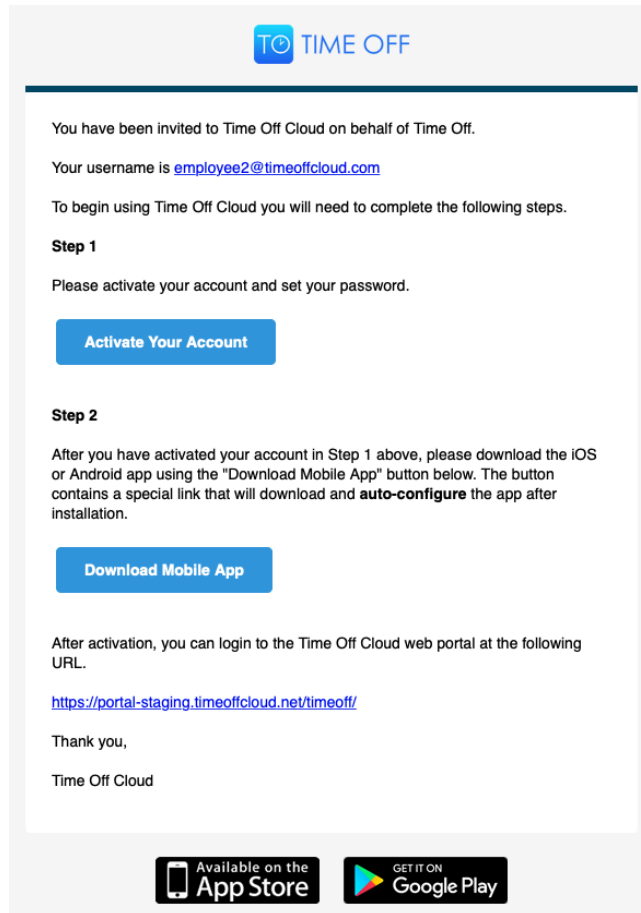# Employee Time Off Request Overview

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

TO TIME OFF

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

Your username is employee2@timeoffcloud.com

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

Step 1

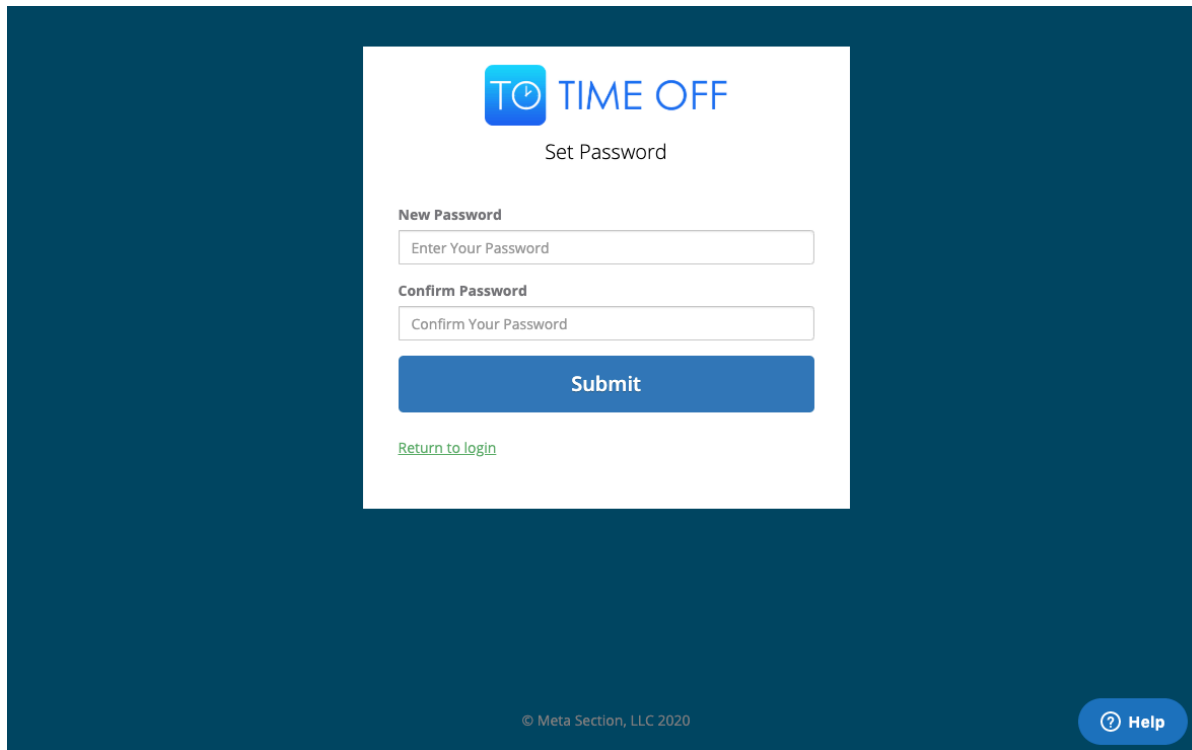Please activate your account and set your password.

