

## PTO SCHEDULER

### QUICK SUMMARY

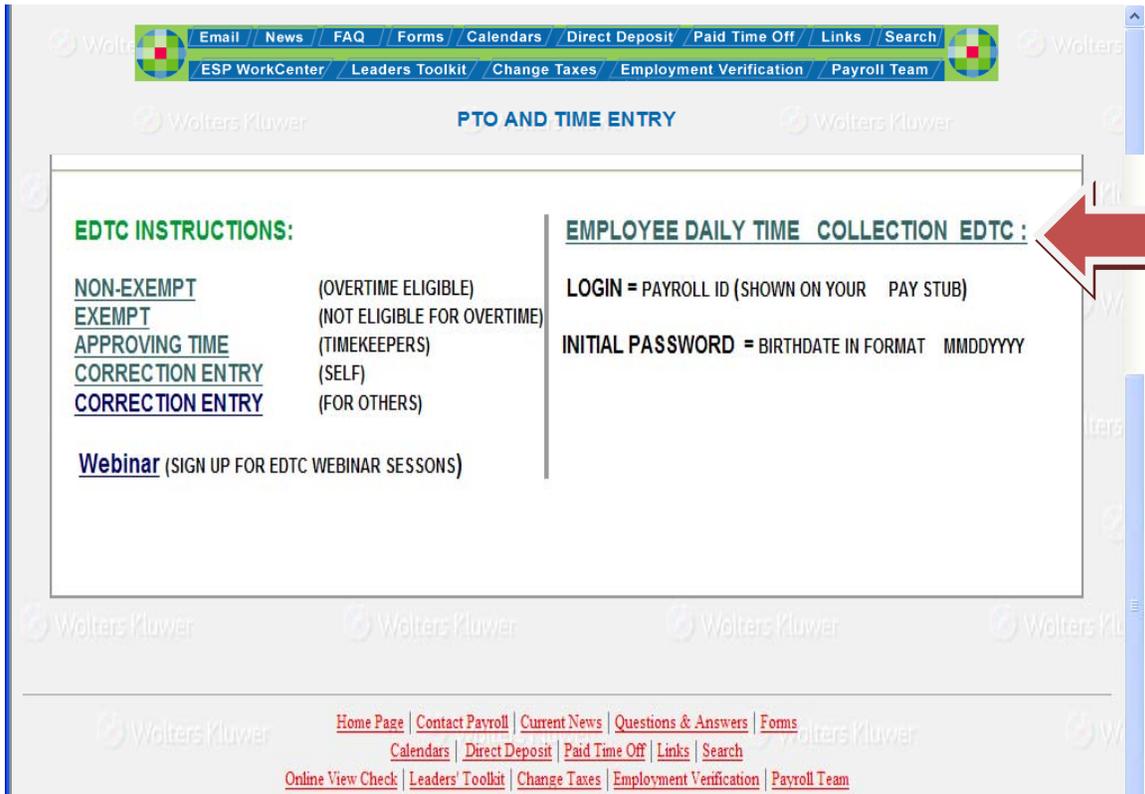
- 1) Go to our web site, [torrancepayroll.com](http://torrancepayroll.com) from any computer with internet access. Mobile devices may not be used.
- 2) Select the icon PAID TIME OFF
- 3) Click the link to EDTC (Employee Daily Time Collection).
- 4) Log on with your payroll ID and password. Your initial password is set to your birth date in the format MMDDYYYY.
- 5) Once on your Personal Menu, select the MANAGERS MENU bar.
- 6) From the Managers Menu, scroll down to the EMPLOYEE MANAGEMENT section at the bottom of the screen.
- 7) Select the PTO Schedule bar under the NON-EXEMPT or EXEMPT header.
- 8) Look yellow (pending) or green (granted) boxes for your employees. Click the colored box to okay, reject, or review a pending request.
- 9) Click the scroll tabs at the top of the screen to review time off up to six months in the future.
- 10) Log off.

### DETAILED INSTRUCTIONS

- 1) Go to our web site, [torrancepayroll.com](http://torrancepayroll.com) from any computer with internet access. Click **Enter**. Mobile devices may not be used.
- 2) Select the icon PAID TIME OFF on the left-hand side of the book menu.



3) Click the link to EDTC (Employee Daily Time Collection).



4) Log on with your payroll ID and password. Your initial password is set to your birth date in the format MMDDYYYY.

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**EDTC Employee Daily Time Collection**  
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[Help](#)

Payroll ID:  ?

Password:

?

5) Once on your Personal Menu, select the MANAGERS MENU bar.

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**EDTC Employee Daily Time Collection**  
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Personal Menu For: **NORTH MANAGER** [Help](#)

**Time Management** ?

**Correction Requests** ?

No Corrections Requested

**Management** ?

6) From the Managers Menu, scroll down to the EMPLOYEE MANAGEMENT section at the bottom of the screen.

**Employee Reports** ?

EAST MANAGER ▾

**Correction Management** ?

No Corrections are outstanding

From: 5 / 20 / 2010  
 To: 6 / 3 / 2010

All Corrections  
 Manager Response Req'd  
 Admin Determination Req'd  
 Completed Corrections

Limit To EmpID:  ?

**Employee Management** ?

Time Sheets:

[New! Time Off Schedule Views >>](#)

?

7) Select the PTO Schedule bar under the NON-EXEMPT or EXEMPT header. The current and next 12 pay weeks are displayed. If your employee has entered a time sheet for a week, a color-coded box is visible. The number in the box indicates the number of days the employee has requested. If no number is shown, the employee has requested less than 1 day.

