How to Apply for PTO in MS Teams

You can apply and manage paid time off (PTO) applications in the Attendance Manager from MS Teams. This article explains how to file, edit, and delete a PTO request in the MS Teams chatbox.

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- Deleting your PTO request
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Prerequisites

- Ensure you have set up MS Teams for Attendance Manager notifications.
- The user should be in the Attendance Team Member list to have access to the Attendance Manager and file PTO requests.
- The user applying for the PTO must be assigned to the correct approving manager(s) in the MSPbots User Management, which is synced with the company's Azure Active Directory (AAD). For more information on assigning managers to employees, refer to How to Set Up Manager and Job Title Info for Employees.

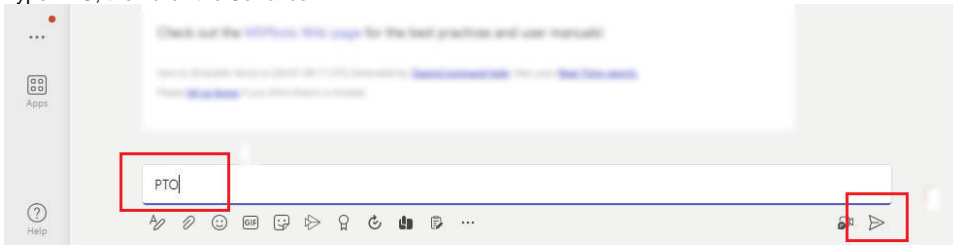## Submitting a PTO application or request
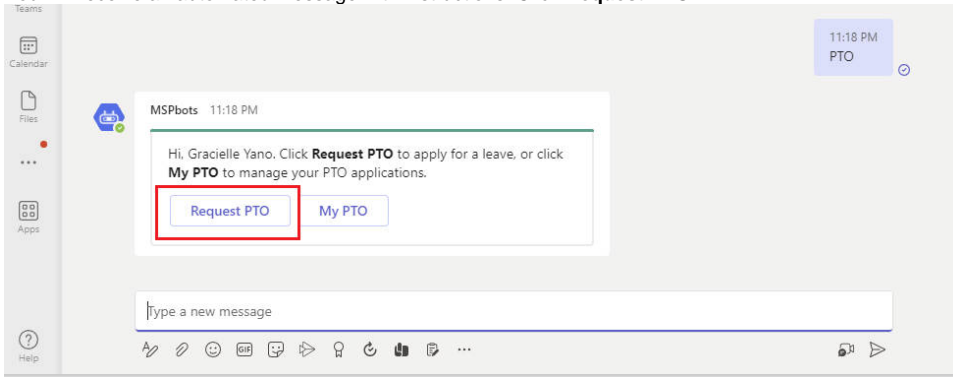
1. Sign in to MS Teams.
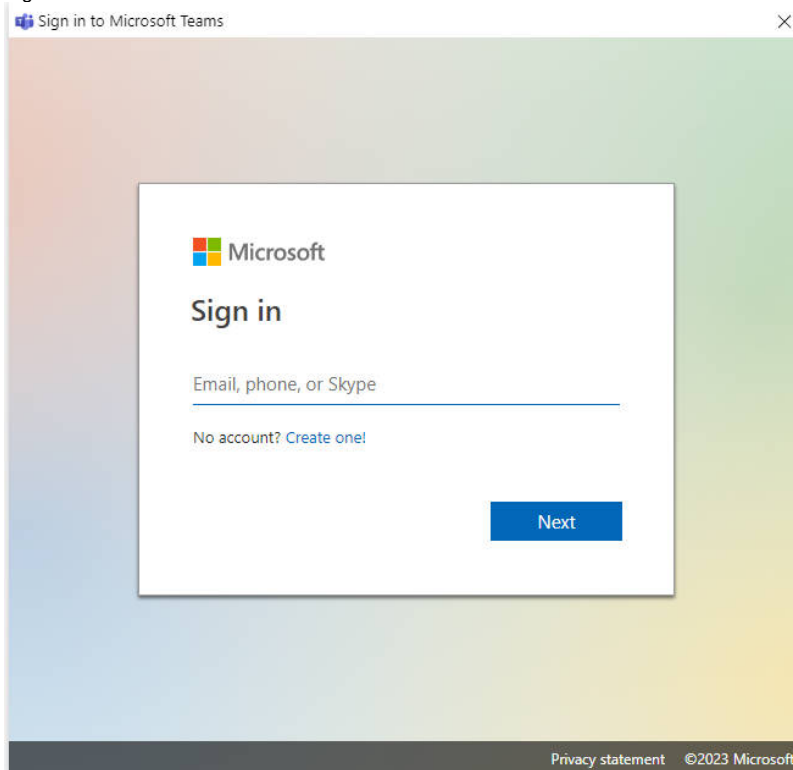
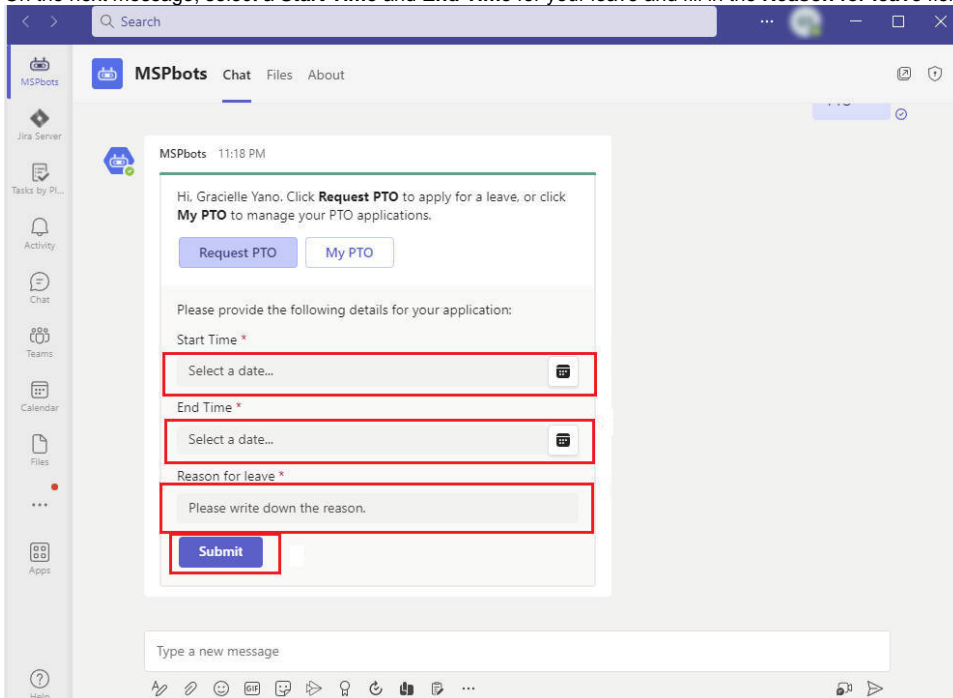2. Click the **MSPbots** icon on the upper left part of the window.
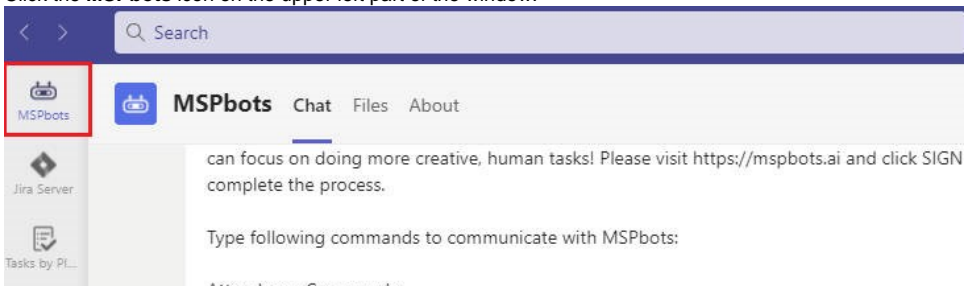
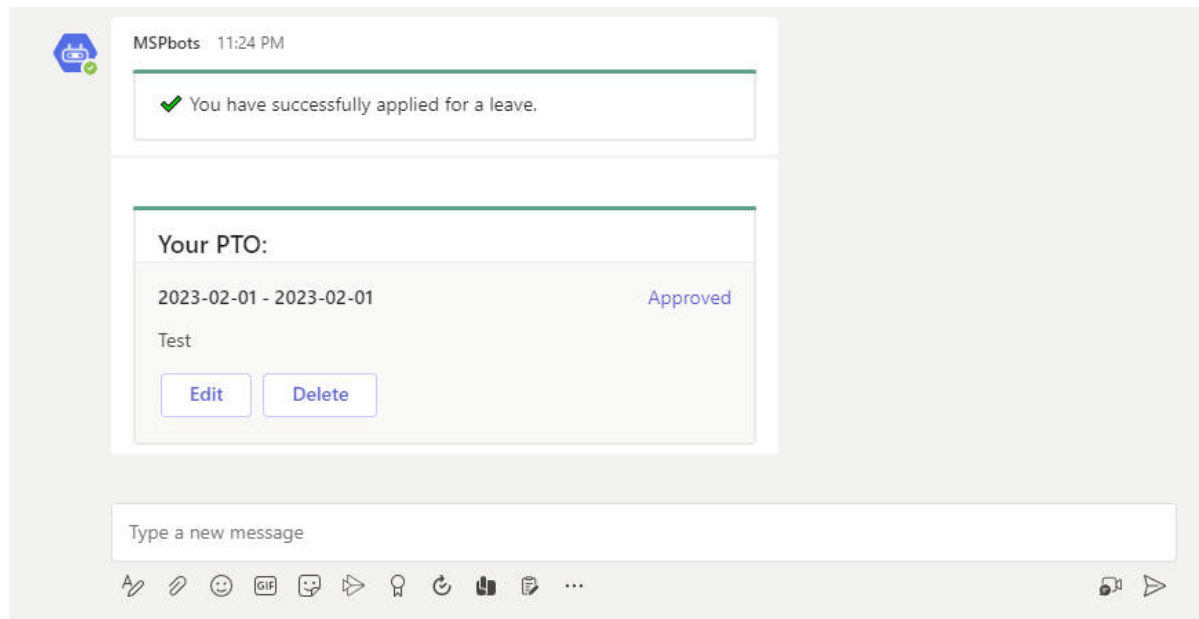3. Type **PTO**, then click the **Send** icon.

