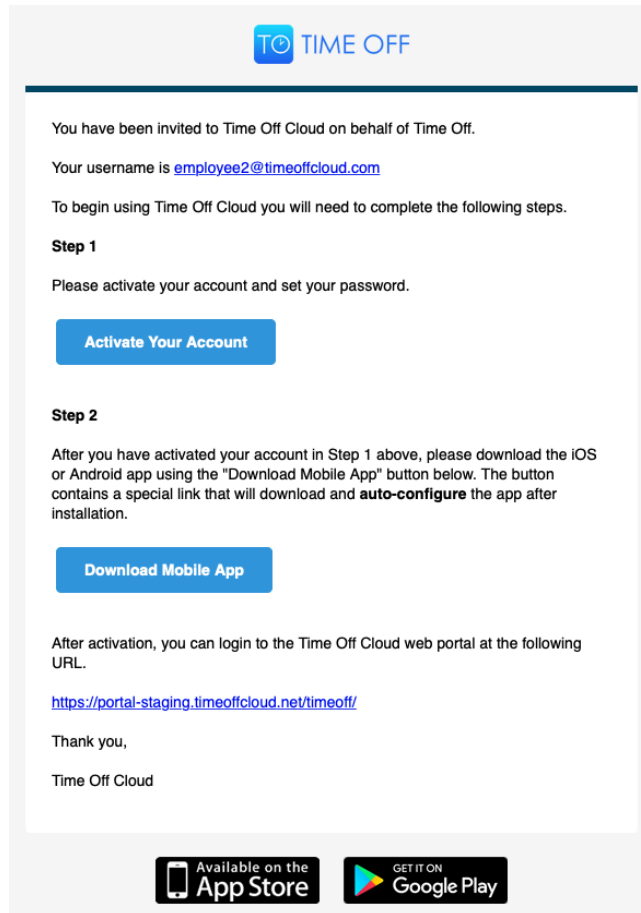




Employee Time Off Request Overview

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 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.

