

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

Comments:
Enter Request Details:
 Enter Partial Dates (start/end times)?

Reject	Start Date	Start Time	End Date	End Time	Type	Comments	Bal Use	Schd
	05/18/2015		05/22/2015		None		Choose	
					None		Ch	

Clicking the Schd button will display a team schedule for the week that contains your request, as well as the week before and after the requested dates

Add Rows

Created by ZTRAIN38528

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 CSRC, MEDASST, PSR, PT ACCT BILL CO

May																																							
	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA	S	M	T	W	TH	F	SA											
	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																		
AA(s)																																							
Ztrain38317, Carol A(1)	0730	0730	0730	0730	0730					0730	0730	0730	PTO	PTO							PTO	0730	0730	0730	0730														
CN(s)																																							
Ztrain28485, Mary Beth(1)	0730	0730	0730	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													
CP(s)																																							
CT TECH(s)																																							
LPN(s)																																							
Ztrain34694, Patricia L(1)	0730	0730	0730	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													
Ztrain38022, Helen M(1)	0730	0730	0730	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													
Ztrain38278, Gettie Evonne(1)	0730	0730	0730	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													
Ztrain39658, Joan M(1)	0730	0730	0730	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													
Ztrain45200, Raouel R(1)	0730	0730	0730	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													
Ztrain52545, Megan A(1)	0730	0730	0730	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													
Ztrain53944, Judy M(1)	PTO	PTO	PTO	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													
Ztrain5897, Tamora(1)	0730	0730	0730	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													
Ztrain60713, Karinda B(1)	0730	0730	0730	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													
Ztrain60979, Terri(1)	0730	0730	0730	0730	0730					0730	0730	0730	0730	0730								PTO	0730	0730	0730	0730													

SCHEDULE LEGEND: Yellow - Expired Job | Red - Unpublished Shift | Green - Other Scheduled Time | Blue - Weekend Shifts | Purple - Holidays

Below indicates there are 3 pages to this schedule. You can page down to see your job if not displayed on this first page.