

At Oxford we respect that employees have a life outside of their position and we strive to make the schedule as accommodating as possible while still having a focus on the quality of patient care.

Here are the steps to submit a full day/several full day time off request:

1. Go to a company computer and go to the timeclock website address.
2. When you reach the website location a dashboard that looks like the image below should appear.

The screenshot shows a timeclock dashboard interface. At the top, the date is 1/29/2018 and the time is 05:48:09 PM. Below the date and time, there is a 'Select Company' dropdown menu with 'Oxford Recovery Center 1' selected. To the right of the dropdown is an 'ID Number' input field, which is highlighted with a red border. Below the input field are several buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'LEAVE ON BREAK' (grey), 'RETURN FROM BREAK' (grey), 'CHANGE JOB CODE' (grey), and 'LOG ON TO DASHBOARD' (grey). Two blue arrows point to the 'ID Number' field and the 'LOG ON TO DASHBOARD' button, labeled 'Step 3' and 'Step 4' respectively.

3. Enter the ID number for your timeclock system in the box that says ID number
4. Click the button Log On To Dashboard

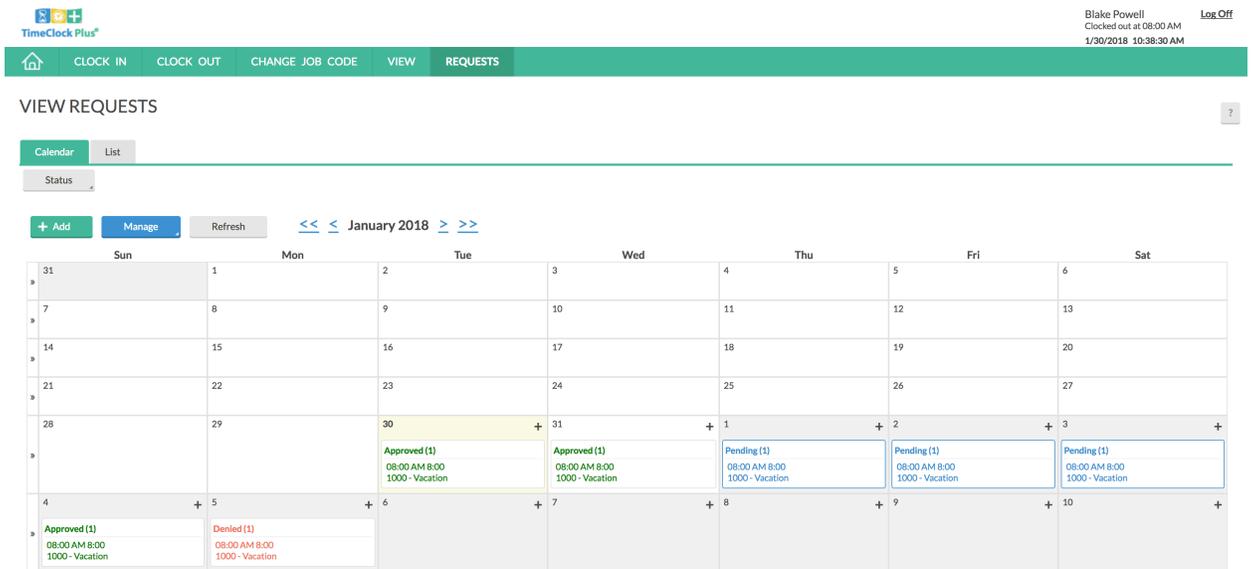
5. When clicked the new dashboard seen below should appear



Step 6

6. Click on the button requests pointed out in the image above

7. When clicked the image below should appear



8. To request time off click on the date you wish to take off and click the plus button.

9. This box should pop up

The screenshot shows a web form titled "Add Employee Request" with a help icon in the top right. On the left, a "Templates" dropdown menu is open, showing options: "<< NONE >>", "PTO Full Days" (highlighted in blue), and "PTO Part of One Day". A blue arrow labeled "Step 10" points to "PTO Full Days". On the right, the form fields are: "Employee" (Blake Powell [100]), "Date requested" (2/6/2018 with a calendar icon), "Start time" (08:00 AM with a clock icon), "Hours" (8:00), "Days" (1), and "Leave Code" (1100 - Paid Time Off). A blue arrow labeled "Step 11" points to the "Date requested" field, and another blue arrow labeled "Step 12" points to the "Days" field. At the bottom right, there are "Cancel" and "Save" buttons.

10. Click on the Template: "Full Days"

11. Enter in the date requested

12. Next enter the number of days requested off

13. Then Click Save

14. So that the manager in charge can make the best decision given the circumstances an email should also be sent to Gary and Tami describing the reason that you need to take the time off.

15. In the event of an illness or a sudden event texting Gary and Tami is acceptable and the entry of this information will be done without need of your input.

16. After submittal a notification will be sent to the appropriate manager.

17. From this point look for an approval or denial message unless further discussion is needed in which case you will be contacted.

