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Workforce Management Web for Supervisors Help

IMW: Select Time Off

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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**.