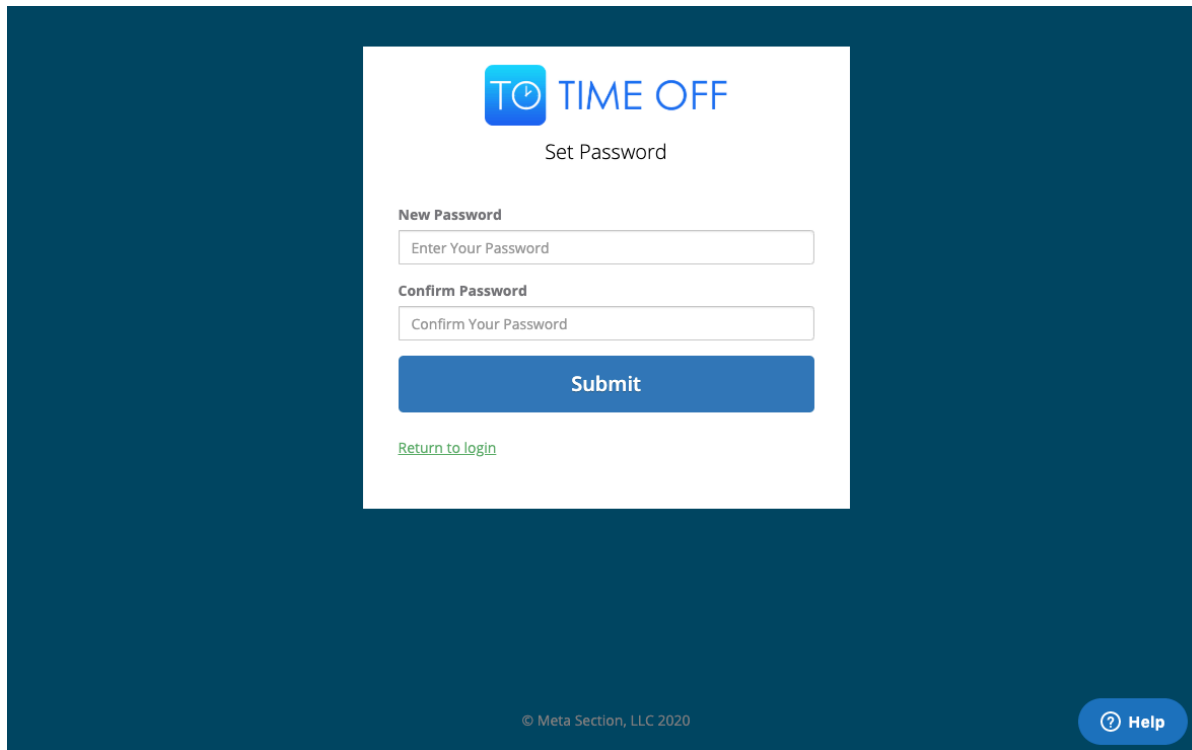
Activate Your Account

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



The screenshot shows a web interface for setting a password. At the top, there is a logo with a clock icon and the text 'TIME OFF'. Below the logo, the heading 'Set Password' is centered. The form contains two input fields: 'New Password' with the placeholder text 'Enter Your Password' and 'Confirm Password' with the placeholder text 'Confirm Your Password'. A blue 'Submit' button is positioned below the second field. A green link labeled 'Return to login' is located at the bottom left of the form area. The footer of the page includes the copyright notice '© Meta Section, LLC 2020' and a blue 'Help' button with a question mark icon.

TIME OFF

Set Password

New Password

Enter Your Password

Confirm Password

Confirm Your Password

Submit

[Return to login](#)

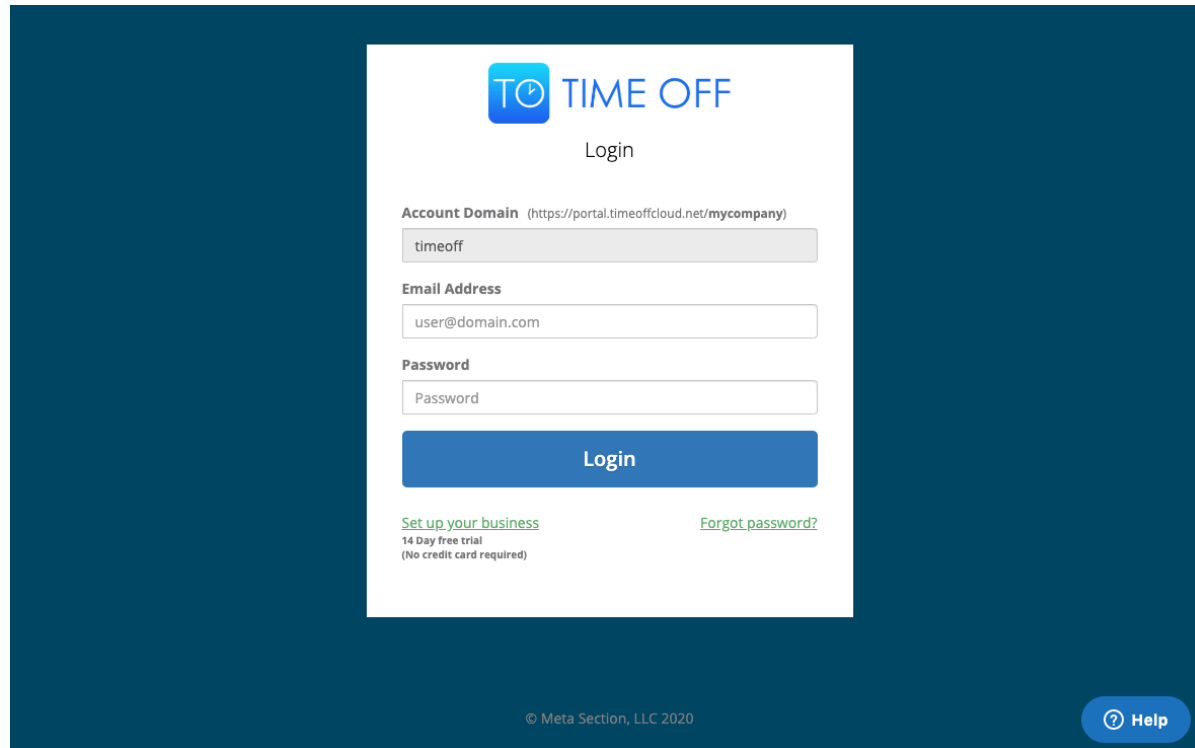
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Help

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 screenshot shows the login interface for the Time Off Cloud Portal. At the top, there is a logo with a blue square containing a white clock icon and the text "TIME OFF" in blue. Below the logo is the word "Login" in a smaller font. The form consists of four input fields: "Account Domain" with a placeholder "timeoff" and a URL hint "(https://portal.timeoffcloud.net/mycompany)", "Email Address" with a placeholder "user@domain.com", "Password" with a placeholder "Password", and a blue "Login" button. Below the button, there are two links: "Set up your business" (with subtext "14 Day free trial (No credit card required)") and "Forgot password?". At the bottom of the page, there is a copyright notice "© Meta Section, LLC 2020" and a blue "Help" button with a question mark icon.

