



AvePoint®

# PTO Manager

TAKING PAID LEAVE JUST GOT EASIER.

## Step 1



Lisa, a junior level employee, wants to take three days off at the end of the month to go camping with her family. She logs into her company's SharePoint Online portal and accesses AvePoint PTO Manager to start her request for paid time off.

## Step 2



Lisa checks her **Personal PTO Dashboard** to make sure she has accrued enough hours to take her three day paid leave.



Once she sees that she has enough hours in her **PTO Balance**, Lisa then scrolls down the same page to select the exact dates she wants to take off, using **PTO Manager's interactive calendar**.

## Step 3



Once the days are selected, Lisa fills out a short form, specifying the reason for her request and the supervisor she would like to notify.

## Step 4



As soon as Lisa submits the form, **PTO Manager** sends an automated email to her supervisor, Eric, with a direct link to the form.

## Step 5



Per company policy, Eric must check Lisa's **history of PTO requests** to make sure she hasn't been out of work for more than 10 days in the last two months.



After seeing on the **Team PTO Dashboard** that Lisa has taken a total of 5 days off in the last two months, Eric approves her request.

## Step 6



Lisa receives an email notification with a real-time update on her PTO balance and a confirmation that she can take her vacation.

## End Results



### For Employees

Check your paid time off balance and easily submit detailed requests to supervisors—no math or guess work required.



### For Supervisors

View a history of individual or team PTO requests through a single, interactive dashboard, and respond to PTO requests as soon as they are sent.



### For Organizations

Better enforce your policies regarding paid leave by simplifying the process and keeping record of all requests and actions.