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
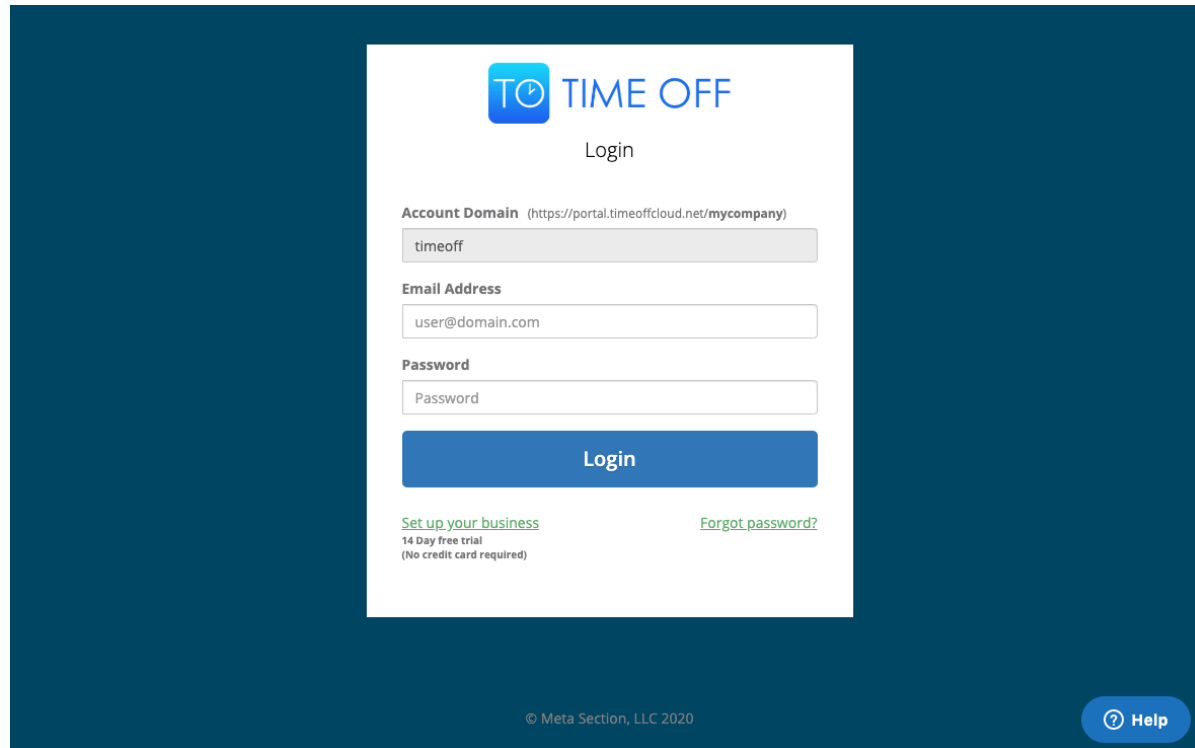

On this page you can set (and confirm) your personal password.

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

Logging in to the Time Off Cloud Portal

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

Your Account Domain should already be filled in with the name that your administrator selected.

