

Submit Time Off Requests in Mobile

Article ID: PCTY-51632

Select Time Off from the main menu.

1. Select the Request tab.
2. Choose the Time Off Type from the dropdown menu.
3. Enter a Start Date.
4. Enter an End Date.
5. Enter the Start Time.
6. Leave the End Time field empty.
7. Enter the Hours Per Day.
8. Tap Include weekends to turn on or off. If the request occurs on or crosses over a weekend, this setting should be to the right (and blue).
9. Enter a Comment, if desired.
10. Select Submit in the top right of the interface once completed.