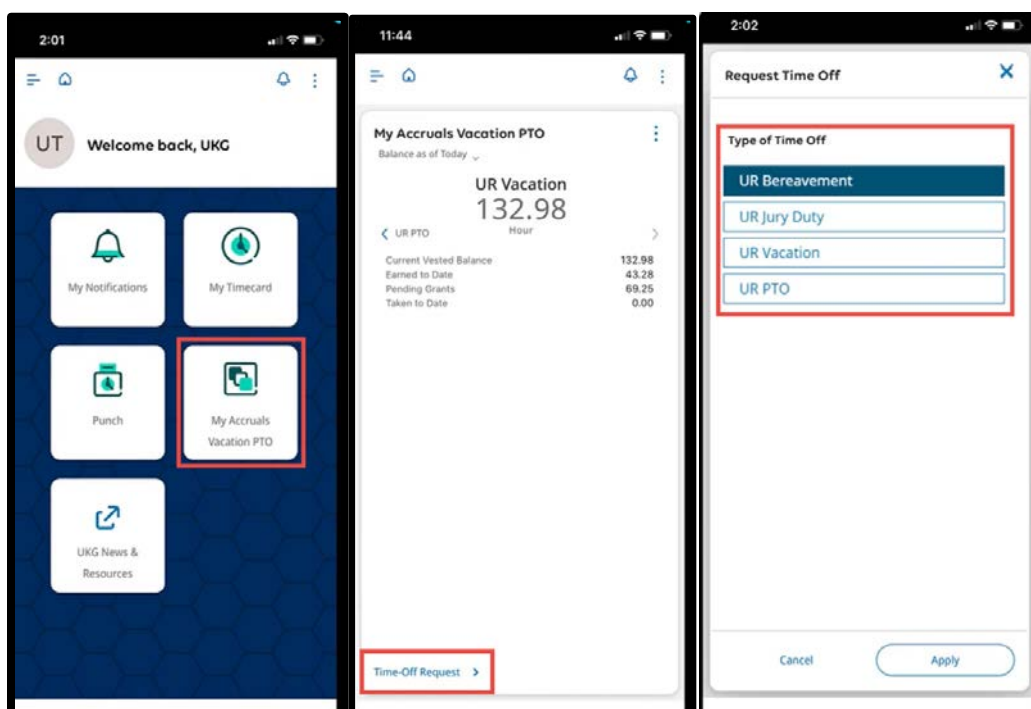


Time Off Requests for Mobile

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 Date** and save.
 - d. Enter Duration (in Hours)
 - e. Enter any comments.
 - f. Select **Submit**.

Request Time Off

Time off type
VACATION

547 hours

Request title

Family trip

Start Date *
Jun 12, 2023



End Date *
Jun 30, 2023

Request partial day(s)



152

Total hours requested off

Comments

0 / 1500

SUBMIT

CANCEL