TIME OFF

Login

Account Domain (https://portal.timeoffcloud.net/mycompany)

timeoff

Email Address

user@domain.com

Password

Password

Login

[Set up your business](#)
14 Day free trial
(No credit card required)

[Forgot password?](#)

© Meta Section, LLC 2020

Help

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

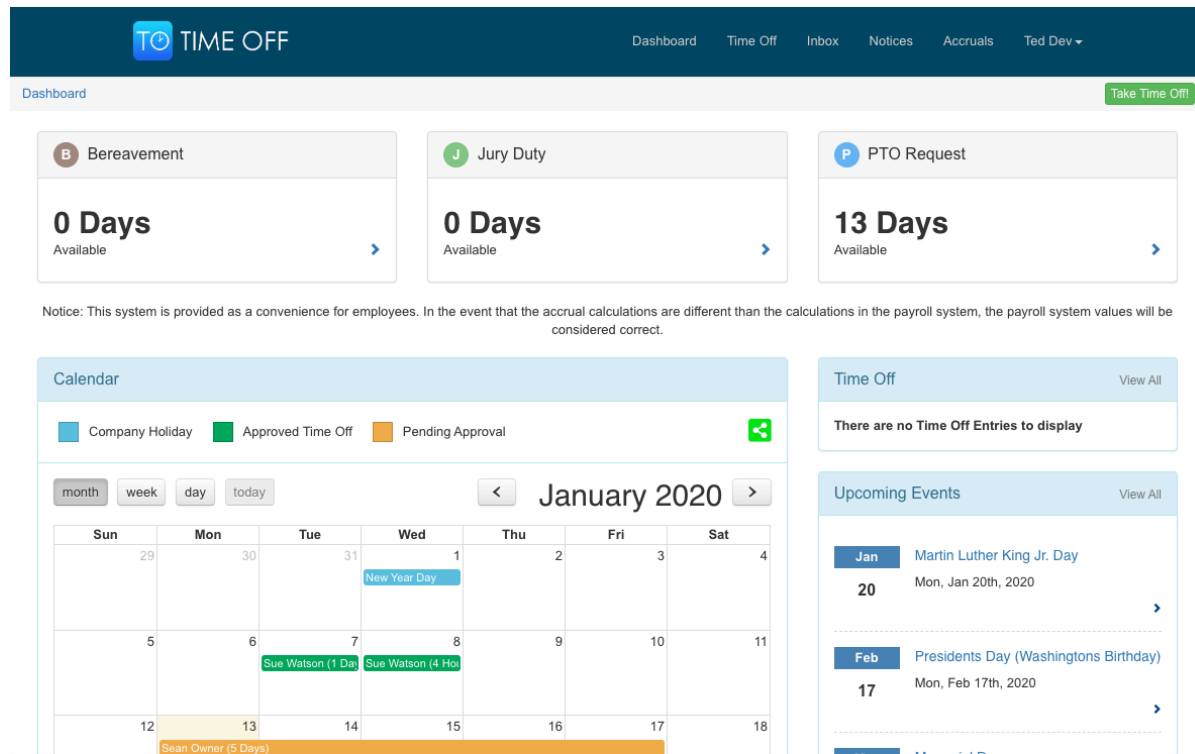
Your Account Domain should already be filled in with the name that your administrator selected.

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

The screenshot shows the 'Add New Time Off Request' form in the Employee Portal. The form is titled 'Add New Time Off Request' and includes the following fields:

- Leave Type ***: A dropdown menu with 'PTO Request' selected.
- Title ***: A text input field with 'PTO Request' entered.
- Use ***: A text input field with '5' and a unit dropdown menu with 'Days' selected.
- Start Date ***: A date input field with '06/15/2020' and a calendar icon.
- End Date ***: A date input field with '06/19/2020' and a calendar icon.
- Notes**: A text area with 'Summer Vacation' entered.

