

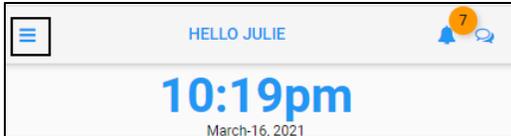
# ESS Mobile 3.0: Managing Absence Planned Schedules

Job Aid

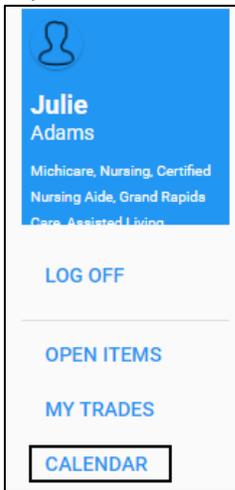
Employees can manage their absence planned schedules on calendar. They can view their time off or submit a request to their supervisor to cancel their time off. If the employee's cancel time off request has not been processed by their supervisor, they can withdraw their cancel time off request and keep their time off.

To view your absence planned schedules:

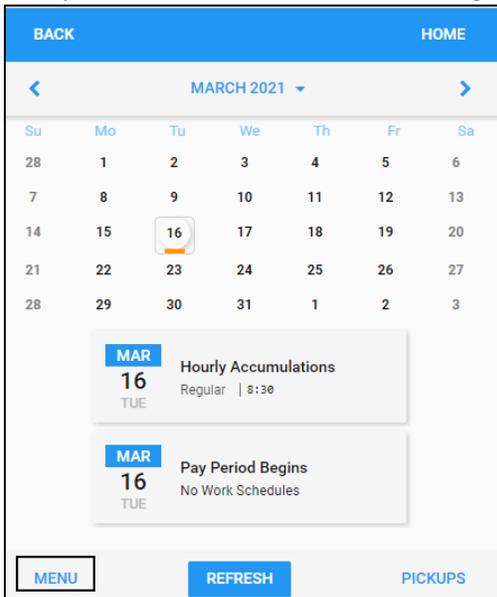
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.



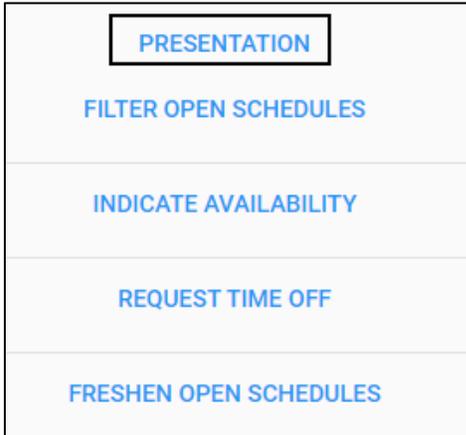
2. Tap the **CALENDAR** menu item. The calendar screen is displayed.



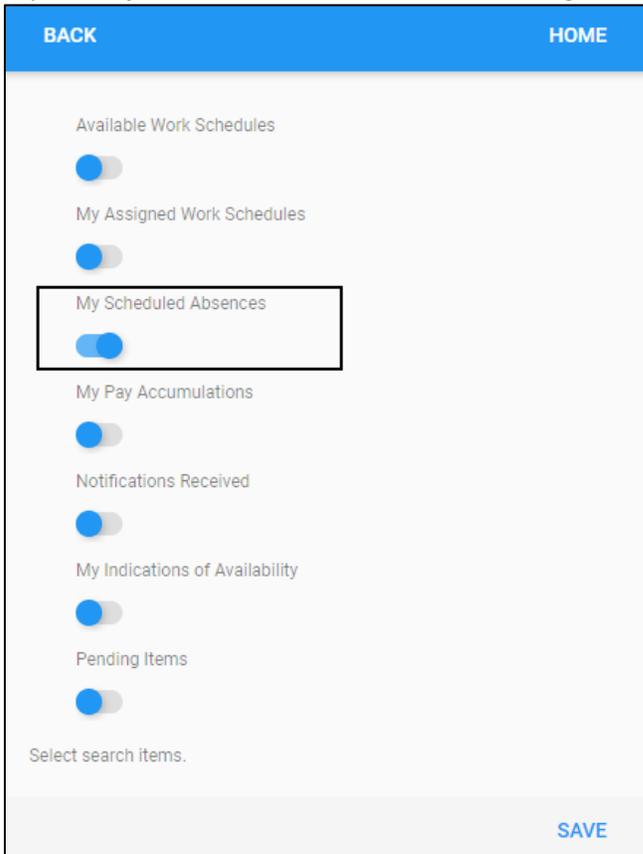
3. Today's date is underlined in color orange. Tap **MENU**. The menu options are expanded.



