ESS Mobile 3.0: Requesting Time Off

Employees can request a partial day off, a whole day off, or several days off.

To request time off:

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. Tap **MENU**. The menu options are expanded.

BACK						номе
<		МА	RCH 202	1 👻		>
Su	Мо	Tu	We	Th	Fr	Sa
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
	МА 10 то	6 Hour Regul	ly Accum ar ∣ 8:30	ulations		
	MA 10 TU	R Pay F 5 No W	Period Be	gins Iles		
MENU		R	EFRESH		PIC	KUPS

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



The employee can request a partial day off, a full day off, or several days off.

Request a Partial Day Off

To take a partial day off:

1. Select a date for time off by tapping a day in the calendar. The selected date is identified with a blue circle and is listed at the bottom of the calendar.

BACK						ном	Е
		RE	QUEST TI	VE OFF			
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<mark>ଞ୍ଚ</mark> 28	MAR 1	2	3	4	5	6	•
MAR 2	8	9	10	11	12	13	
44 NW	15	16	17	18	19	20	
44 MAR	22	23	24	25	26	27	
82 MAR	29	30	31	¥d 1	2	3	
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ቼ 11	12	13	14	15	16	17	-
Select an Ending Date Mar-19-2021							
						NEX	т

Note:

• If selected dates do not meet the earliest allowed date requirements, the following message is displayed.

The earliest allowed date is Jul-9 2017

• To start over, tap any calendar day to clear all selections and re-tap the date for selection.

2. Select the same date by tapping the same day in the calendar. Two same date entries are displayed at the bottom of the calendar, which indicate the starting date and the ending date of time off are the same day. Tap **NEXT**.



3. Specify the following properties. Tap **SAVE**.



Property	Description
Banked Time	Select a benefit bank to use for this leave request
Whole Day	Disable this switch by tapping the Whole Day slider to the left for the partial day and specify the starting time in the From field and the ending time in the To field.
From	If the Whole Day toggle switch is disabled, the From field is unavailable. Specify the starting time of this leave request.
То	If the Whole Day toggle switch is disabled, the To field is unavailable. Specify the ending time of this leave request.
Hours	Specify the total hours of this leave request
Comments	Enter additional notes to accompany this leave request

4. The leave request is submitted and displayed with detailed information below the calendar and on the Home screen.



Cancel Submitted Leave Request

The submitted leave requests are displayed on the Home screen and can be accessed via the **OPEN ITEMS** menu item. A submitted leave request with the Pending status can be canceled.



To cancel a submitted leave request from the Home screen:

1. Tap a *Submitted* leave request whose status is *Pending*.



2. Tap UNDO LEAVE REQUEST. The Remove Leave Request screen is displayed.



3. Enter comments for canceling submitted leave request if needed. Tap SAVE.

BACK	Remove Leave Request	HOME
Remove L	eave Request	
Remove Lea Add Comme	ve Request entary Here	
Cancel My Lea	ive Request.	
		SAVE

4. The submitted leave request is removed.

To cancel a submitted leave request via the **OPEN ITEMS** menu item:

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



2. Tap the **OPEN ITEMS** menu item.

2	
Julie Adams	
Michicare, Nursing, Certified Nursing Aide, Grand Rapids	
LOG OFF	
OPEN ITEMS	

3. Tap a *Submitted* leave request whose status is *Pending*.



4. Tap UNDO LEAVE REQUEST. The Remove Leave Request screen is displayed.



5. Enter comments for canceling submitted leave request if needed. Tap **SAVE**.

BACK	Remove Leave Request	HOME
Remove L	eave Request	
Remove Lea	ve Request	
Add Comme	entary Here	
Cancel My Lea	ave Request.	
		SAVE

