1 From the Mobile App tap on **more** in the bottom right corner.

3 This screen will show you how many hours you've accrued.

2 Click the **Action** icon (down arrow) to the right of the employee's name and select **Time Tracking**.

4 To submit new request, tap on **Request Time Off**.
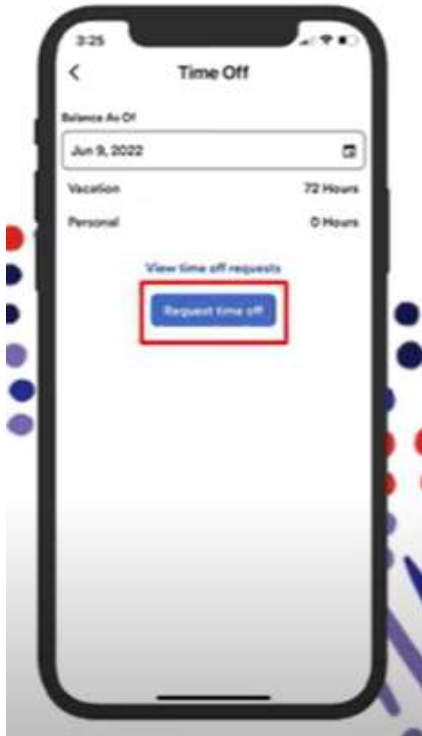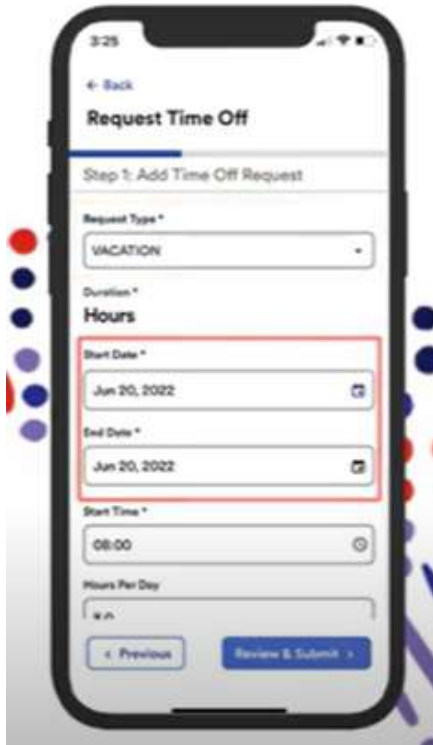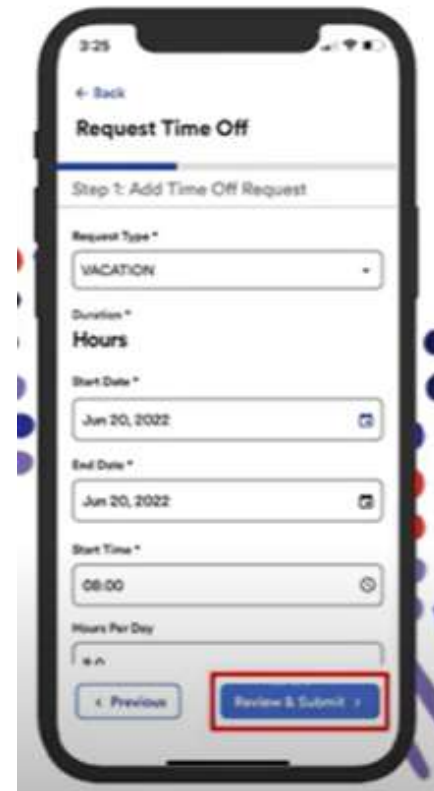