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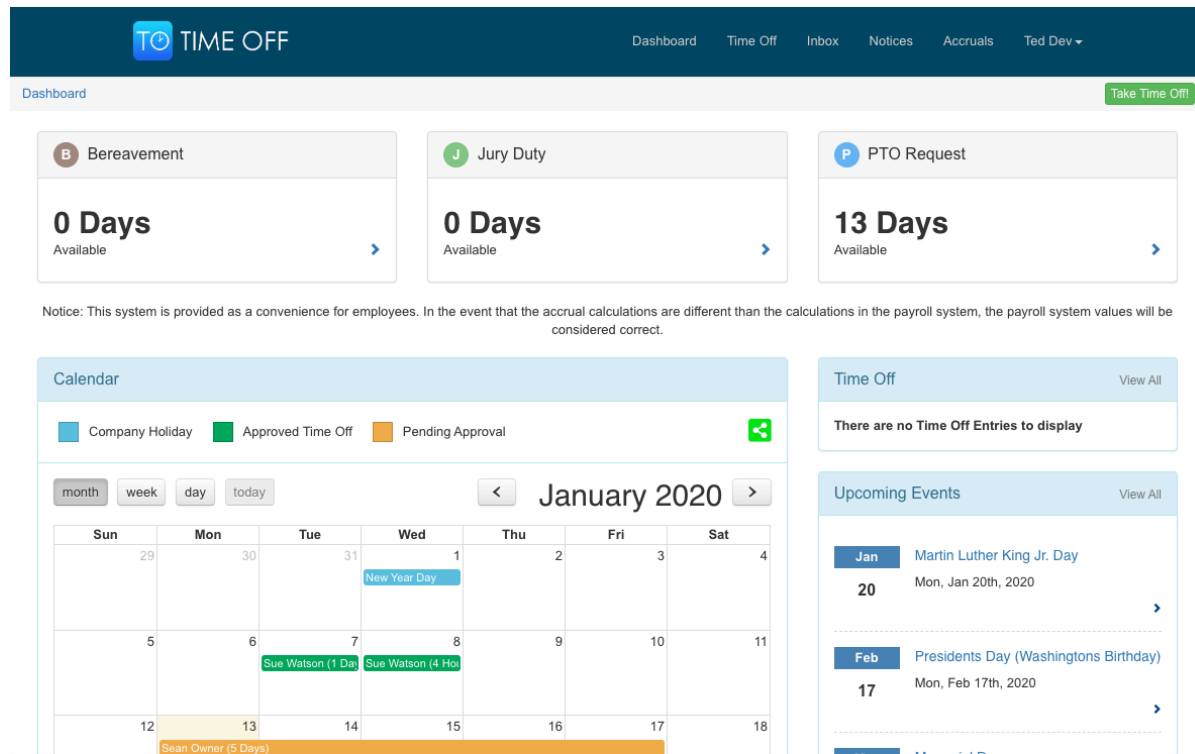
Congratulations! You are now logged into the Time Off Cloud Employee Dashboard.

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

1) Select the Leave Type – We have chosen PTO Request for this example

2) Enter a Title. Note that the title defaults to the Leave Type but you can change this

3) Enter the number of Days or Hours

4) Enter the Start Date

5) Enter the End Date

6) Add any notes you would like

7) Click Submit

That's it!

Time Off Request Complete

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

TIME OFF

Ted,

Your PTO Request time off request has been Approved. Here are the details of your request:

When:
June 15, 2020 - June 19, 2020

How long: 5 days

Reason: PTO Request

Notice: This system is provided as a convenience for employees. In the event that the accrual calculations are different than the calculations in the payroll system, the payroll system values will be considered correct.

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

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

Available on the **App Store**

GET IT ON **Google Play**

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

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.

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

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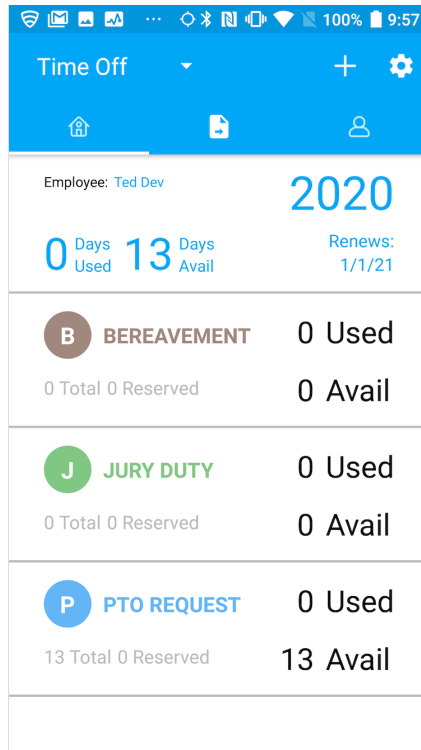
Once you successfully login, you will be taken to the Home screen which will show you a summary of your available Leave Types and balances.