6. The submitted leave request is removed from the calendar and Open Items menu item.

Image: Subscript of the su			BAC	٢					HOME
Su Mo Tu We Th Fr Sa 28 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 MENU REFRESH PICKUPS			<		MA	RCH 2021	•		>
28 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 MENU REFRESH PICKUPS			Su	Мо	Tu	We	Th	Fr	Sa
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14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 MENU REFRESH PICKUPS			7	8	9	10	11	12	13
BACK HOME 21 22 23 24 25 26 27 BACK HOME 28 29 30 31 1 2 3 MENU REFRESH PICKUPS			14	15	16	17	18	19	20
BACK HOME 28 29 30 31 1 2 3 MENU REFRESH PICKUPS			21	22	23	24	25	26	27
MENU REFRESH PICKUPS	BACK	HOME	28	29	30	31	1	2	3
MENU REFRESH PICKUPS									
			MEN	U	F	REFRESH		PIC	CKUPS

Request a Whole Day Off

To request an entire day off:

1. Select a date for time off by tapping a day in the calendar. The selected date is highlighted with a blue circle and listed at the bottom of the calendar.

	BACK						ном	E
			RE(QUEST TI	ME OFF			
	SUN	MON	TUE	WED	THU	FRI	SAT	
FEB	28	MAR 1	2	3	4	5	6	*
MAR	7	8	9	10	11	12	13	
MAR	14	15	16	17	18	19	20	
MAR	21	22	23	24	25	26	27	
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Note:

• If selected dates do not meet the earliest allowed date requirements, the following message is displayed.

The earliest allowed date is Jul-9 2017

• To start over, tap any calendar day to clear all selections and re-tap the date for selection.

2. Select the same date by tapping the same day in the calendar. Two same date entries are displayed at the bottom of the calendar, which indicate the starting date and the ending date of time off are the same day. Tap **NEXT**.



3. Specify the following properties. Tap **SAVE**.

ВАСК	НОМЕ
Request Time Off	
Banked Time	
PTO (0:00 Available)	•
Whole Day	
From	
10:00	
То	
14:00	
Hours	
8:00	×
Enter Additional Notes Here	
	SAVE

Property	Description
Banked Time	Select a benefit bank to use for this leave request
Whole Day	Enable this switch by tapping the Whole Day slider to the right for the entire day.
From	If the Whole Day toggle switch is enabled, the From field is unavailable.
То	If the Whole Day toggle switch is enabled, the To field is unavailable.
Hours	Specify the total hours of this leave request. 8:00 hours is entered by default.
Comments	Enter additional notes to accompany this leave request

4. The leave request is submitted and displayed with detailed information below the calendar and on the Home screen.



Request Several Days Off

To request consecutive days off:

1. Select a starting date for time off by tapping a day in the calendar. The selected day is highlighted with blue color and listed at the bottom of the calendar.

BAC	к					ном	E
		RE	QUEST TI	ME OFF			
SUN	MON	TUE	WED	THU	FRI	SAT	
뛾 28	MAR 1	2	3	4	5	6	1
MAR 2	8	9	10	11	12	13	
4 MAR	15	16	17	18	19	20	
MAR 51	22	23	24	25	26	27	
MAR 58	29	30	31	NAA 1	2	3	
APA 4	5	6	7	8	9	10	
₩ 11	12	13	14	15	16	17	-
Sele Mar-1	ect an Endir .9-2021	ng Date					
						NEX	т

Note:

• If selected dates do not meet the earliest allowed date requirements, the following message is displayed.

The earliest allowed date is Jul-9 2017

• To start over, tap any calendar day to clear all selections and re-tap the date for selection.

2. Select an ending date by tapping a day in the calendar. The starting date and ending date are identified with blue circles and listed at the bottom of the calendar. Tap **NEXT**.



3. Specify the following properties. Tap **SAVE**.



Property	Description
Banked Time	Select a benefit bank to use for this leave request.
Hours	Specify the total hours of this leave request. 8:00 hours is entered by default.
Comments	Enter additional notes to accompany this leave request.

4. The leave request is submitted and displayed with detailed information below the calendar and on the Home screen.



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