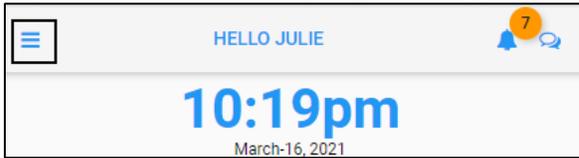


ESS Mobile 3.0: Requesting Time Off

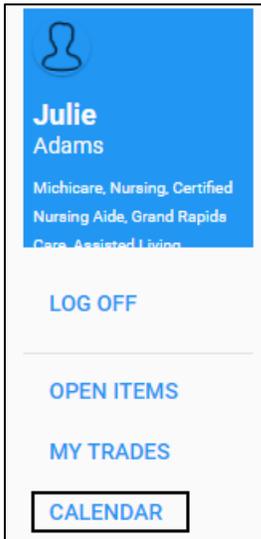
Employees can request a partial day off, a whole day off, or several days off.

To request time off:

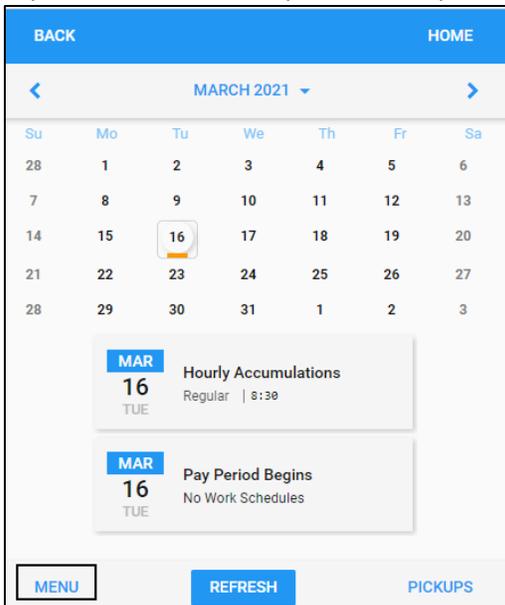
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.



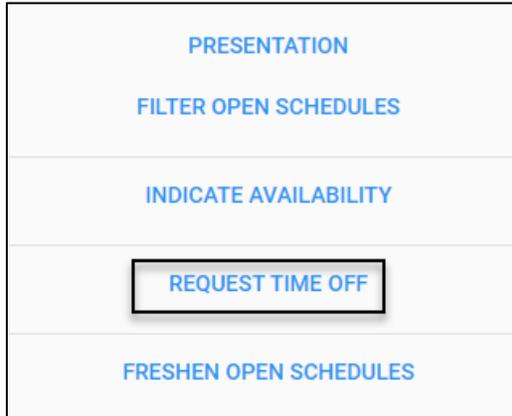
2. Tap the **CALENDAR** menu item. The calendar screen is displayed.



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



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

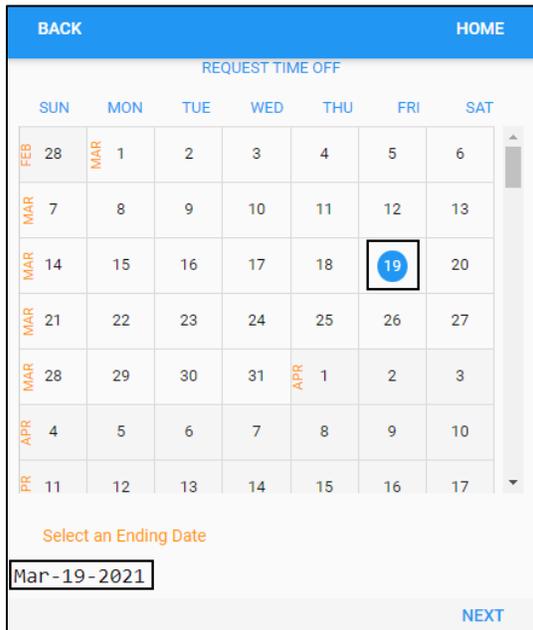


The employee can request a partial day off, a full day off, or several days off.

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.



Note:

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



- 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**.

