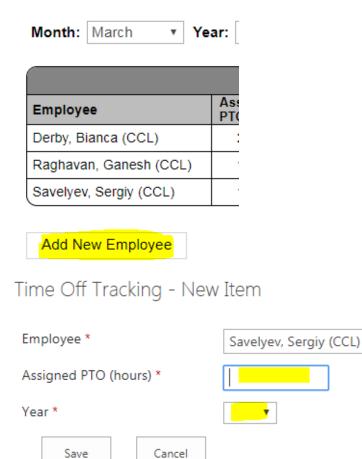**Time Off Tracking (SharePoint)**

The purpose of the 'Time Off Tracking' list is to keep track of various employees' 'Off' periods, including PTO hours.

☐ **Adding a new Employee (this needs to be done once a year):**

Select 'Add New Employee' button and enter your total assigned PTO hours (including the carry over hours), then select the year. Once the 'Save' button is selected, the employee will appear on the list.

Month: March ▼ **Year:**

Employee	Ass PTO
Derby, Bianca (CCL)	
Raghavan, Ganesh (CCL)	
Savelyev, Sergiy (CCL)	

Add New Employee

Time Off Tracking - New Item

Employee *   Savelyev, Sergiy (CCL)

Assigned PTO (hours) *

Year *   ▼

Save   Cancel

☐ **DELETING EMPLOYEE:**

Right-click the employee name and select 'Delete' option.

Savelyev, Sergiy (CCL)   Delete

☐ **User Options:**

The following options are available to the users

Month: March ▼ **Year:** 2019 ▼   PTO   SICK   OFFSITE   COMP DAY   TEAM EVENT   TRAINING   FLOATING HOLIDAY   BIRTHDAY

The Month and Year dropdown boxes can be used to navigate between different months and years.

The select boxes are used to identify a specific off types that user wishes to update.

In order to **apply** a selected off type, **left-click** any of the white color cells inside the 'Time Off Tracking' list.

In case if 'PTO' off type was applied, the user will have an option to update the default number of PTO hours for that specific date by left-clicking the cell and selecting a new value from the dropdown box. The Remaining PTO hours get auto updated every time the PTO off type is applied.

			March 2019																		
Employee	**Assigned PTO (hrs)**	**Remaining PTO (hrs)**	**1** Fri	**2** Sat	**3** Sun	**4** Mon	**5** Tue	**6** Wed	**7** Thu	**8** Fri	**9** Sat	**10** Sun	**11** Mon	**12** Tue	**13** Wed	**14** Thu	**15** Fri	**16** Sat	**17** Sun	**18** Mon	**19** Tue	**2** W
Derby, Bianca (CCL)	200	168																				
Raghavan, Ganesh (CCL)	152	152																				
Savelyev, Sergiy (CCL)	152	64													8							

8
7
6
5
4
3
2

Add New Employee

All the weekends and Holidays are automatically greyed out and no off types can be applied to such cells. The only exception is the 'Birthday' off type which can be applied against the greyed out cells.

			November 2019										
Employee	**Assigned PTO (hrs)**	**Remaining PTO (hrs)**	**1** Fri	**2** Sat	**3** Sun	**4** Mon	**5** Tue	**6** Wed	**7** Thu	**8** Fri	**9** Sat	**10** Sun	**11** Mon	T
Derby, Bianca (CCL)	200	168												
Raghavan, Ganesh (CCL)	152	152												
Savelyev, Sergiy (CCL)	152	64							🎂					

In order to **delete** an existing off type – **right click** on a cell you wish to delete

◻ **Security:**

The security of the application is controlled by the SharePoint list permission settings. The users can view everyone's off days, however they can only update or edit their own days.