4. You will receive an automated message with instructions. Click **Request PTO.**

5. On the next message, select a **Start Time** and **End Time** for your leave and fill in the **Reason for leave** field. Click **Submit** when done.
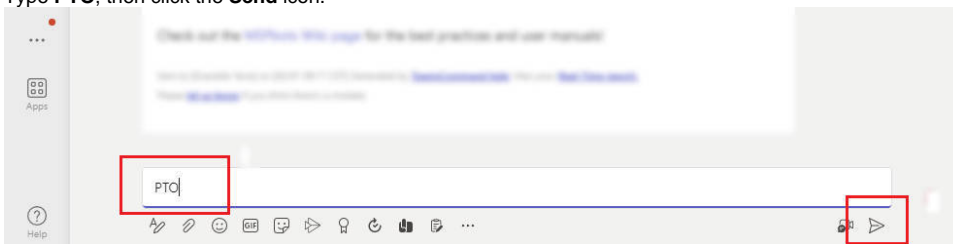

6. You will receive a confirmation that you have successfully applied for a leave.
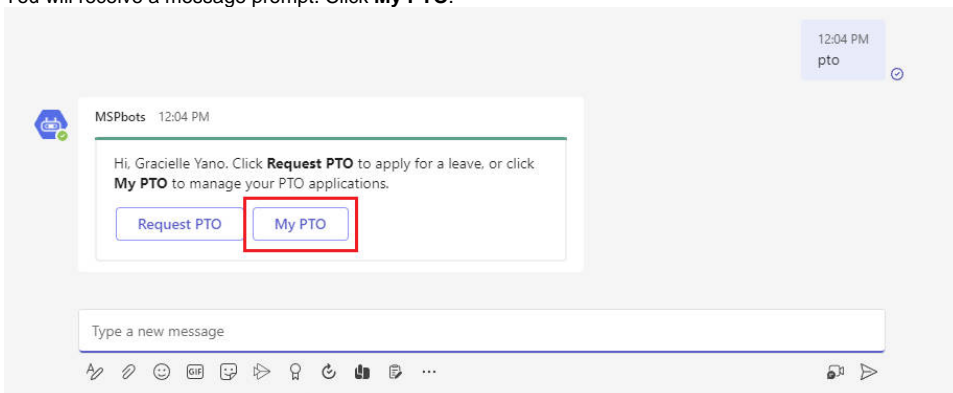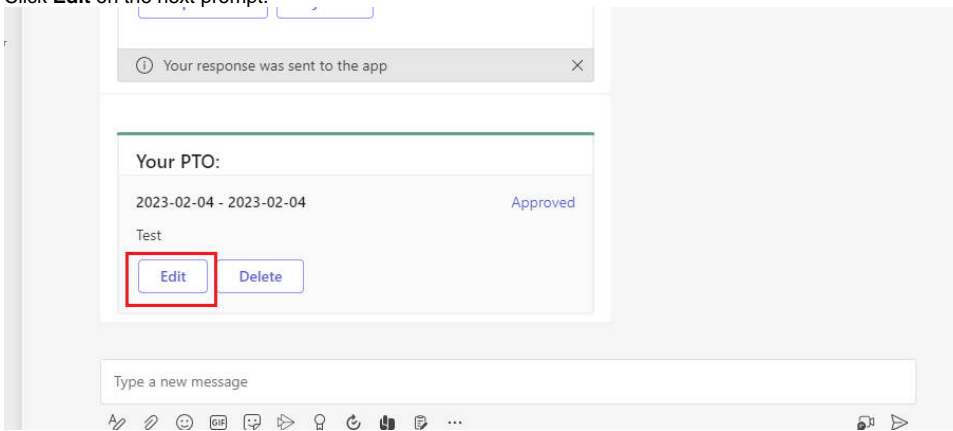
Editing your PTO request

1. Open MS Teams and go to the MSPbots chatbox.
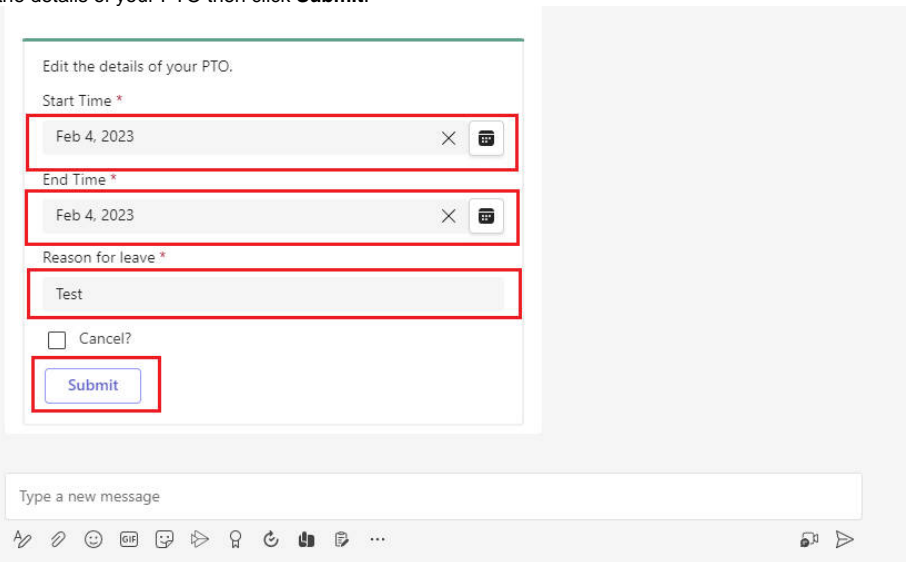2. Type **PTO**, then click the **Send** icon.