BACK HOME

REQUEST TIME 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 |
| MAR | 28 | 29 | 30 | 31 | APR 1 | 2 | 3 |
| APR | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| PR | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Select Next to Continue

Mar-19-2021
Mar-19-2021

NEXT

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

BACK HOME

Request Time Off

Banked Time

PTO (0:00 Available)

Whole Day

From

10:00

To

14:00

Hours

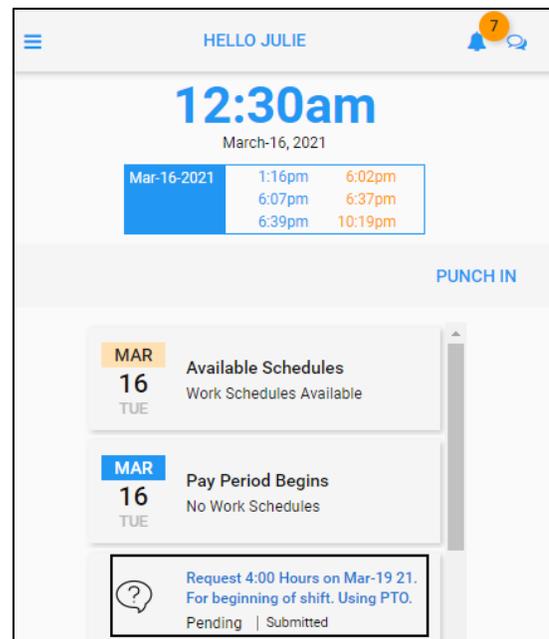
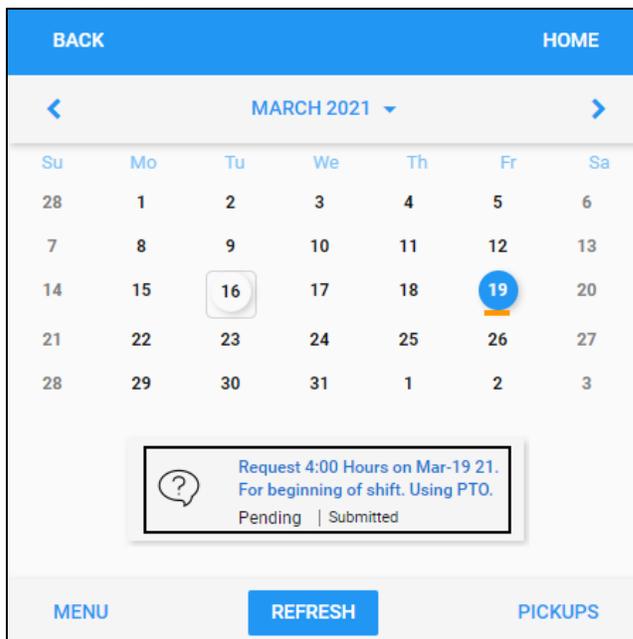
4:00

Enter Additional Notes Here

SAVE

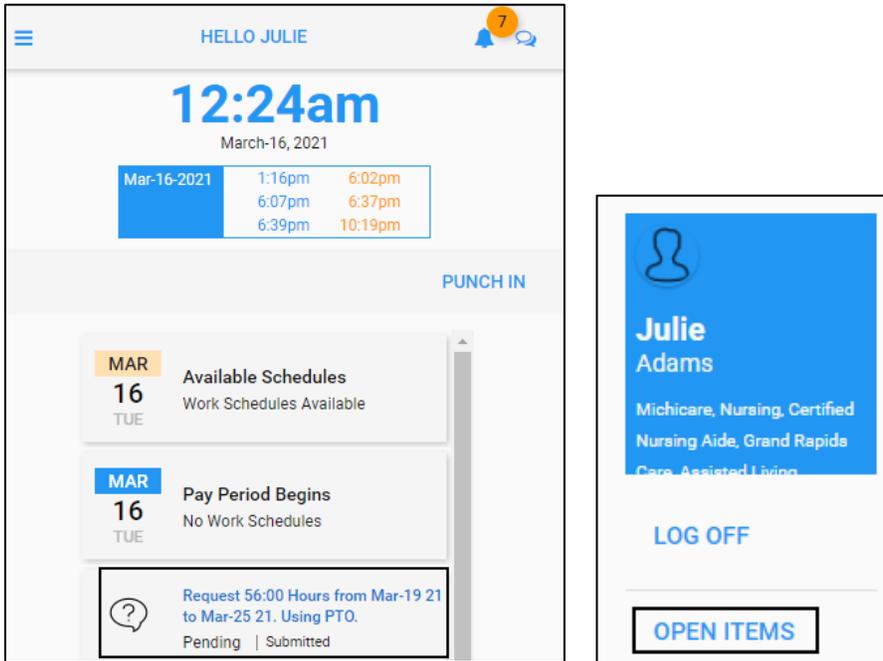
| Property | Description |
|-------------|---|
| Banked Time | Select a benefit bank to use for this leave request |
| Whole Day | Disable this switch by tapping the Whole Day slider to the left for the partial day and specify the starting time in the From field and the ending time in the To field. |
| From | If the Whole Day toggle switch is disabled, the From field is unavailable. Specify the starting time of this leave request. |
| To | 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.