A blue 'Submit' button is located at the bottom of the form.

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.

- 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

TO TIME OFF

DashboardTime OffInboxNoticesAccrualsTed Dev

Time OffTake Time Off!

Time off request created successfully!

+ New Time Off Request

Time Off Requests

Show 10 entriesSearch:

Leave Type	Duration	Start Date	End Date	Title	Requested On	Status	Action
PTO Request	5 Days	Mon, Jun 15th, 2020	Fri, Jun 19th, 2020	PTO Request	01/14/2020	Pending	View Cancel

Showing 1 to 1 of 1 entriesPrevious1Next

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.

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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



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

DashboardTime OffInboxNoticesAccrualsTed Dev ▾

Time 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
PTO Request	5 Days	Mon, Jun 15th, 2020	Fri, Jun 19th, 2020	PTO Request	01/14/2020	Approved	View Cancel

Showing 1 to 1 of 1 entriesPrevious1Next

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.

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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

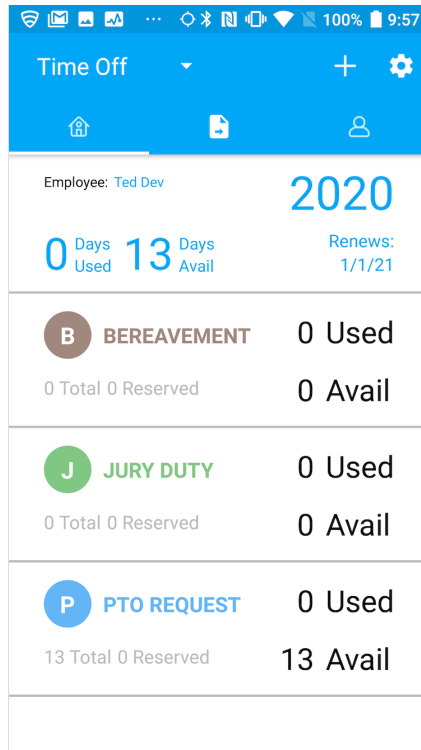
Logging in to the Time Off Cloud Mobile Apps

The image displays two screenshots of the Time Off Cloud mobile app login interface. The left screenshot, titled 'Business Login', shows a login screen with a blue header bar. Below the header, there is a 'Domain' field with a blurred value, an 'Email' field containing 'employee2@timeoffcloud.com', a 'Password' field with a masked password, and a 'Login' button. A 'Forgot password?' link is visible below the password field. The right screenshot, titled 'Business login', shows a similar login screen. It features a blue header bar with a back arrow. The 'Domain' field has a blurred value, the 'Email' field contains 'oyee2@timeoffcloud.com', and the 'Password' field has a masked password. A 'Login' button is at the bottom, and a 'Don't have an account? Sign Up' link is positioned above it. Both screens have a status bar at the top showing the time and battery level.

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.

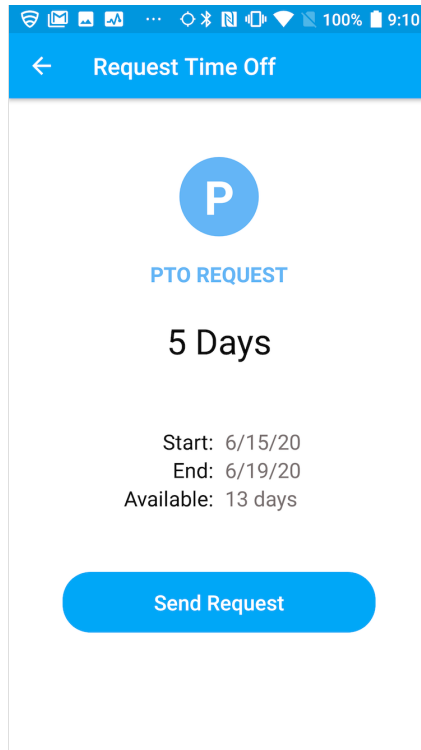
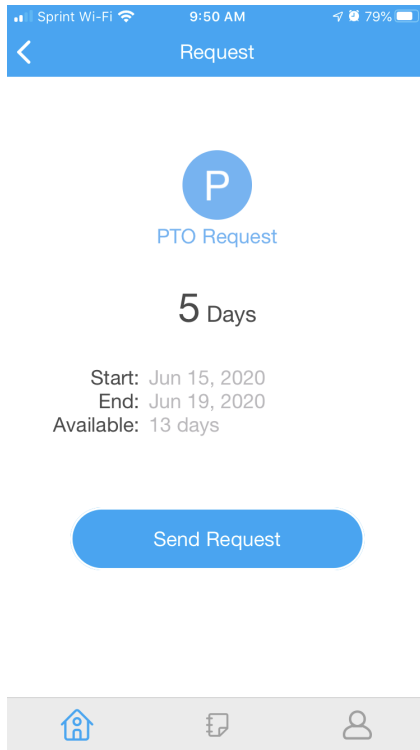
Requesting Time Off in the Mobile App