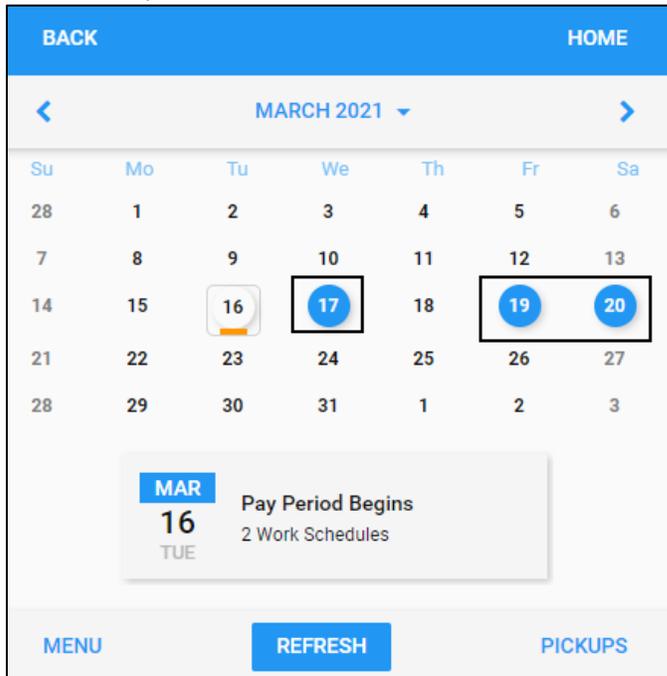
4. Tap **PRESENTATION**. The **REQUEST TIME OFF** calendar view is displayed with the current date highlighted.



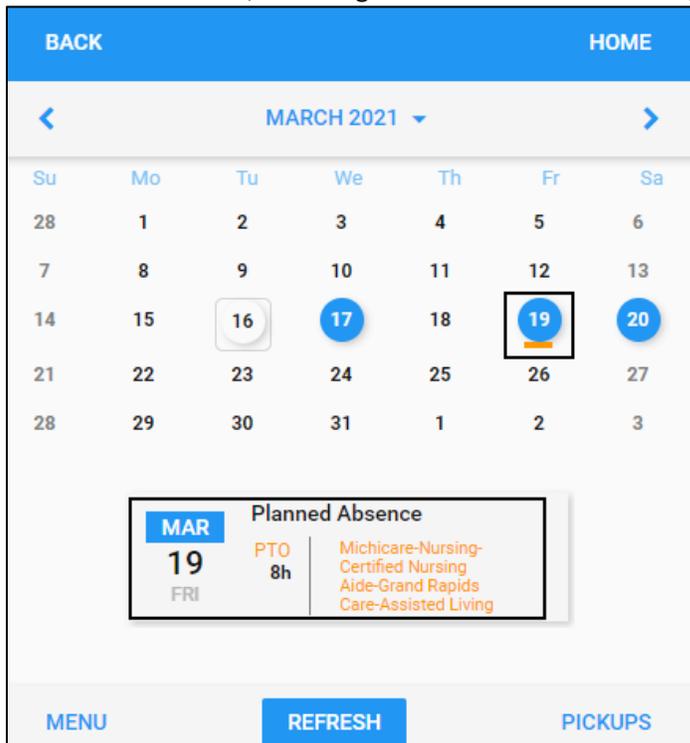
5. Tap the **My Scheduled Absences** slider to the right to enable this option. Tap **SAVE**.



6. All absence planned schedules are identified on the calendar with a blue circle.



7. Tap a day with blue circle. The absence planned schedule is displayed below the calendar in orange with detailed information, including the benefit to use and assigned workgroup.

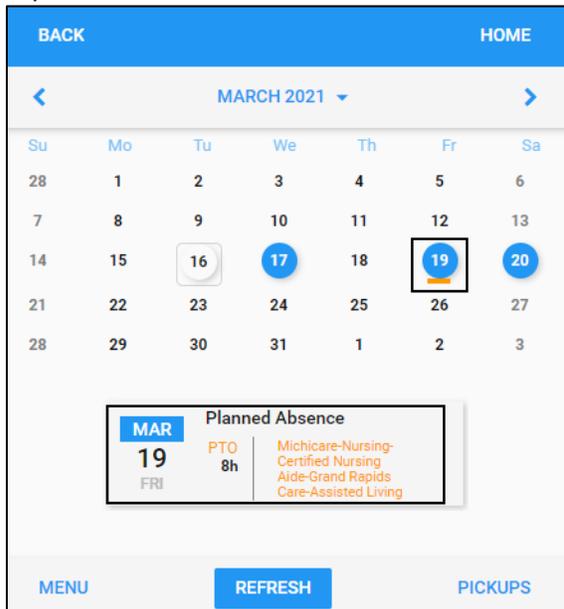


# Request to Cancel Time Off

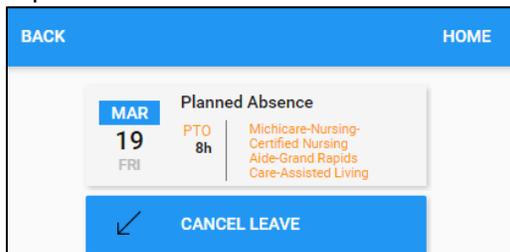
Employee can submit a request to cancel their time off.