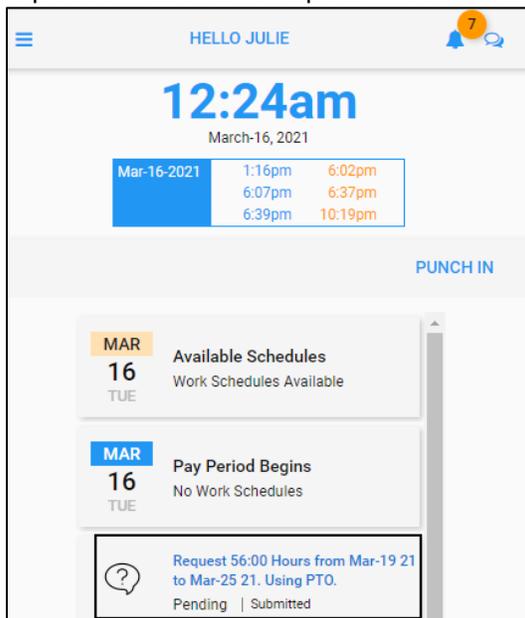
Cancel Submitted Leave Request

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.

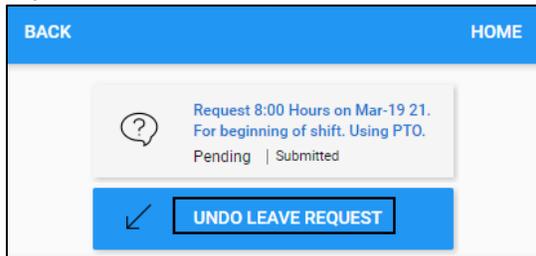


To cancel a submitted leave request from the Home screen:

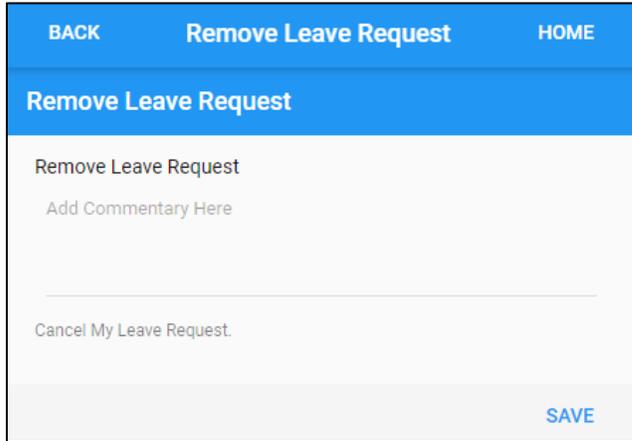
1. Tap a *Submitted* leave request whose status is *Pending*.



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



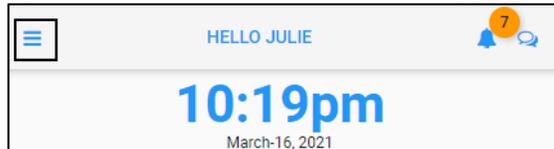
3. Enter comments for canceling submitted leave request if needed. Tap **SAVE**.



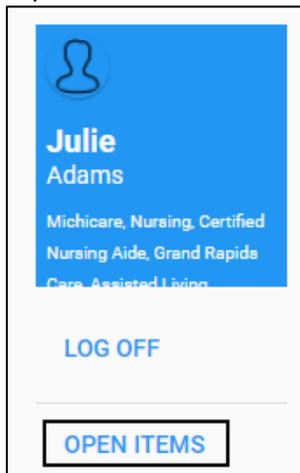
4. The submitted leave request is removed.