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EDTC Employee Daily Time Collection  
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FTE Employees Time Off Report for: NORTH MANAGER [Help](#)

Logout Return Approximate count of DAYS scheduled for PTO/OPT < <-4 Scroll 4> >- ? Refresh

12 Week Schedule **Click any PTO bar to OK/Reject a weekly PTO schedule request**

Employee	6/6	6/13	6/20	6/27	7/4	7/11	7/18	7/25	8/1	8/8	8/15	8/22	8/29	Total
EAST MANAGER (EMGR1)														4
TESTMGR 1 (TESTMGR1)				2										2
TESTMGR 10 (TESTMGR10)				5										5
TESTMGR 11 (TESTMGR11)														0
TESTMGR 12 (TESTMGR12)														0
TESTMGR 14 (TESTMGR14)				2										2
TESTMGR 15 (TESTMGR15)				1										1
TESTMGR 17 (TESTMGR17)										5				5
TESTMGR 2 (TESTMGR2)														0

Logout Return ?

8) A pending request is highlighted in yellow, a request that you have okayed is highlighted in green. Click the colored box to okay, reject, or review a pending request.

Self entered PTO/OPT for TESTMGR 1 (TESTMGR1)  
For Week Ending 6/27/2010

Hours below last updated on 6/3/2010 at 5:48 PM (GMT) by TESTMGR 1

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Date	6/21	6/22	6/23	6/24	6/25	6/26	6/27	
REG	8.00	8.00	8.00	8.00	8.00	0.00	0.00	40.00
HOLIDAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PTO	8.00	8.00	0.00	0.00	0.00	0.00	0.00	16.00
OPT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Request OK  Request Rejected

Send/Resend status email to employee

Note to employee:

Time Off Report screen if you make any changes!

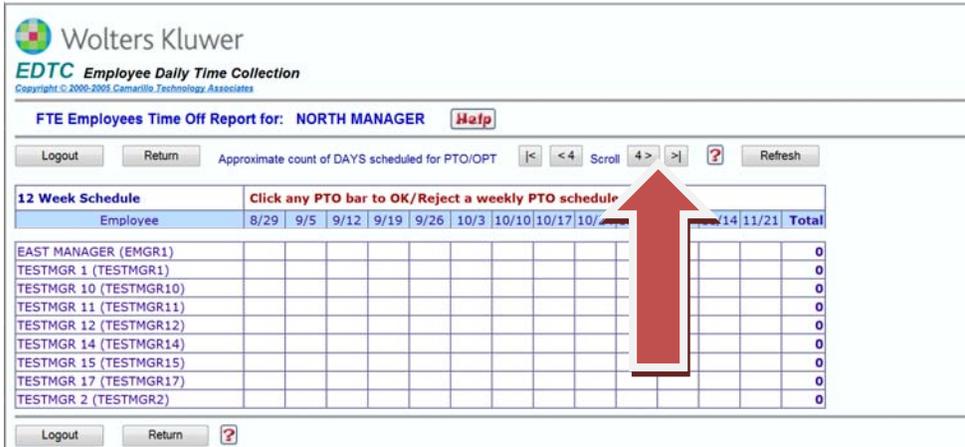
Save & Close

Pending requests are always defaulted to Request Rejected. Select the Request OK button to grant the time off request. If you wish to send a comment to the employee, check the **Send/Resend** box and enter your message in the text box. Messages are sent and requests are okayed once you click the Save & Close bar.

**WARNING:** Granting a time off request does **NOT** approve the time sheet. The time sheet will still need approval once the week ending date becomes current. Since employees may occasionally need to alter scheduled PTO as business

and personal needs may change, we recommend that you do not pre-approve future time sheets unless you expect to be out of the office on the time sheet close date.

9) Click the scroll tabs at the top of the screen to review time off up to six months in the future. Future requests may be viewed in 4 or 12 week increments.



An email from EDTC\_Reminder@torrancepayroll.com will be sent to you whenever your employee enters or modifies a PTO/OPT request.

Employee: TESTMGR 1 [TESTMGR1] has added or modified a PTO/OPT time-off request for Week Ending, 6/27/10.

Please review and OK/Reject this request as necessary. Select the PTO SCHEDULE function within your EDTC Managers Menu.

IF YOU DO NOT USE THE EDTC PTO SCHEDULER, NO FURTHER ACTION IS NECESSARY.

IF YOU DO NOT WANT TO RECEIVE NOTIFICATIONS WHEN YOUR EMPLOYEES MAKE CHANGES TO THEIR TIME-OFF SCHEDULES, PLEASE NOTIFY TORRANCE PAYROLL VIA NORMAL CHANNELS TO HAVE YOUR NAME REMOVED FROM AUTOMATIC NOTIFICATIONS.

NOTE:

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This message was sent from an unmonitored email account.

Please DO NOT REPLY to this email. Address technical questions to:  
TorrancePayroll@torrancepayroll.com

When you deny or okay a time off request and send a response to your employee, your employee will receive the following message from Torrance payroll.

From: Torrance Payroll [[mailto:EDTC\\_Reminder@torrancepayroll.com](mailto:EDTC_Reminder@torrancepayroll.com)]  
Sent: Friday, April 16, 2010 4:33 PM  
To: TESTMGR 1  
Subject: PTO Request Action Taken

The status of your Time Off request for the period ending: 5/2/10  
was recently changed to: 'OK' by your manager.

NOTE FROM MANAGER:  
Remember to leave your laptop at home and have a real vacation!

Please contact your manager if you have any questions.

NOTE:

=====  
This message was sent from an unmonitored email account.

Please DO NOT REPLY to this email. Address technical questions to:  
TorrancePayroll@torrancepayroll.com

.  
10) Log off.