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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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



Type following commands to communicate with MSPbots:

Attendence Commander

P



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

< > Q Search

Calendar		11:18 PM PTO	Ø
Elles Files	MSPbots 11:18 PM		
•	Hi, Gracielle Yano. Click Request PTO to apply for a leave, or click My PTO to manage your PTO applications.		
Apps	Request PTO My PTO		
	Type a new message		
(?) Help		5 1 >	

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.

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у рі) Ату	Hi. Gracielle Yano. Click Request PTO to apply for a leave, or click My PTO to manage your PTO applications. Request PTO My PTO	
at))	Please provide the following details for your application: Start Time *	
ą.	Select a date	
ndar	End Time *	
)	Select a date	
5	Reason for leave *	
	Please write down the reason.	
22	Submit	

6. You will receive a confirmation that you have successfully applied for a leave.

✓ You have successfully applied for a leave.	
Your PTO:	
2023-02-01 - 2023-02-01 Approved Test Edit Delete	

Editing your PTO request

1. 2.	Open M Type PT	S Teams and go to the MSPbots chatbox. O, then click the Send icon.	
	*	Check out the HDFhote Web page for the least practices and our instruction	
	Apps	And a second	
	(?) Help		6 <mark>19 D</mark>
3.	You will	receive a message prompt. Click My PTO.	
			12:04 PM pto
	•	MSPbots 12:04 PM	
		Hi, Gracielle Yano. Click Request PTO to apply for a leave, or click My PTO to manage your PTO applications. Request PTO My PTO	
		Type a new message	
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4. Click Edit on the next prompt.

r	① Your response was sent to the app			×				
	Your PTO:							
	2023-02-04 - 2023-02-04	Aj	oprove	ed				
	Test Edit Delete							
	Type a new message							
5. Edit t	he details of your PTO then click Submit .							
	Edit the details of your PTO.			1				
	Start Time *							
	Feb 4, 2023	×	•					
	End Time *	6	-					
	Feb 4, 2023	×						
	Reason for leave *			1				
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	Submit							
	Type a new message							
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6. You v	will receive a confirmation that you have success	sfully ເ	ıpda	ted yc	our PT	0.		
	Your PTO:							
	2023-02-04 - 2023-02-04				Аррі	roved	Ě.	
	Test							
	Edit Delete							
	✔ You have successfully updated for a P1	TO.						

Deleting your PTO request

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

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

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Apps	Anna Anna an An	
0		

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

Click Request PTO to apply for a leave, or cli	ick
e your PTO applications.	
My PTO	
9	Click Request PTO to apply for a leave, or clinge your PTO applications.

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

Your PTO):	
2023-02-04	- 2023-02-04	
Test		
Edit	Delete	

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

o you want to	o delete this P	<u>'</u> O?	
Cancel	Delete		

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



Related Topics

How to Set Up PTO Requests in the Attendance Manager