



Manager Time Off Response Overview

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](#)

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-staging.timeoffcloud.net/timeoff/>

Thank you,

Time Off Cloud



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

TIME OFF
Set Password

New Password
Enter Your Password

Confirm Password
Confirm Your Password

Submit

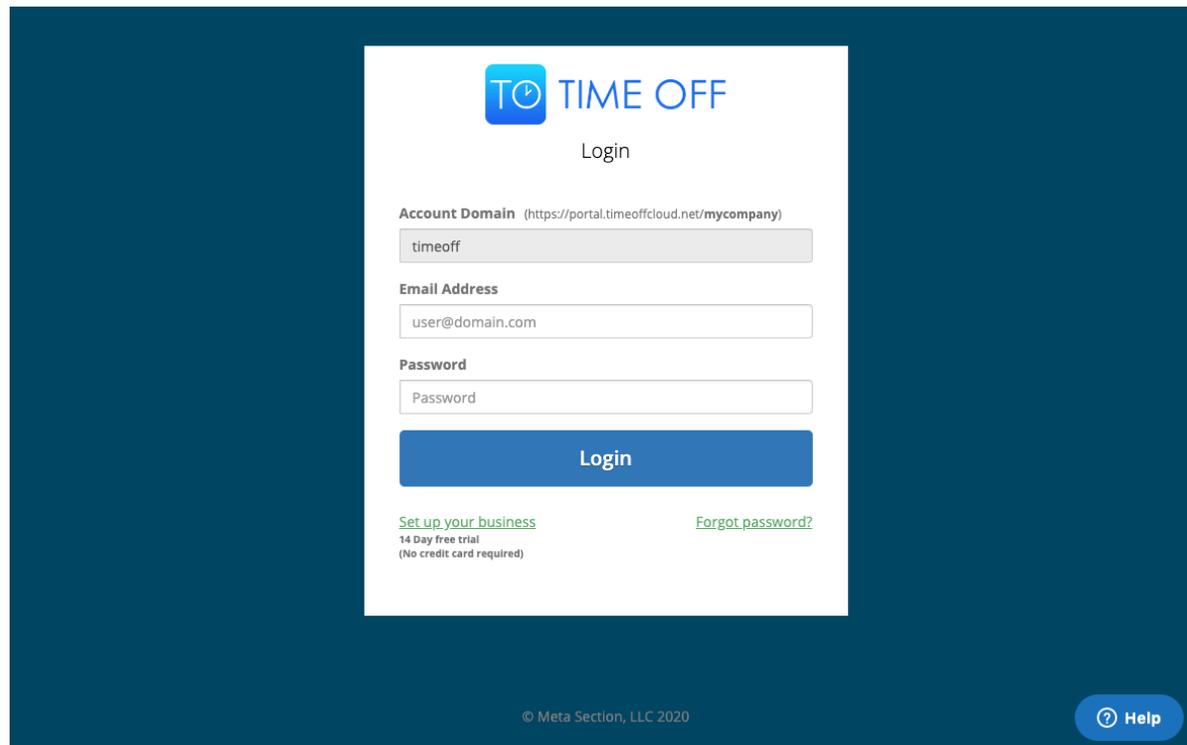
[Return to login](#)

© Meta Section, LLC 2020 [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 page 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". Below the logo is the word "Login". The page contains three input fields: "Account Domain" with the URL "https://portal.timeoffcloud.net/mycompany" and the value "timeoff"; "Email Address" with the value "user@domain.com"; and "Password" with the value "Password". A blue "Login" button is positioned below the password field. At the bottom left, there is a link "Set up your business" with subtext "14 Day free trial (No credit card required)". At the bottom right, there is a link "Forgot password?". In the bottom right corner of the dark blue background, there is a "Help" button with a question mark icon. The copyright notice "© Meta Section, LLC 2020" is located at the bottom center.

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

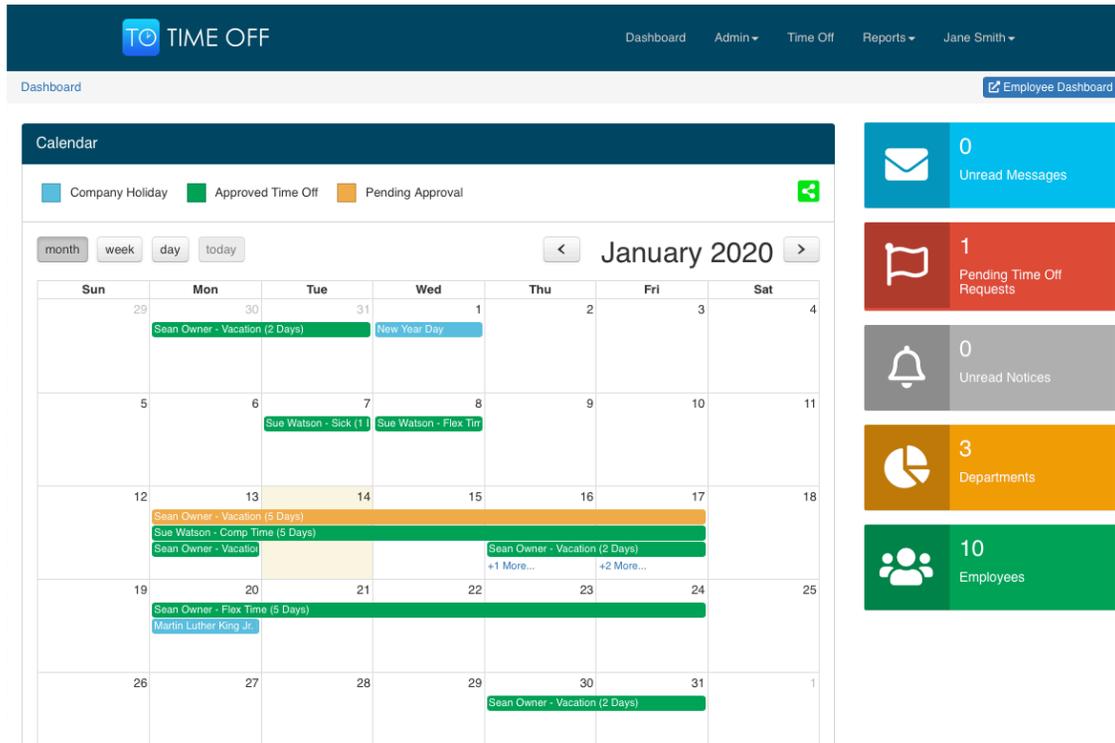
Your Account Domain should already be filled in with the name that your administrator selected.