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

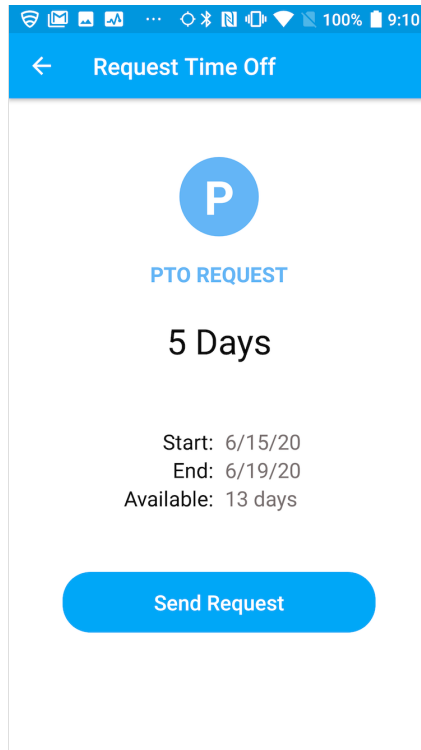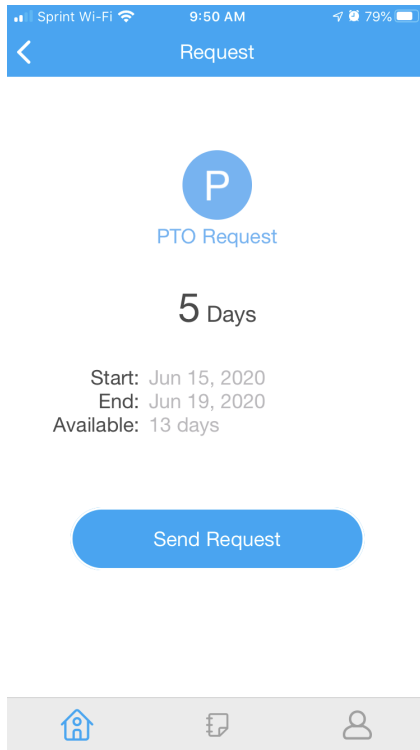For this example we will select the Leave Type PTO REQUEST.
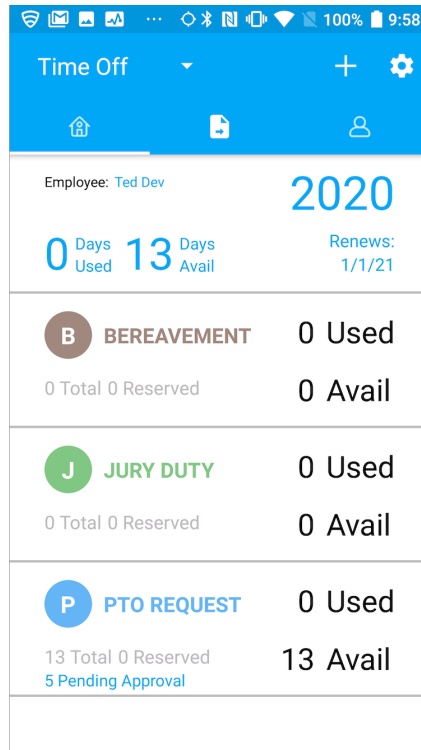
Requesting Time Off in the Mobile App
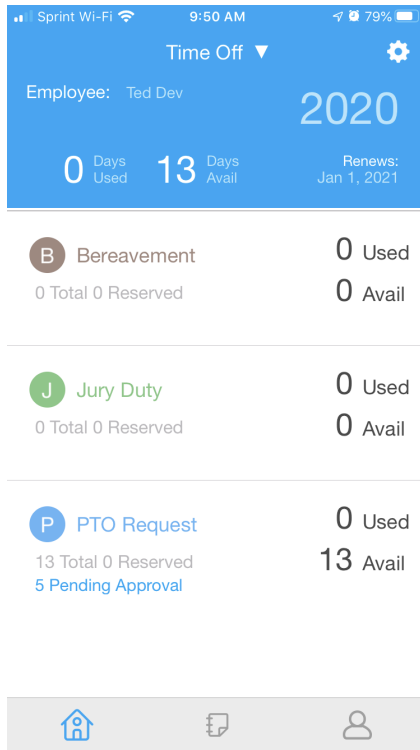

1) Enter a Title.

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.

