HOW TO SEE WHO IS APPROVED OFF ON THE DATES YOU ARE REQUESTING

The Schedule Icon

Did you know that you can see if other employees already have approved time off for the date or dates that you want to request off?

- 1. Open the Leave Request Form and enter the dates for your request
- 2. Click the Schedule Icon at the end of the row next to Choose
- 3. The schedule for your area opens in a new window
- 4. This schedule displays the week of your request and the weeks before and after
- 5. Approved time off shifts are shaded green so you can quickly scroll down to see the number of shifts already approved

	Comment	S:													
ļ	Enter Re	quest Deta	ils:												
	Enter Partial Dates (start/end times)?														
1	v Reject	Start Date		Start Time	End Date		End Time	Туре	0	Comments	Bal Use	Schd]		
		05/18/2015			05/22/2015			None	•		Choose	$\overline{\mathbf{x}}$			
								None	•		Ch 4	R	_		
						1	Clicking schedul	g the So le for th	chd e w	button will d eek that cor	isplay a te ntains your	eam r			
	Add F	Rows				L	request	, as we uested	ll as dat	s the week b es	efore and	after			

Created by ZTRAIN38526 DRAFT Printed Coverage Schedule DRAFT May 10, 2015 - May 30, 2015																						
Team(s): ASAP Day Part(s): 7A - 6P Job(s): AA, CN, CP, CT TECH, LPN, LPN FLOAT, MED ASST CS													SRC, MEDASST, PSR, PT ACCT BILL CO									
[May																					
	S 10	M 11	T 12	W 13	ТН 14	F 15	SA 16	S 17	M 18	T 19	W 20	ТН 21	F 22	SA 23	S 24	M 25	Т 26	W 27	TH 28	F 29	SA 30	You can view the
AA(8) Ztrain38317, Carol A(1)												schedule for the										
CN(8) Ztrain28485, Mary Beth(1)		9738	9738	9738	9738	9738 1138			9738	9738	9738	9738	9738 1138			РТО	9738	9738	9738	0730 1130		request off, as well
CP(s) CT TECH(s)						·							·									and after to see
Ztrain29494, Pamela L(1) Ztrain38022.		9730 1700 0730	0730 1700 0730	0730 1700 0730	0730 1700 0730	0730 1130 0730			0730 1700 0730	0730 1700 0730	0730 1700 0730	0730 1700 0730	0730 1130 0730			PTO PTO	0730 1700 0730	0730 1700 0730	0730	0730 1130 0730		how many staff already has time
Helen M(1) Ztrain38278, Gertle Evonne(1)		1700 1700 1700	1700 0730 1700	1700 0730 1700	1700 0730 1700	1130 0730 1130			1700 0730 1700	1700 0730 1700	1700 1730 1700	1700 0730 1700	1130 0730 1130			РТО	1700 0730 0830	1700 0730 0830	1700 0730 0830	1130 0730 0630		off.
2.001.00(1)																	1630 1700	1538	1630 1700	PTO		
Ztrain/59656, Joan M(1) Ztrain/45200, Racquel		0730 0730 1700	1700 0730 1700	1700 0730 1700	1700 0730 1700	0730 0730 1130			1700 0730 1700	1700 0730 1700	0730 1700 0730 1700	1700 0730 1700	1130 0730 1130			PTO	0730 1700 0730 1700	1700 0730 1700	0730 1700 0730 1700	0730 1130 0730 1130		Below indicates there
R(1) Ztrain52545, Meagan A(1)		9730 1700	9738	9738	9738	9738 1138			9738	0730 1700	9730 1700	0730 1700	9738 1138			РТО	9738	9738	9738	973B		schedule. You can
Ztrain53944, Judy M(1) Ztrain58897,		PTO 0730	PTO 0730	PTO 0730	0730 1700 0730	0730 1130 0730			0730 1700 0730	0730 1700 0730	0730 1700 0730	0730 1700 0730	0730 1130 0730			PTO PTO	0730 1700 0730	0730 1700 0730	0730 1700 0730	0730 1130 0730		job if not displayed on
Ztrain60713, Marlinda B(1)		9730 1700	0730 1700	1700 0730 1700	1700 1700 1700	0730 1130			0730 1700	0730 1700	1700 1700 1700	0730 1700	0730 1130			РТО	0730 1700	0730 1700	0730 1700	0730 1130		this first page.
Ztrain60979, Terrl(1)		0730 1700	0730 1700	0730 1700	0730 1700	0730 1130			0730 1700	0730 1700	0730 1700	0730 1700	0730 1130			РТО	0730 1700	0730 1700	PNS	PNS		
SCHEDUL	ELE	GEN	D: Y	ellow	- Ex	pired	Job	Red	I - Un	publi	shed	Shift	Gre	een -	Othe	r Sch	nedul	ed Ti	me	Blue -	Wee	kend Shifts Purple - Holidays
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