This PDF is generated from authoritative online content, and is provided for convenience only. This PDF cannot be used for legal purposes. For authoritative understanding of what is and is not supported, always use the online content. To copy code samples, always use the online content.

Workforce Management Web for Supervisors Help

IMW: Select Time Off

5/7/2025

IMW: Select Time Off

To fill in the **Select Time Off** page **Insert Multiple Wizard** (IMW):

1. Select a **time-off** type from the **Select Time Off** list.
   - Click a single row to select its time-off type. (If more time-off types are hidden above or below the displayed list items, a vertical scroll bar appears to the right to help you reveal them.)
     The list shows all of the time-off types that have been configured for the selected site in the **Policies** module of WFM Web.
     The list's columns show each time-off type's name, short name, whether or not the time off is paid, whether the time off counts toward the configured time-off limits, and all sites to which **Time Off** is assigned.
   - Select the **Show all** check box to display all **Time-Off** types.
     Clear the check box to display only the **Time-Off** types that are applicable to the selected agent.
     See the Time-Off Primer in the *Workforce Management Administrator's Guide*.

   > **Tip**
   > The **Paid** and **Counts** check boxes are informational only. You cannot select or clear them.

2. If the **time-off** item is part-day, fill in the **Start time** and **End time** text boxes. Type in the times that you want, or use the up or down arrows to modify the displayed times.
3. Select **Next Day** next to the **Start Time** and **End Time** text boxes if the time-off period starts on the day after the agents' shifts begin.
   — or —
4. Select **Next Day** next to the **End Time** text box if the time-off period begins on the same day as the agents' shifts begin, but ends on the day after.
5. If the time off is for the entire day, select the **Full Day** check box. This disables the start time and end time text boxes.
6. Click **Finish** to insert the selected time off and close the wizard.
   This returns you to the **Intra-Day** view.
   - If you want to review or change your entries in the Select State Type page, click **Previous**.
   - If you want to close the wizard without inserting the time off, click **Cancel**.