5 Here you can choose the time off type.
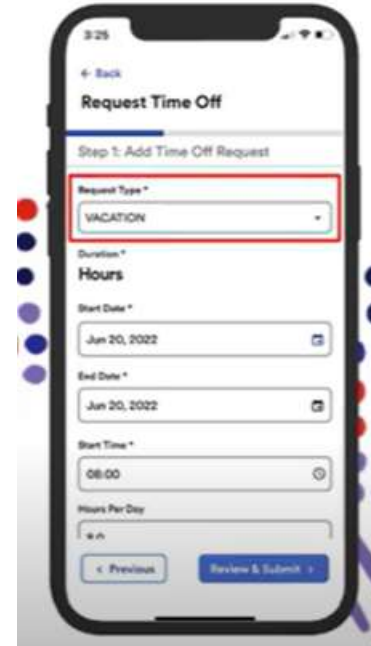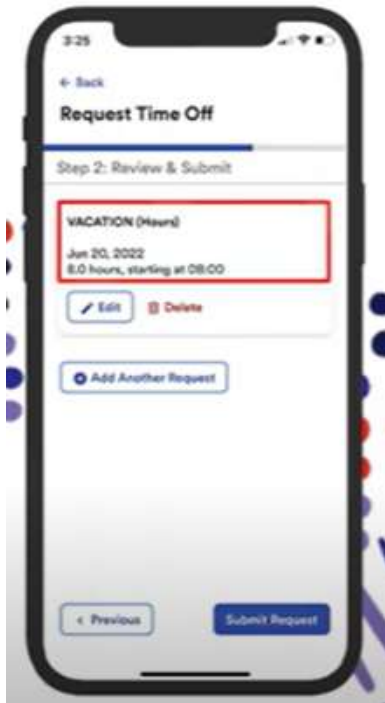
6 Then enter the **start** and **end** date of your request.
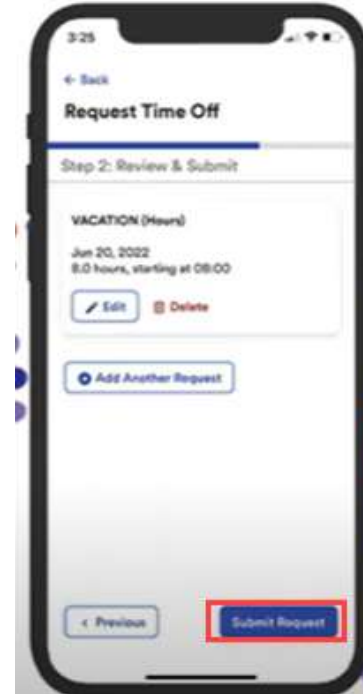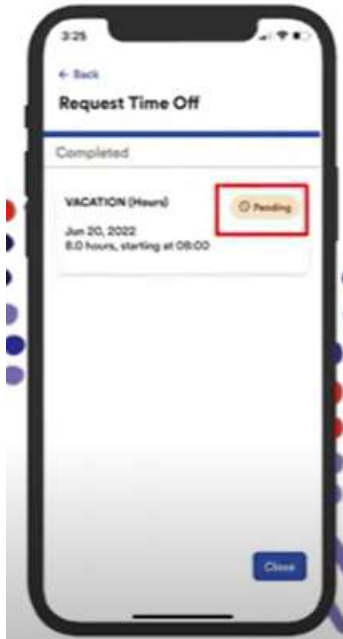

7 Then tap on **Review & Submit**.
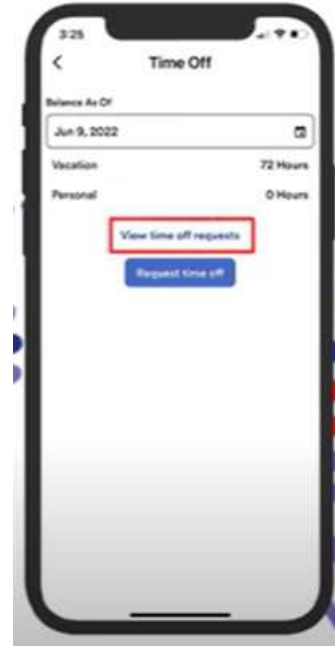
8 Here, you can see your request.

9 Then click on **Submit Request**.

10 Then you will see a confirmation screen to show that your request is **pending** for your manager to review.

11 To view the status of your request. Click on **View All Time Off Request.**

12 Here you will see your status of your request. As well as indicators for your status.