Here are the steps to submit a Part of one day time off request:

1. Go to a company computer and go to the timeclock website address.
2. When you reach the website location a dashboard that looks like the image below should appear.

The image shows a timeclock dashboard interface. At the top, it displays the date "1/29/2018" and the time "05:48:09 PM" in large green font. Below the time, there is a "Select Company" dropdown menu with "Oxford Recovery Center 1" selected. Underneath is an "ID Number" input field, which is highlighted with a red border. To the left of the ID field, a blue arrow labeled "Step 3" points to it. Below the ID field are four buttons: "CLOCK IN" (green), "CLOCK OUT" (blue), "LEAVE ON BREAK" (grey), and "RETURN FROM BREAK" (grey). Below these are two more buttons: "CHANGE JOB CODE" and "LOG ON TO DASHBOARD" (grey). A blue arrow labeled "Step 4" points to the "LOG ON TO DASHBOARD" button.

3. Enter the ID number for your timeclock system in the box that says ID number.
4. Click the button Log On To Dashboard

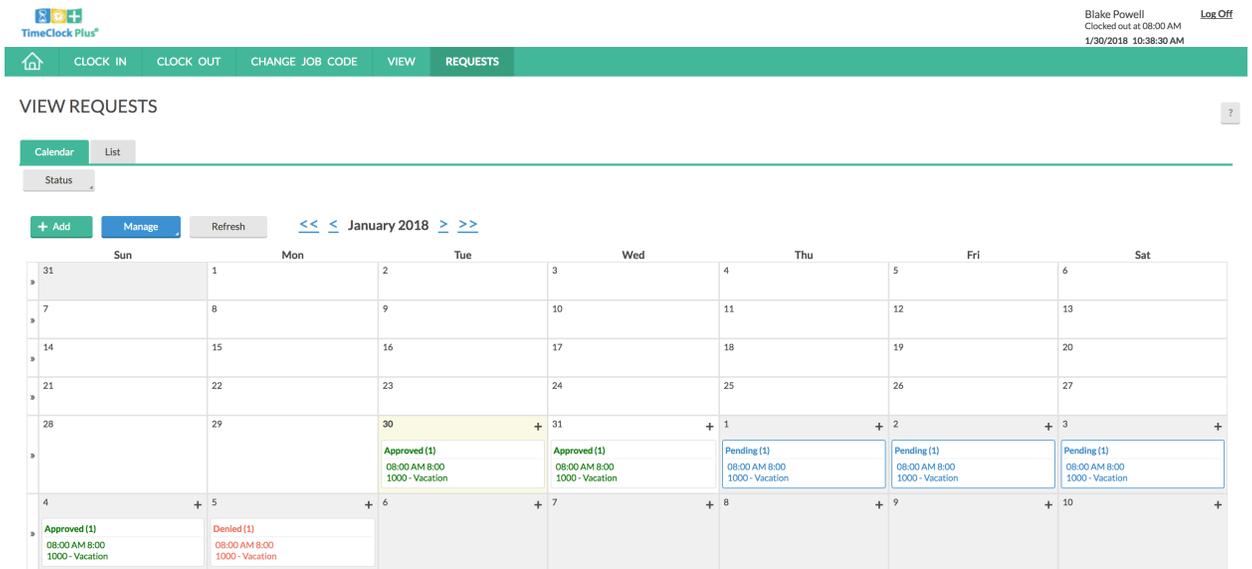
5. When clicked the new dashboard seen below should appear



Step 6

6. Click on the button requests pointed out in the image above

7. When clicked the image below should appear



8. To request time off click on the date you wish to take off and click the plus button.

9. This box should pop up

The screenshot shows a web form titled "Add Employee Request" with a help icon in the top right. The form is divided into two main sections. On the left, there is a "Templates" dropdown menu with three options: "<< NONE >>", "PTO Full Days", and "PTO Part of One Day". The "PTO Part of One Day" option is highlighted in blue. On the right, there are several input fields: "Employee" (Blake Powell [100]), "Date requested" (2/6/2018 with a calendar icon), "Start time" (09:00 AM with a clock icon), "Hours" (8:00), "Days" (1), and "Leave Code" (1100 - Paid Time Off). At the bottom right, there are "Cancel" and "Save" buttons. Five blue arrows point from labels on the left to specific fields: "Step 10" points to the "PTO Part of One Day" template, "Step 11" points to the "Date requested" field, "Step 12" points to the "Start time" field, "Step 13" points to the "Hours" field, and "Step 14" points to the "Days" field.

10. Click on the Template: "Time Off"

11. Enter in the date requested

12. Enter the start time for requested time off

13. Enter the number of hours for requested time off

14. Next enter the number of days requested off

15. Then Click Save

16. So that the manager in charge can make the best decision given the circumstances an email should also be sent to Gary and Tami describing the reason that you need to take the time off.

17. In the event of an illness or a sudden event texting Gary and Tami is acceptable and the entry of this information will be done without need of your input.

18. After submittal a notification will be sent to the appropriate manager.

19. From this point look for an approval or denial message unless further discussion is needed in which case you will be contacted.