How to File a Personal Time Off in the Attendance App

File Time Off is the new Attendance App feature that helps track and record employees' time off schedules. Employees who are on personal time off (PTO) will not receive bot notifications and alerts at this time.

This feature helps in manpower scheduling and allocation. As a manager, you can view the details of the Request Time Off (RTO) applications of team members as well as yours. This view is based on the Member-Manager role setup in your AAD.

This article gives the steps for how to:

- Apply for a Personal Time Off
- Cancel a Time Off Request

Apply for a Personal Time Off

1. Open the MSPbots App and navigate to **Apps** > **Attendance**.
2. Go to **Settings** and select **File Time Off**.
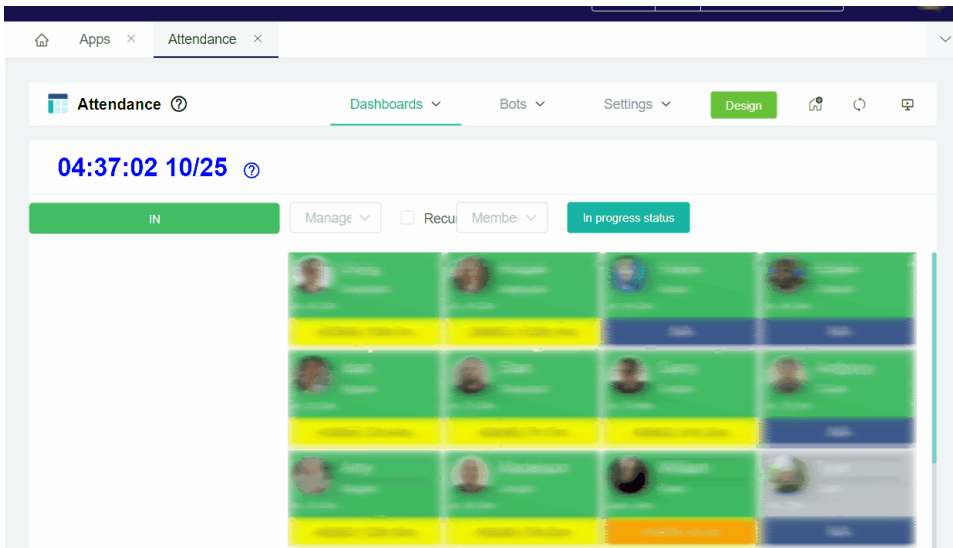
3. On the File Time Off dashboard, click the **New** button and create an application with your time off details.
4. Fill in the following fields on the Request Time Off window:
   - **Date From** - start date of the time off
   - **Date To** - end date of the time off
   - **Reasons** - Type in the details of your personal time off. Examples: Vacation Leave, Sick Leave, Paternity/Maternity Leave, Holiday, and /or Emergency Leave

5. Switch the **Cancel?** toggle switch ON to cancel the time off request. See the steps on **how to cancel a leave** below.

6. Click the **Add** button to save.

The system will not send bot alerts and notifications to the member during the time off. The sending of alerts and messages will resume after the PTO dates.

Note: All Request Time Off (RTO) entries are approved by default. The current version doesn't include online approval from the Manager. Employees must secure their manager's approval offline before filling out the form.

Cancel a Time Off Request

1. Open the **Attendance** app and click on **Settings** > **File Time Off**.
2. On the **Request Time Off** details section, select the time off entry that needs to be canceled then click **Edit.**

3. Turn the **Cancel?** toggle switch ON then click **Confirm**.

4. When done, the status of the entry becomes **canceled**.

Request Time Off details

New

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name	from	to	number of day/s	reason	status	
	2022-09-21	2022-09-21	1	Personal Leave - Test	canceled	Edit Delete