

### Introduction

Paid TimeOff (PTO) Request Replace your company's Time-Off form with the PTO e-Mail message in this Outlook Add-in. The PTO function provides a template based on the paper forms, that most businesses use for requesting vacation and paid time off.

The template includes fields for entering the number and type of days that are being requested. The form will verify that the total number of hours corresponds to the total time in the days requested, account for nonbusiness days and . Once completed, the template generates an email message with the requested times and days.

This is a simple way for companies that do not have human resource software to handle Time Off Requests.

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Microsoft Software Store <https://store.office.com/en-us/app.aspx?as-setid=WA104381134>

### 1. Specify Vacation Period Requested

1. Enter the Starting Date
2. Enter the Ending Date
3. Enter the Date of Return to Work

### 2. Which Earned Time is Being Taken

Select how you are paid: Hourly or Weekly

### 3. Amount of Time to be Taken by Category

Enter the Hours or Days to be taken from earned paid time off. Then Specify the Category of Paid TimeOff from hours/days accumulated. H/R deducts the amount of time from this Category upon paying the benefit.

### 4. Click on Ok Button to Generate Message

The addon will generate the information directly into the body of the email. Once in the email it can be edited if necessary or notes can be added.

### 5. Click on Reset to Clear Form

Click on the Reset button to clear all the field.

If the message was generated and added to the email, clicking

**Reset** will clear the template and the email message.

### RTO Template

Req Time Off

Request Paid Time Off

Enter Timeoff & Accrual Categories

From

09-04-2017

Thru

09-05-2017

Return

09-06-2017

Days

Category

2

Days (autocalc)

2

Vacation

Select

Select

Select

Select

2

Total Requested

OK

Reset Form

Note:Autocalc mode automatically excludes weekends from date calculations.

### Resulting eMail Message

File

Message

Developer

Help

Tell me what you want to do

Thu 2/8/2018 11:46 AM

KD Kim Day

RTO: Kimberly Day - Request for 6 days off

To

Olinda

Requested Time Off

From	Tue	01/02/2018
Thru	Tue	01/09/2018
Return	Wed	01/10/2018
4.00	Vacation	
1.00	Conference	
1.00	Personal	
6.00	Total Days off	

For Office Use Only

Supervisor Approval	
Approved	
Denied	
Select another period	

HR Approval

Approved	
Denied	
Select another period	