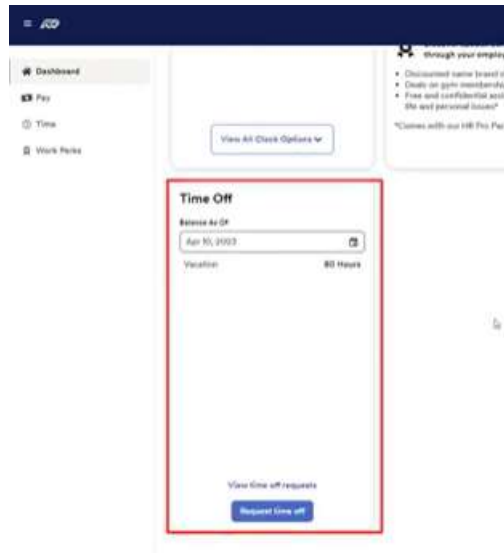


Requesting Time Off

1 To request time off, tap on More on the bottom right.



2 Click on Request Time Off.



Requesting Time Off

- 3 This will slide a new menu on the right. Enter the **start date** and **end date** of your request. Then click on **Review & Submit**

Dashboard

Request Time Off

Step 1: Add Time Off Request

Request Type
Vacation

Start Date*
Apr 24, 2023

End Date*
Apr 24, 2023

Start Time*
08:00

Hours per Day
8.0

Review & submit

- 4 Here you can see your request. If there's something wrong, you can **delete** or **edit** the request before you submit.

Request Time Off

Step 2: Review & submit

Vacation (Hours)

Apr 24, 2023

8.0 hours, starting at 08:00

Edit Delete

Add another request

- 5 If you wish to make multiple requests at once you can add another request here.

[← Back](#) Request Time Off

Step 2: Review & submit

Vacation (Hours)

Apr 24, 2023
8.0 hours, starting at 08:00

[Edit](#)

[Delete](#)

[Add another request](#)

- 6 Once you click Review & Submit, it will show a confirmation screen that shows that your request has been submitted to your manager and is pending for review.

[← Back](#) Request Time Off

Completed

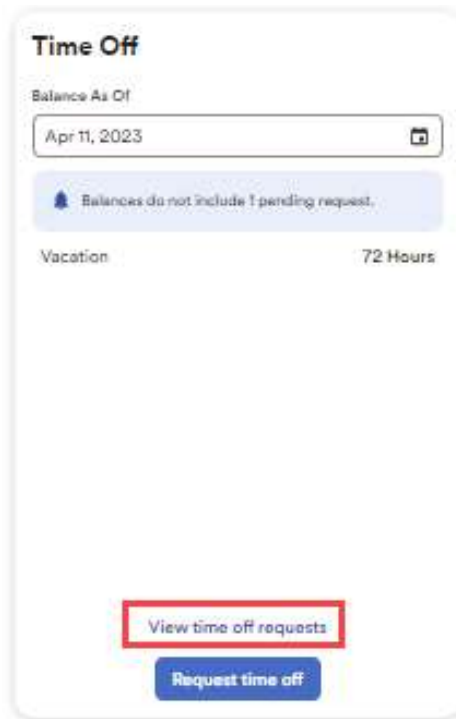
Vacation (Hours)

Apr 24, 2023
8.0 hours, starting at 08:00

Pending

Requesting Time Off

7 To view the status of your request, on the Dashboard you can click on "View Time Off Requests"



8 Here, you will see all your requests, as well as indicators for their status.

