

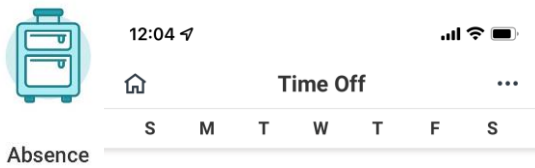
Time Off Request and Leave Balances - Mobile

USER GUIDE

MOBILE: VIEW TIME OFF & LEAVE BALANCES

Depending on your department's policy: you may enter future time off dates through the Absence App. You may also enter current and future time off dates through your Time App. Refer to the Time App job aid.

1. Tap the **Absence app** and in the upper right, click on the three dots (...)



2. Tap **Balances** and enter in the As-Of date. Click Done. It will show you the current balance or enter the date you want to check the balance of.

Balance as of *

09/26/2022

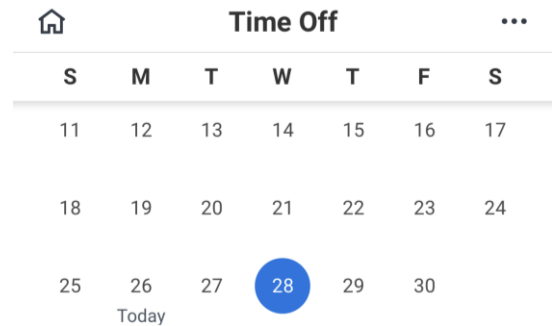
Compensatory Time 0 Hours

PTO 72 Hours

3. When done, tap **Done or Cancel**.

MOBILE: REQUESTING TIME OFF

1. Tap the day(s) to highlight them and request the time off. You can tap a highlighted day to unmark it. Once the correct date(s) is selected, click **Next**.



2. Select the **Time Off Type** from the list
 - *Time Off:* Bereavement/Funeral, Compensatory, Jury, PTO, Reward or Unpaid. Select **Next**.



Type *

PTO

Note: For Leave of Absence requests, such as FMLA, contact Sharon Hernandez- Employee Resources Department first for information on your options.

3. Click the edit icon to **adjust the number of requested hours for each day**. You can take increments of 0.25 hours.

Edit Days

Update Duration for All Days

0

Wed, Sep 28, 2022
0 hours



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4. Enter in the reason for the time off request. For Jury Duty, this is not required.

Reason *

5. Attachments are NOT required. You may Take Photo, Choose Photo or if your mobile allows, import attachment. Once attached, you would need to select one document type from the Category dropdown.

6. Tap **Submit/Done**. A confirmation page displays. This will go to your manager for approval.

7. The green circle around the date means approved by your manager. The dotted circle means waiting to be approved.

Time Off						
S	M	T	W	T	F	S
4	5 Holiday	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Today	29	30	

November

Oct 20 Submitted: PTO

Time Off						
S	M	T	W	T	F	S
4	5 Holiday	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28 Today	29	30	

3. Your only option in the App is to delete the request.

Details

Status
Submitted

Oct 20

Duration
8 hours

Type
PTO

Reason
PTO - Scheduled

Delete Request

MOBILE: CORRECT TIME OFF

1. Tap the **Absence App** to bring up the calendar.



2. Find the date you are needing to change with that has the **dotted circle**. This will bring up the time off request you are wishing to change. **Click on Submitted** next to the date(s) you are correcting.

4. A comment may be required if deleting.

5. Tap **Yes, Delete** to complete. If it was previously approved, this will go to your manager for approval to remove from your calendar.