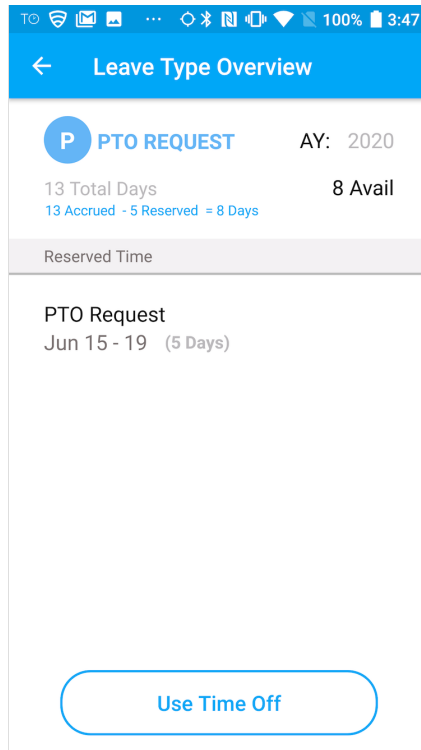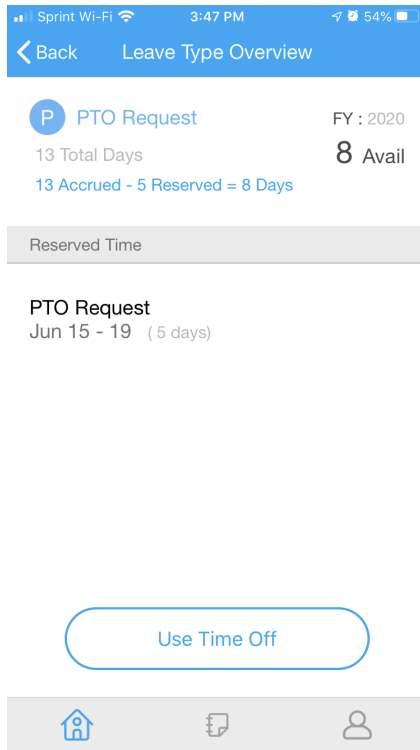If you wish to cancel your request, you can click the Cancel button.

Reviewing Time Off in the Mobile App
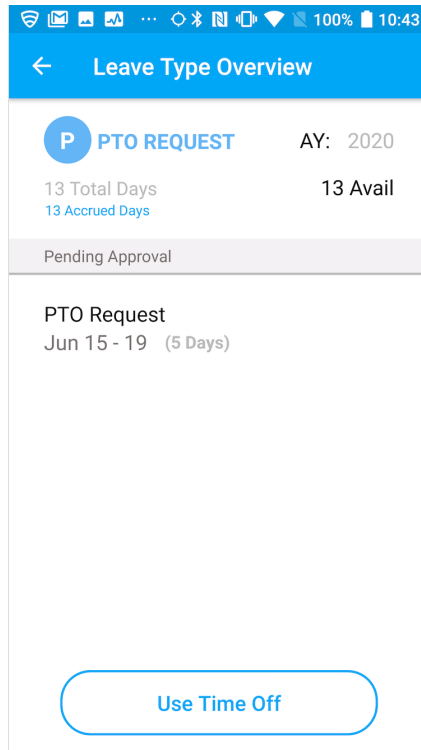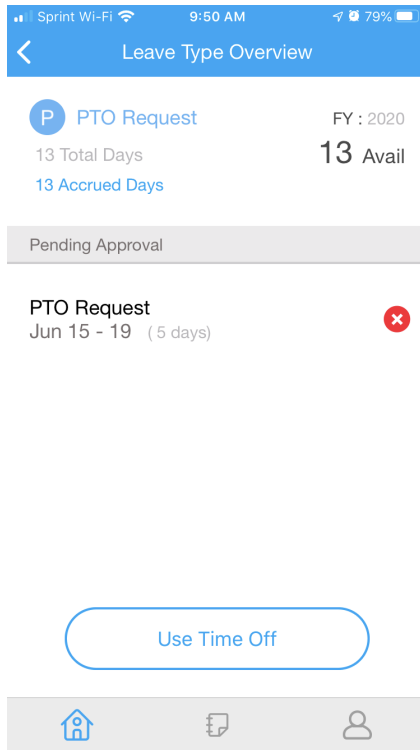
The Leave Type Overview screen now shows the Pending PTO Request for 5 days.

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