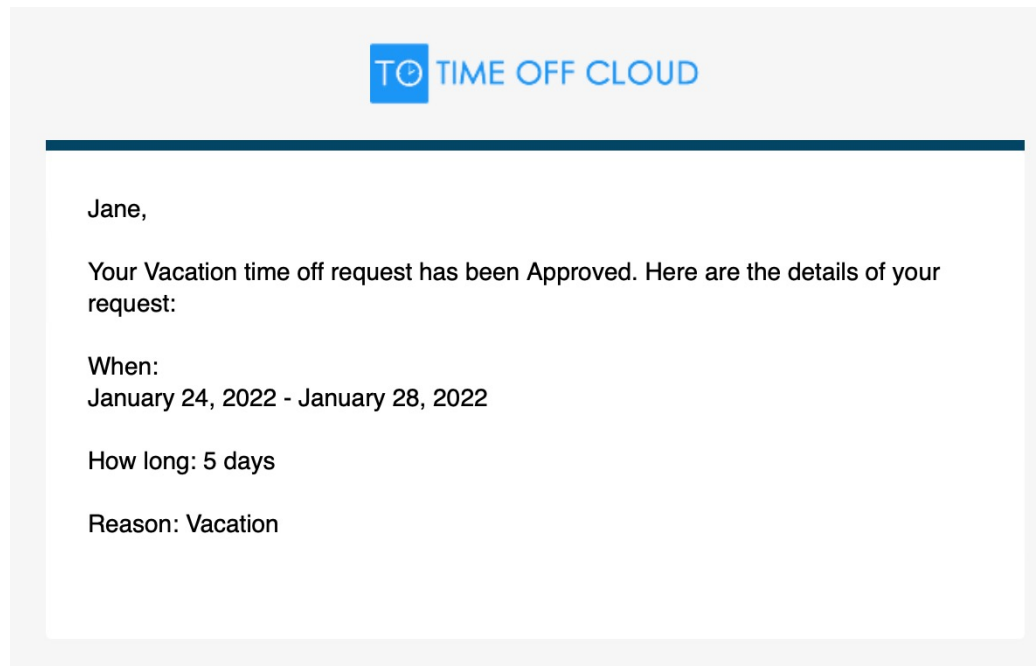
Once your manager has responded, you will receive a notification via email and the status will update to Approved or Declined.

If you are using the Time Off Mobile App, and have push notifications enabled, you will receive push notification there as well.

If you wish to cancel your request, you can click the Cancel button.



# Time Off Email Response



Your Time Off Request has now been sent to your Manager for review and approval.

After your Manager has reviewed and Approved your Time Off Request you will receive an email notification like the one shown here.

# Time Off Status Updated

TO TIME OFF CLOUD

DashboardTime OffInboxNoticesAccrual BalancesJane Salesperson

AdminTime Off

+ Take Time Off!

New Time Off Request

Time Off Requests

Show10entries

Search:

Leave Type	Duration	Start Date	End Date	Title	Requested On	Status	Action
Vacation	5 Days	Mon, Jan 24th, 2022	Fri, Jan 28th, 2022	Vacation	01/09/2022	Approved	<div>ViewCancel</div>
Personal	2 Days	Mon, Jan 10th, 2022	Tue, Jan 11th, 2022	Personal	01/09/2022	Approved	<div>ViewCancel</div>

Showing 1 to 2 of 2 entries

Previous1Next

Now that your Manager has Approved your Time Off request you can see the updated Status in the portal.

# Invitation Email – Mobile Apps

## Step 2

After you have activated your account in Step 1 above, please download the iOS or Android app using the "Download Mobile App" button below. The button contains a special link that will download and **auto-configure** the app after installation.

[Download Mobile App](#)

After activation, you can login to the Time Off Cloud web portal at the following URL.

<https://portal.timeoffcloud.net/>

Thank you,

Time Off Cloud



The second part of your invitation email contains the link to login to your account as well as a button to Download the Time Off Cloud Mobile App.

When you click the Download Mobile App button on your iPhone or Android Phone you will be taken to the appropriate store for your device.