3. You will receive a message prompt. Click **My PTO**.

4. Click **Edit** on the next prompt.

Your response was sent to the app ✕

Your PTO:

2023-02-04 - 2023-02-04   Approved
Test

[Edit]   [Delete]

Type a new message

5. Edit the details of your PTO then click **Submit**.

Edit the details of your PTO.
Start Time *

Feb 4, 2023   ✕   📅

End Time *

Feb 4, 2023   ✕   📅

Reason for leave *

Test

☐ Cancel?

[Submit]

Type a new message

6. You will receive a confirmation that you have successfully updated your PTO.

Your PTO:

2023-02-04 - 2023-02-04   Approved

Test

[Edit]   [Delete]

✔ You have successfully updated for a PTO.

Deleting your PTO request

1. Open MS Teams and go to the MSPbots chatbox.

2. Type **PTO** and click the **Send** icon.
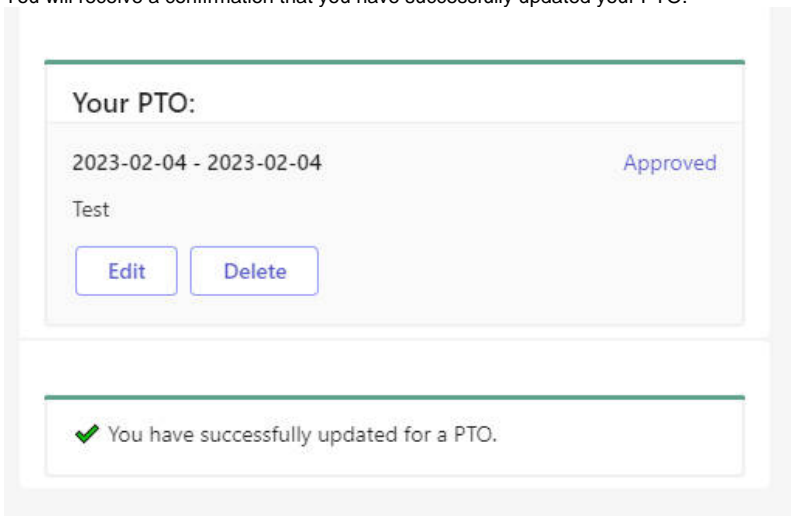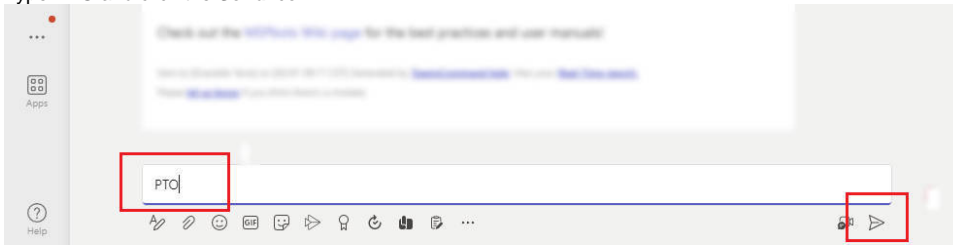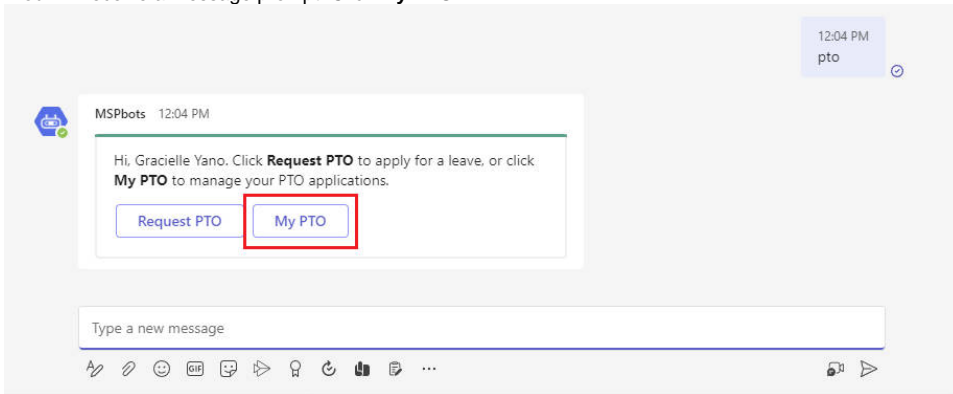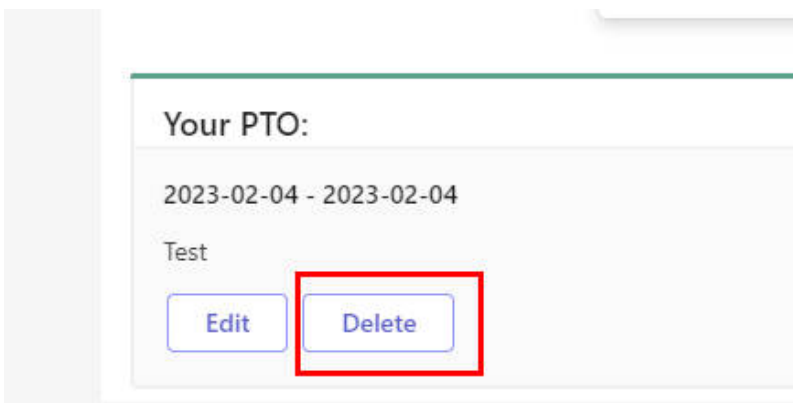