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 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

TIME OFF

Dashboard Admin Time Off Reports Jane Smith

Time Off Employee Dashboard

All Time Off Requests

Show 10 entries Search:

Employee ID	Full Name	Department	Title	Start Date	End Date	Leave Type	Duration	Requested On	Status	View / Edit
8	Ted Dev	Development	Developer	Mon, Jun 15th, 2020	Fri, Jun 19th, 2020	PTO Request	5 Days	Jan 14th, 2020	Pending	View Approve Decline

Showing 1 to 1 of 1 entries

Previous 1 Next

© Meta Section, LLC 2020 | v2.1.5

As you can see Ted Dev has requested 5 days of PTO from June 15th to June 19th.

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

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

Time Off Request Review

TO TIME OFF Dashboard Admin Time Off Reports Jane Smith

Time Off / View Timeoff Employee Dashboard

PTO Request
1 Year
Renews: Jan 01, 2021
13 Days Available

Potential Conflicts
No conflicts detected.

Warnings
No warnings generated.

Time Off Request

Employee ID	8	Leave Type	PTO Request
Full Name	Ted Dev	Start Date	Mon, Jun 15th, 2020
Department	Development	End Date	Fri, Jun 19th, 2020
Title	Developer	Duration	5 Days
Requested On	2020-01-14 00:19:05	Reason	PTO Request
Status	Pending	Notes	Summer Vacation

[Approve Request](#) [Decline 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.

Since there are no Conflicts or Warnings we will Approve this Time Off request.

Time Off Request Approved

The screenshot shows a web application interface for managing time off requests. The header includes a logo for 'TIME OFF' and navigation links for 'Dashboard', 'Admin', 'Time Off', 'Reports', and 'Jane Smith'. Below the header, there is a 'Time Off' section with an 'Employee Dashboard' link. The main content area is titled 'All Time Off Requests' and features a search bar and a table of requests. The table has columns for Employee ID, Full Name, Department, Title, Start Date, End Date, Leave Type, Duration, Requested On, Status, and View / Edit. A single request is listed for Ted Dev, with a status of 'Approved'. The footer contains the copyright information: '© Meta Section, LLC 2020 | v2.1.5'.

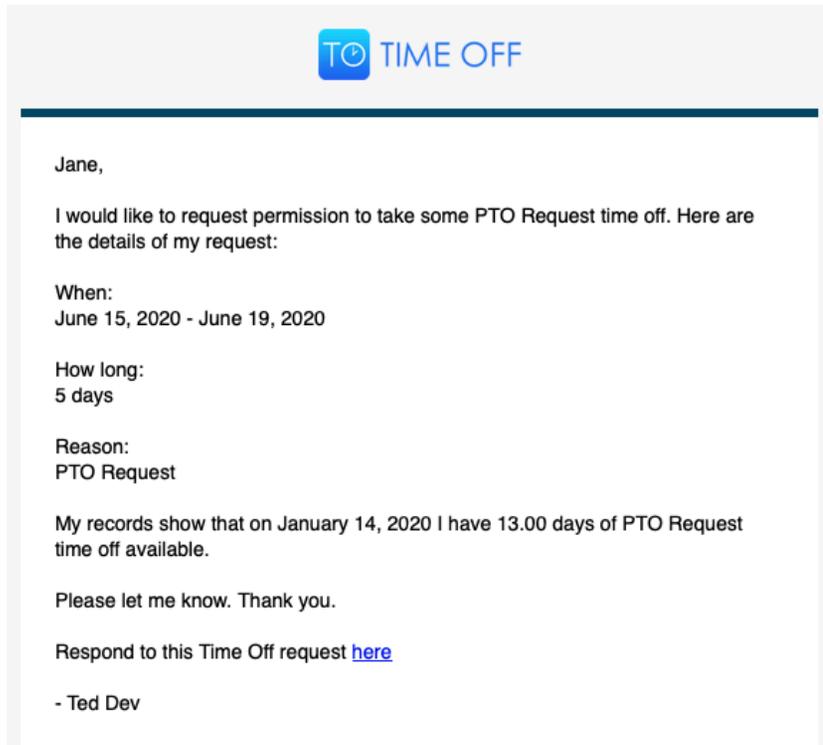
Employee ID	Full Name	Department	Title	Start Date	End Date	Leave Type	Duration	Requested On	Status	View / Edit
8	Ted Dev	Development	Developer	Mon, Jun 15th, 2020	Fri, Jun 19th, 2020	PTO Request	5 Days	Jan 14th, 2020	Approved	View Cancel

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>