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.

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 an hour 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.

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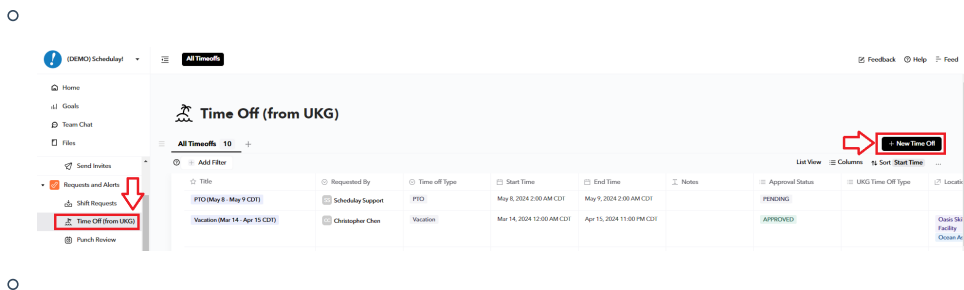
2. Make sure to enter all the required fields and click Save.

Details

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 and we would be more than happy to assist!