

# Adding Time Off in TeamBridge

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Here at Procare + Labor Management we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to [labor@procarehr.com](mailto:labor@procarehr.com).

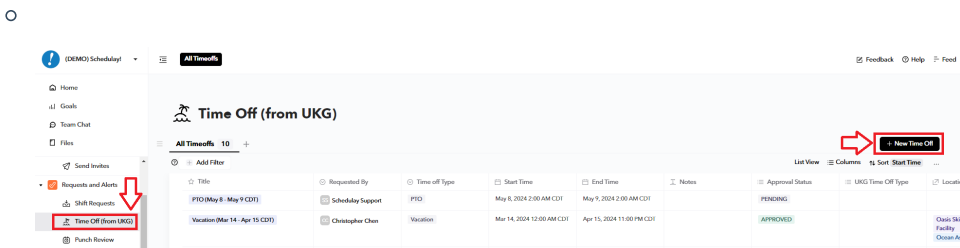
## Article: Adding Time Off in TeamBridge

## Video Reference: N/A

## Process:

Time off, for employees with PTO, should be entered in UKG. This will sync to the scheduling system within 24 hours and block that employee's schedule for the approved time. If you need to add time off for a team member that does not have PTO (but you want to block their schedule,) follow the below process:

1. Navigate to the "Time Off" page and click on "New Time Off."



2. Make sure to enter all the required fields and click Save.

Details

Feed

Save

Basic Details

Enter a group description text here

Requested By	Emily Schedulay	Required
Time off Type	PTO	Required
Start Time	May 7, 2024 12:00 AM CDT	Required
End Time	May 9, 2024 12:00 AM CDT	Required
Notes	Family Reunion	
Approval Status	APPROVED	
UKG Time Off Type	No UKG Time Off Type Selected	
Locations	Ocean Assisted Living	

For any additional questions, please contact the Labor Management team at [labor@procarehr.com](mailto:labor@procarehr.com) and we would be more than happy to assist!