After you have installed the app and gone through the initial splash screens

# Logging in to the Time Off Cloud Mobile Apps

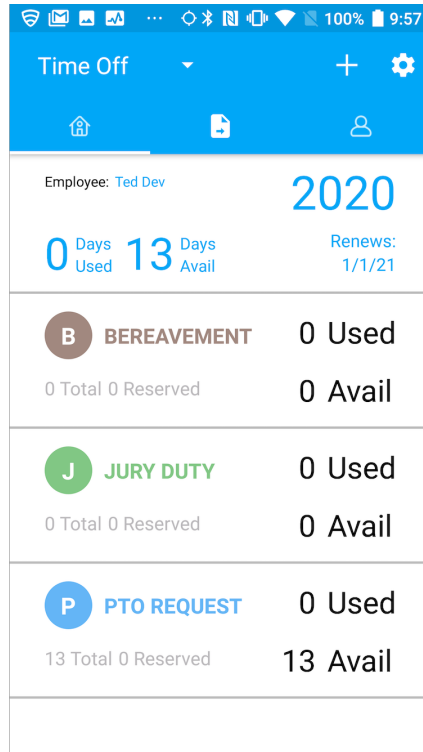
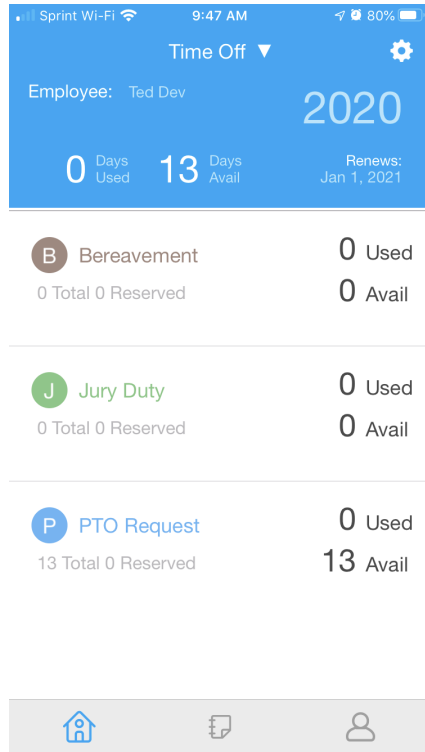
The image displays two screenshots of the Time Off Cloud mobile app login interface. Both screens feature a blue header bar with a back arrow and the title 'Business Login' (left) or 'Business login' (right). The left screen shows a login form with a domain field, an email field containing 'employee2@timeoffcloud.com', a password field with a toggle icon, a 'Forgot password?' link, and a 'Login' button. The right screen shows a similar login form with a domain field, an email field containing 'oyee2@timeoffcloud.com', a password field with a toggle icon, a 'Forgot Password?' link, and a 'Login' button. Both screens have a blue header bar with a back arrow and the title 'Business Login' (left) or 'Business login' (right).

After you have installed the Time Off Cloud mobile app you will be asked to login. If you installed the app from the link in your invitation email your Domain and Email should already be filled in. If not, enter the appropriate values.

Your Domain can be found in the invitation email that you received.

Now enter your password that you set when you confirmed your account and tap the Login button at the bottom.

# Mobile App Home Screen



Once you successfully login, you will be taken to the Home screen which will show you a summary of your available Leave Types and balances.

From here you can request Time Off by simply tapping on a Leave Type.

For this example, we will select the Leave Type PTO REQUEST.

