

Part of SynergySuite and using the cover app is having a spot to request time off. Employees can request time off in the cover app. All requests must be approved. This can be handled either in the cover app or using the website.

In the schedule editor you have a tab labeled Requests. Here you can see and manage all requests.

The screenshot shows two sections of the Requests tab. The top section, 'Shift Requested', contains a search bar, a 'Show Closed Requests' toggle, and a 'Download Table' button. Below this is a message: 'There are no requests' with a sleeping person icon. The bottom section, 'Absence Requested', also has a search bar, 'Show Closed Requests' toggle, and 'Download Table' button. Below these is a table with the following data:

Location	Date Requested	Start Date	End Date	Absence Time	Employee	Absence Type	Absence Reason	Response message	Allowance	Accept	Reject
28015-Gardner	Jun 11, 2024 7:27:40 PM	Oct 20, 2024	Oct 28, 2024			Holiday-Hourly	Cruise		0	✓	Reject

On this Requests tab, you will see all shift requests for people who want to drop shifts or swap shifts in the top part. Once a shift has been approved, click the toggle next to show closed requests and you will see everything approved.

On the bottom section you will see all absence requested. Here you can approve, reject and add response messages on why it was approved or denied. Note: Suggestion of adding date approved, and who approved in this response area.

For Absence Management, you also have options to limit the amount of requests for specific dates, or day of the week, you can do that under HRM → Absence Management.

The screenshot shows the HRM navigation menu with the following items:

- HRM Home
- Sales and Labor
- Clocking Management**
 - Clocked Schedule
 - Clocking Exceptions
 - Clocking Reports
 - Live Events
- HRM Setup & Tools**
 - Break Management
 - Budget Setup
 - Schedule Cost Refresh
- Payroll Management**
 - Declared Tips
 - Distribute Tips
 - Payroll Export
 - Payroll Reports
- Schedule Management**
 - Absence Calendar
 - Absence Management**
 - Budget Targets
 - End of Night
 - Labor Allocation
 - Labor Report
 - Person Roster Summary
 - Schedule Approval
 - Schedule Editor
 - Timesheet Mail Preview
 - View Roster
- Staff Management**
 - Employees
 - Import Employee List
 - Staff Audit



Absence Management



Once you click into absence management you will see a calendar like below, if you have approved requests they will show up under the correct days.

The screenshot shows the 'Absence Management' interface for October 2024. At the top, there's a location dropdown set to '28071- East Longm...'. Below that are buttons for '+ Add Request Limit' and '+ Add New'. The calendar view shows days from Monday to Sunday. Various colored bars represent absence requests: red for 'Sick', grey for 'Unpaid Leave', and cyan for 'Parental Leave'. Employees listed include Andrea Michalk, Absence Barnes, Liliana Castellor, Melissa Lujan, Yoselin Morales, Taryn DuJardin, Lilianna Castellor, Lysnel Cobles, Taryn DuJardin, Absence Barnes, Liliana Castellor, Yoselin Morales, Lysnel Cobles, Taryn DuJardin, Absence Barnes, Liliana Castellor, Brandon Quarterman, and Kaseidy Delgado.

Adding a Request Limit will pop up a box asking you for the reason for the block, the dates, and the Limit of approved requests. This can be used for days like Holidays where you want to limit the number of requests.

The 'Absence Request Limit' dialog box has an orange header with a close button. It contains the following fields:

- Reason for block: A text input field.
- From Date: A date picker with a calendar icon and the text 'Pick a date'.
- To Date: A date picker with a calendar icon and the text 'Pick a date'.
- Limit # of Approved Requests: A text input field.

At the bottom, there are 'Cancel' and 'Save' buttons.

Add a New Absence, this is used if you are manually adding a request off for an employee. It will ask you for the employee, the date, the type of absence, and any notes, plus hours lost (hours lost can remain blank)

The 'Add New Absence' dialog box has an orange header with a close button. It contains the following fields:

- Select Person: A dropdown menu.
- From Date: A date picker with a calendar icon and the text 'Pick a date'.
- To Date: A date picker with a calendar icon and the text 'Pick a date'.
- All day: A toggle switch.
- Absence Type: A dropdown menu with 'Parental' selected.
- Hours Lost: A text input field with '0' entered.
- Reason: A text input field.

At the bottom, there are 'Cancel' and 'Save' buttons.