This screenshot shows the 'Use Time Off' app interface. At the top, there's a blue header with a back arrow and the text 'Use Time Off'. Below the header, the status 'P PTO Request' is displayed next to 'FY : 2020'. It shows '13 Total Days' and '13 Avail' (Available). A link for '13 Accrued Days' is present. The form fields include: 'Title*' with the value 'PTO Request'; 'Use' with the value '5' and a unit selector set to 'Days'; 'Start' date as 'Jun 15, 2020'; 'End' date as 'Jun 19, 2020'; and a 'Notes' section with the text 'Summer Vacation'. A blue 'Next' button is at the bottom of the form. The bottom navigation bar contains icons for home, a document, and a user profile.

This screenshot shows the same 'Use Time Off' app interface after data entry. The status now reads 'P PTO REQUEST' and 'AY: 2020'. It shows 'On 6/15/20' and '13 Accrued Days'. The form fields are updated: 'Title*' is 'PTO Request'; 'Use' is '5' with the unit selector set to 'Day'; 'Start' date is '6/15/20'; 'End' date is '6/19/20'; and the 'Notes' section contains 'Summer Vacation'. A blue 'Next' button remains at the bottom. The bottom navigation bar is the same as the previous screenshot.

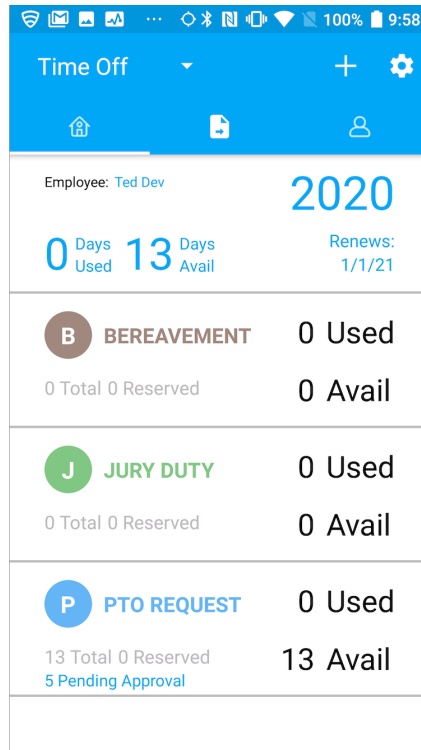
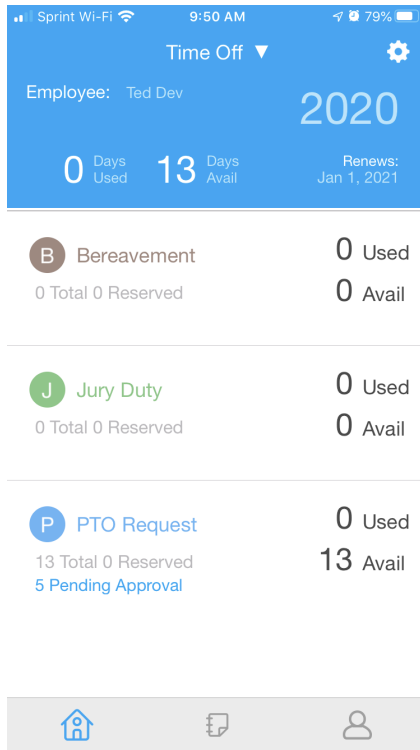
- 1) Enter a Title.
- 2) Enter the number of Days or Hours
- 3) Enter the Start Date
- 4) Enter the End Date
- 5) Add any notes you would like
- 6) Click Next

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.