# Requesting Time Off in the Mobile App

**Use Time Off**

**P** PTO Request FY: 2020  
13 Total Days 13 Avail  
13 Accrued Days

Title\*  
PTO Request

Use  
5 Days

Start Jun 15, 2020

End Jun 19, 2020

Summer Vacation

Next

**Use Time Off**

**P** PTO REQUEST AY: 2020  
On 6/15/20 13 Avail  
13 Accrued Days

Title\*  
PTO Request

Use  
5 Day

Start 6/15/20

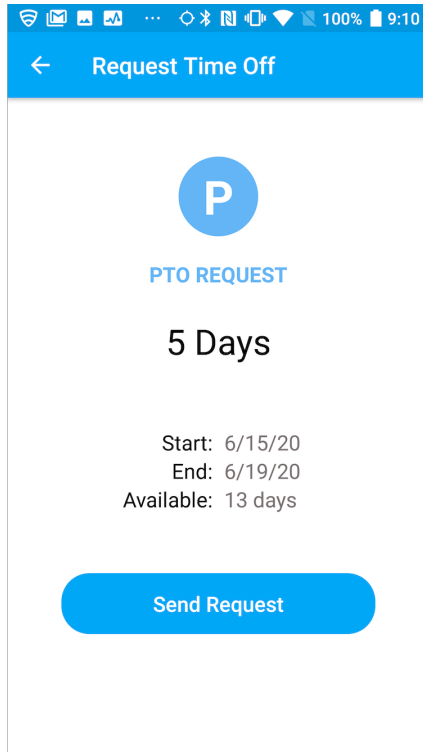
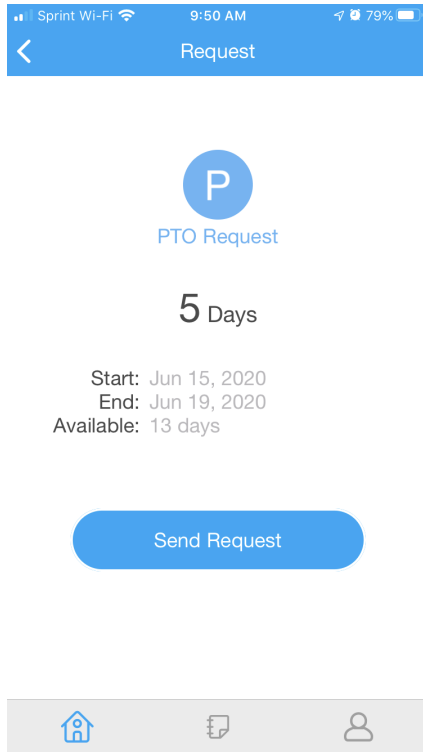
End 6/19/20

Notes  
Summer Vacation

Next

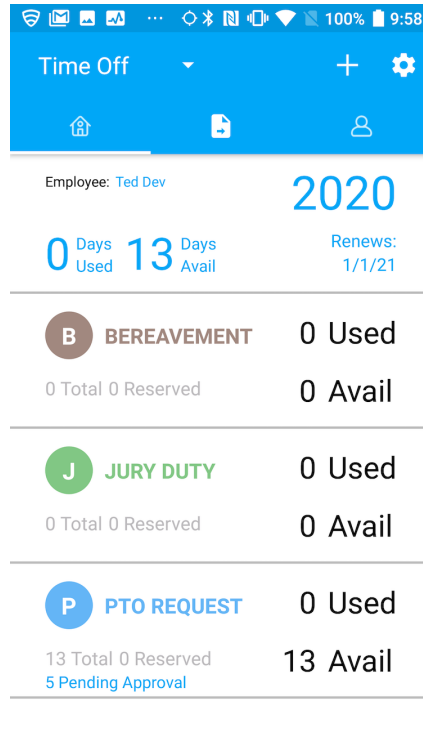
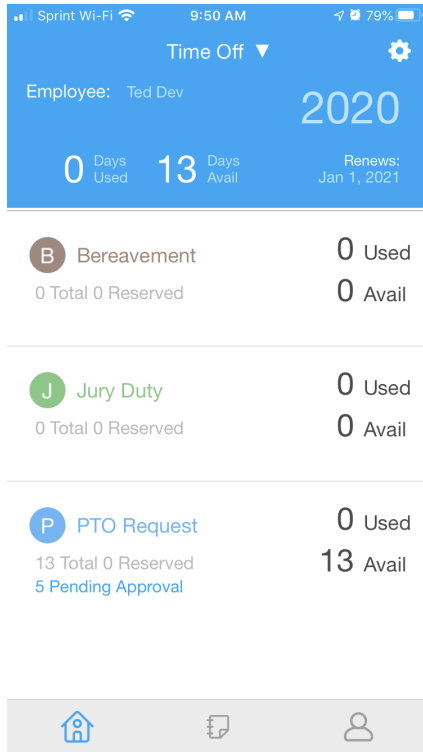
- 1) Enter a Title.
- 2) Enter the number of Days or Hours
- 3) Enter the Start Date
- 4) Enter the End Date
- 5) Add any notes you would like
- 6) Click Next

# Requesting Time Off in the Mobile App



After you have reviewed your Time Off Request details, tap Send Request.  
That's it!

# Time Off Overview in the Mobile App



Your Time Off Request has now been sent to your Manager for review and approval.

Notice that PTO REQUESTS now shows 5 Pending Approval.