3. You will receive a message prompt. Click **My PTO**.
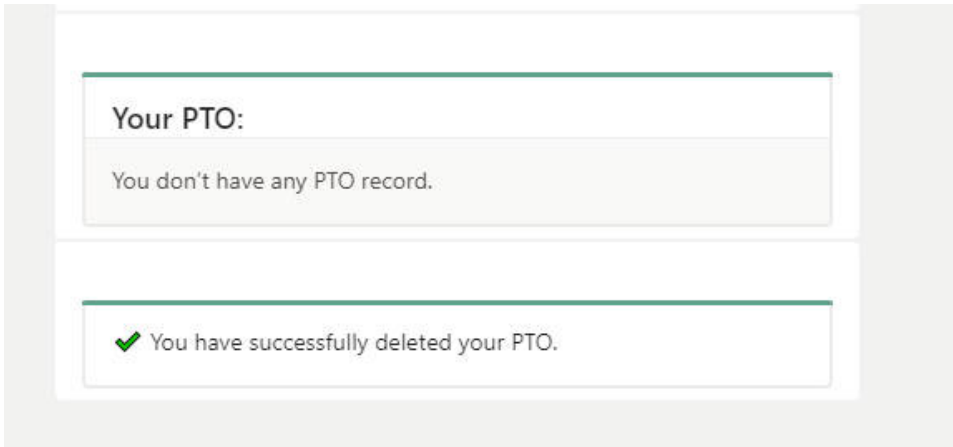

4. Click **Delete** on the next message prompt.

5. The next message will ask you to confirm your deletion. Click **Delete** if you confirm.

6. You will now receive a message confirming the deletion of your PTO request.

Your PTO:

You don't have any PTO record.

✔ You have successfully deleted your PTO.

Related Topics

- How to Set Up PTO Requests in the Attendance Manager