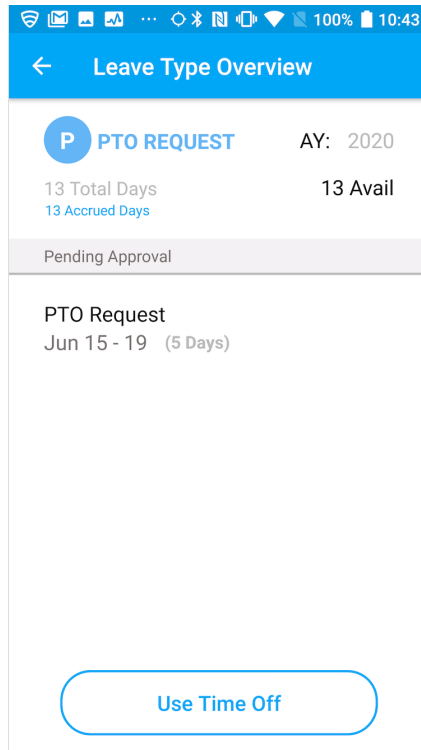
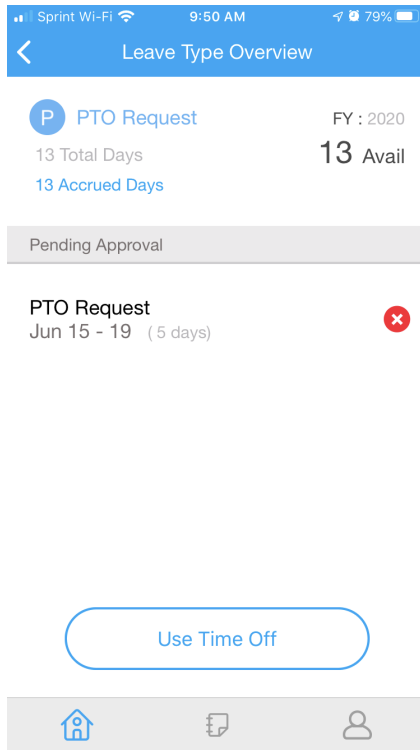
Notice that PTO REQUESTS now shows 5 Pending Approval.

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.

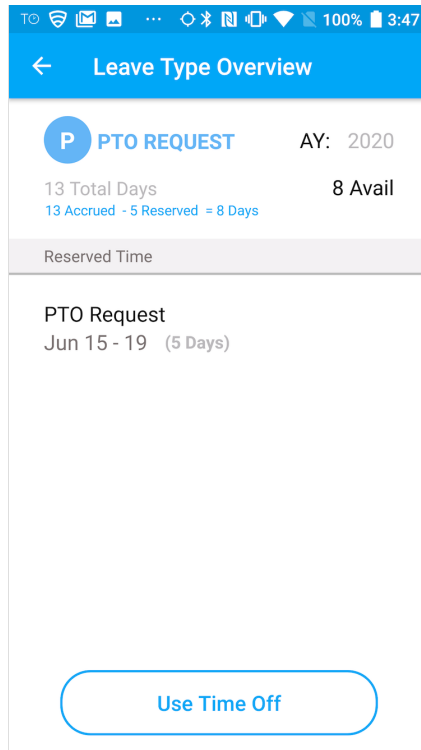
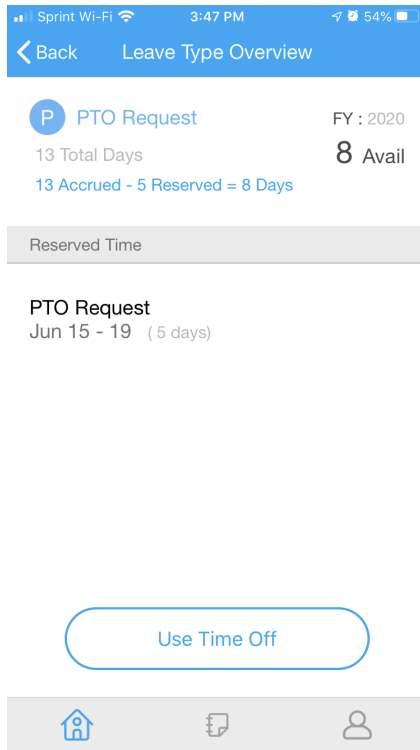
Reviewing Time Off in the Mobile App



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>