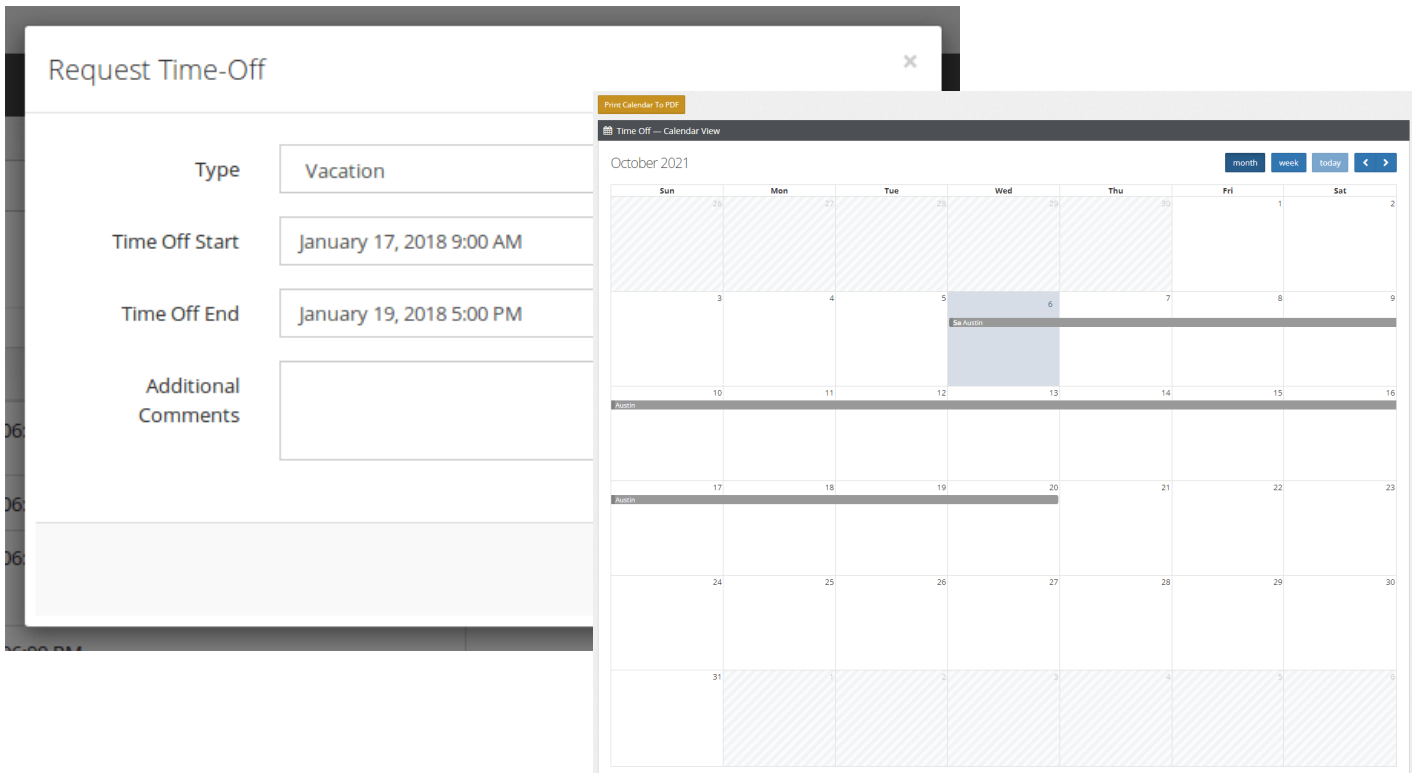


Easily submit and approve employee time off requests.



The image shows a screenshot of the InStaff Time Off Request interface. On the left is a form titled "Request Time-Off" with the following fields:

- Type: Vacation
- Time Off Start: January 17, 2018 9:00 AM
- Time Off End: January 19, 2018 5:00 PM
- Additional Comments: (empty text area)

On the right is a calendar view for October 2021. The calendar shows a grid of days from Sunday to Saturday. A blue shaded area indicates a time-off request for the week of October 5th to 11th. The days are labeled with their respective numbers and names: Sun (30), Mon (31), Tue (1), Wed (2), Thu (3), Fri (4), Sat (5) for the first week; Sun (6), Mon (7), Tue (8), Wed (9), Thu (10), Fri (11), Sat (12) for the second week; Sun (13), Mon (14), Tue (15), Wed (16), Thu (17), Fri (18), Sat (19) for the third week; Sun (20), Mon (21), Tue (22), Wed (23), Thu (24), Fri (25), Sat (26) for the fourth week; Sun (27), Mon (28), Tue (29), Wed (30), Thu (31), Fri (1), Sat (2) for the fifth week. A "Print Calendar To PDF" button is visible at the top of the calendar view.

- Submit time-off requests easily with a few clicks
- Customizable time off types and approval workflows
- Calendar on portal dashboard allows employees to see their colleagues' upcoming time off
- Administrators can submit time off requests on behalf of employees
- Generate customizable reports of employee time off and export as PDF or CSV

Get started with your free InStaff trial today.