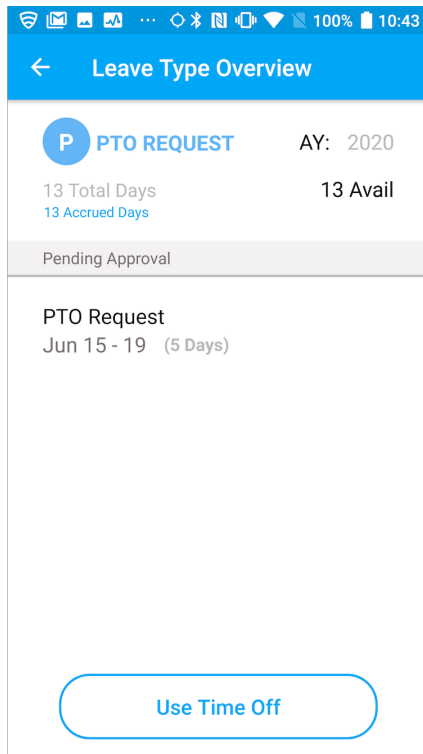
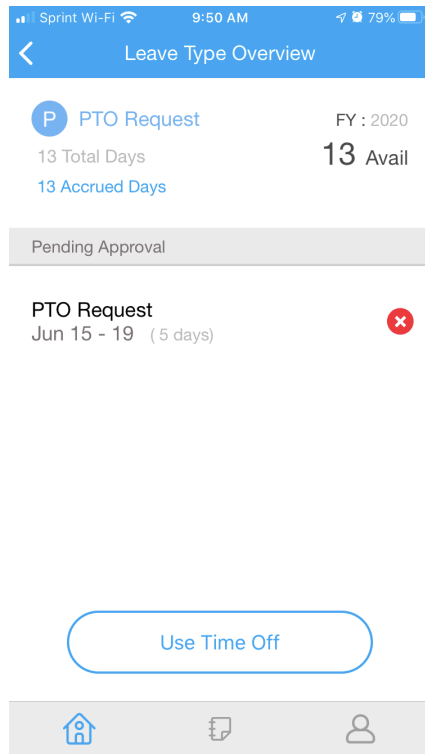
Once your manager has responded, you will receive a notification via email and the status will update to Approved or Declined.

If you have push notifications enabled, you will receive a push notification as well.

If you wish to cancel your request, you can click the Cancel button.



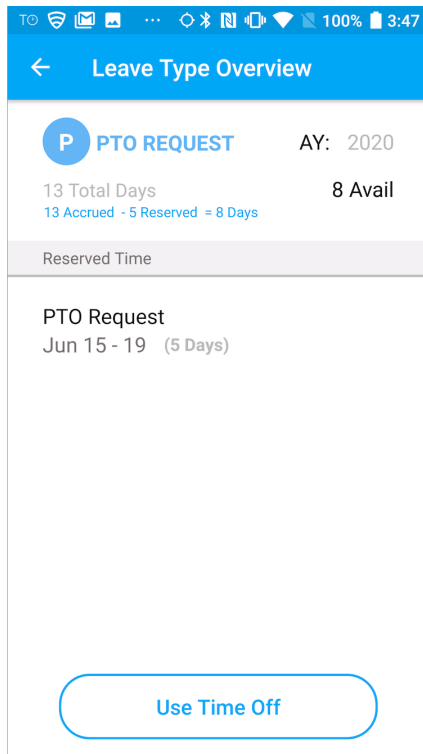
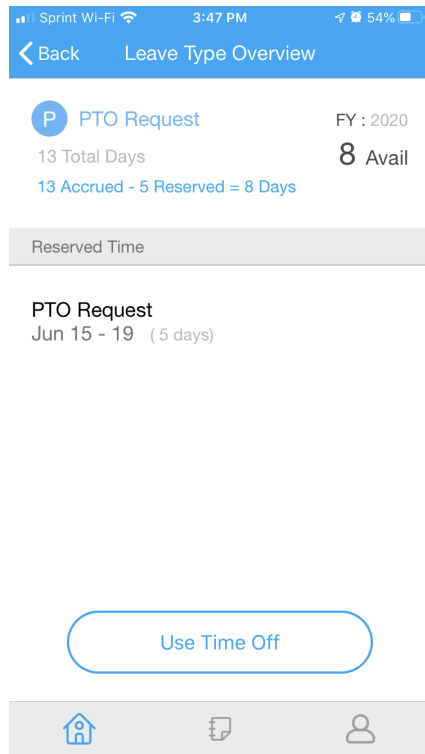
# Reviewing Time Off in the Mobile App



The Leave Type Overview screen now shows the Pending PTO Request for 5 days.

Once your manager has reviewed and responded, the status will change to either Approved or Declined.

# Approved Time Off in the Mobile App



After your manager has Approved your Time Off request the status will change, and you will see it under Reserved Time in the Time Off mobile app.



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