VEEVA Reference Guide

VEEVA-Quick Reference Guide

HSA- Time Off Territory (TOT)

- 1. Tap My Schedule
- 2. Tap the Blue Plus icon in the top right-hand corner
- 3. Tap Add Time Off Territory
- 4. Select the Reason
- 5. Select the Date
- 6. Select the Time
- 7. If you selected "Hourly" in Step 6:
 - a. Select the Start Time
 - b.Select the Hours Off
- 8. Tap Save



Cancel	Time Off Territory Rep
Information	
Reason	Owner
FTO - Illness	V Lynton Hyde
Date 1/24/2025	Convention Exhibits/
Time	Field Ride Days
All Day	FTO - Illness
Hourly Options	FTO - Non-Illness
Start Time	© Sales Administrative
	Sales Meeting-Training
Hours off	Samples-Material Delivery
	Volunteer Time Off

4. Reason

Please refer to the <u>FTO FAQ</u> & <u>FTO Policy</u> for questions related to FTO.



For Time-Off Scheduled after the date, 1/1/25, the approval process has been updated. Manager's approval is required for **Volunteer Time Off, FTO-Non-Illness, and FTO-Illness**.



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