To request to cancel time off:

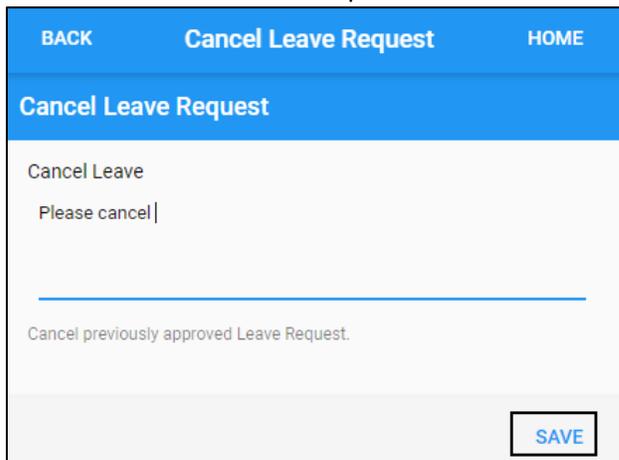
1. Tap the **Planned Absence** tile.



2. Tap **CANCEL LEAVE**.



3. Enter the notes if needed. Tap **SAVE**.



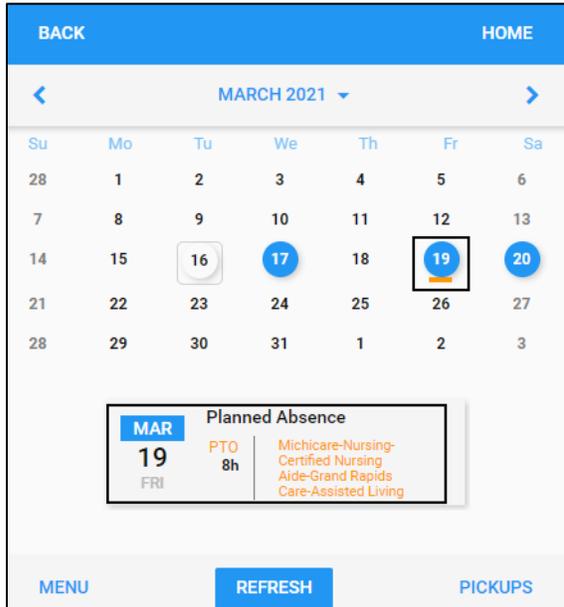
4. The cancel leave request is submitted to supervisor for review.

# Withdraw Cancel Time Off Request

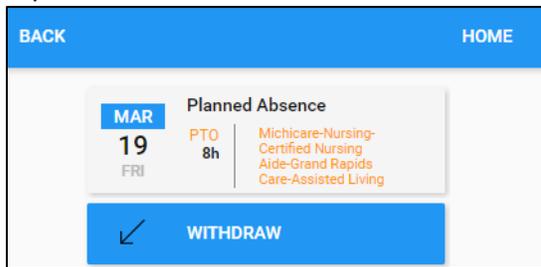
If the canceled leave request has not been processed (approved or denied) by supervisor, employee can withdraw their cancel time off request.

To withdraw cancel time off request:

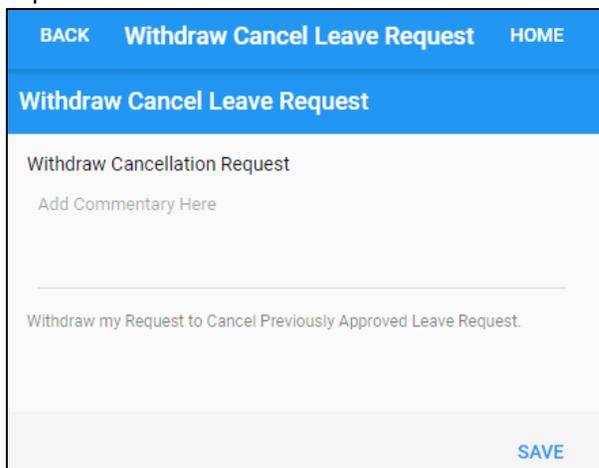
1. Tap the **Planned Absence** tile.



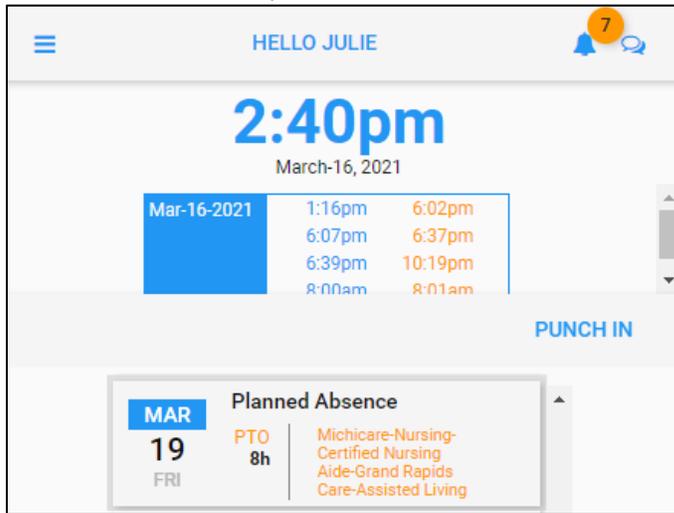
2. Tap **WITHDRAW**.



3. Tap **SAVE**.



4. The canceled leave request is withdrawn and this time off is reserved for employee.



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