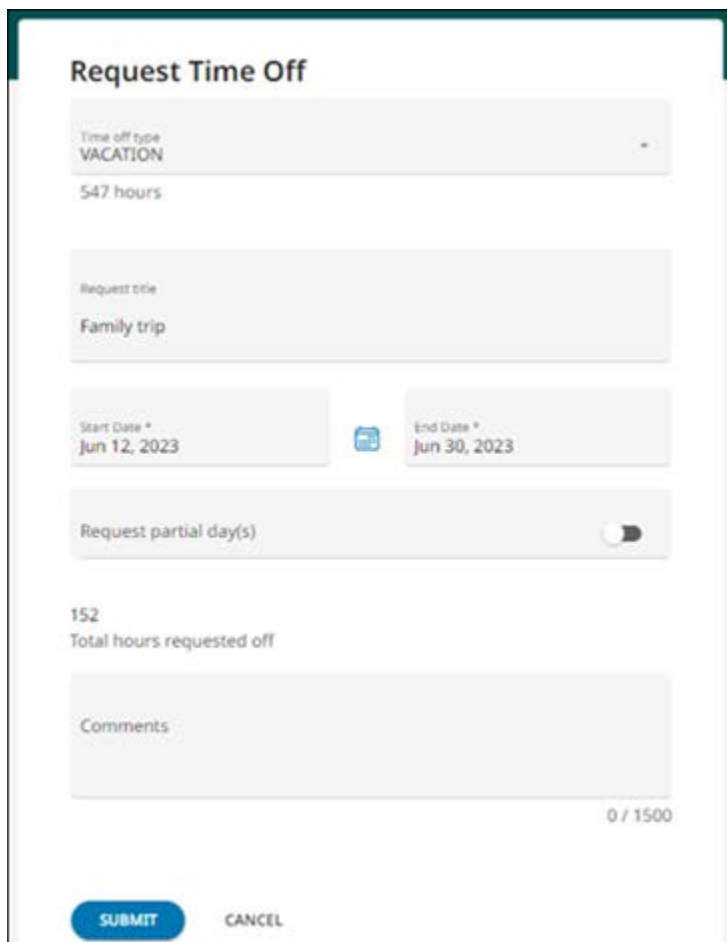


Time Off Requests for Mobile

Request Time Off From a Mobile Device

Employees can request time off using a mobile device.

1. Select **Time Off**.
2. Select **Request Time Off**.
3. Complete the **Request Time Off** page.
 - a. Select the type of time off request.
 - b. Enter a title or description of the request.
 - c. Select the start and end dates and save.
 - d. Select if partial day is applicable.
 - e. Enter any comments.
 - f. Select **Submit**.



The screenshot shows a mobile application interface for requesting time off. The form is titled "Request Time Off" and contains the following fields and controls:

- Time off type:** A dropdown menu with "VACATION" selected. Below it, it shows "547 hours".
- Request title:** A text input field containing "Family trip".
- Start Date:** A date picker showing "Jun 12, 2023".
- End Date:** A date picker showing "Jun 30, 2023".
- Request partial day(s):** A toggle switch that is currently turned off.
- Total hours requested off:** A label showing "152".
- Comments:** A large text area for entering comments, with a character count of "0 / 1500".
- Buttons:** "SUBMIT" and "CANCEL" buttons at the bottom.