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

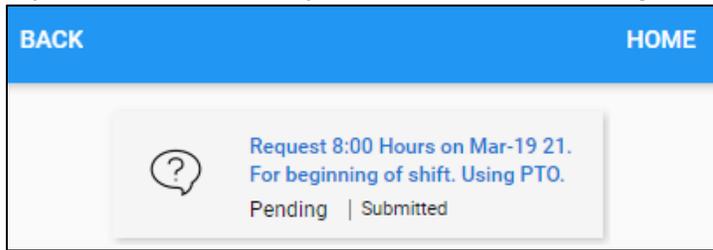
1. Tap the Three Line menu (☰) in the upper-left corner of the screen. The left panel is expanded.



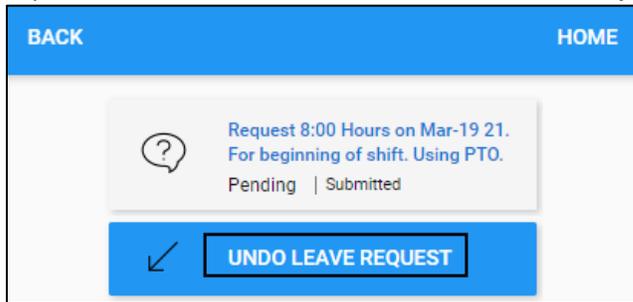
2. Tap the **OPEN ITEMS** menu item.



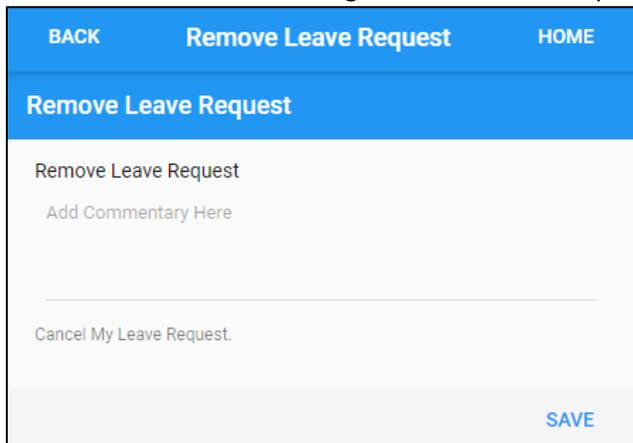
- Tap a *Submitted* leave request whose status is *Pending*.



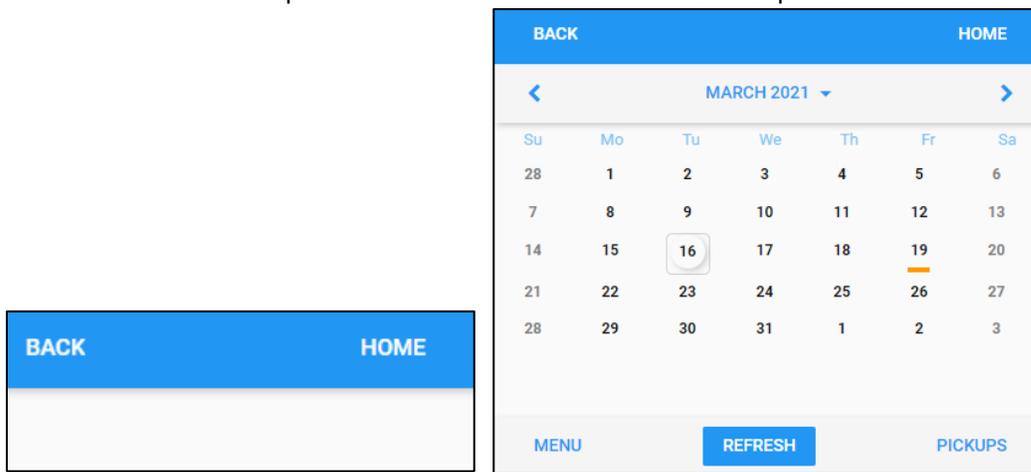
- Tap **UNDO LEAVE REQUEST**. The **Remove Leave Request** screen is displayed.



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



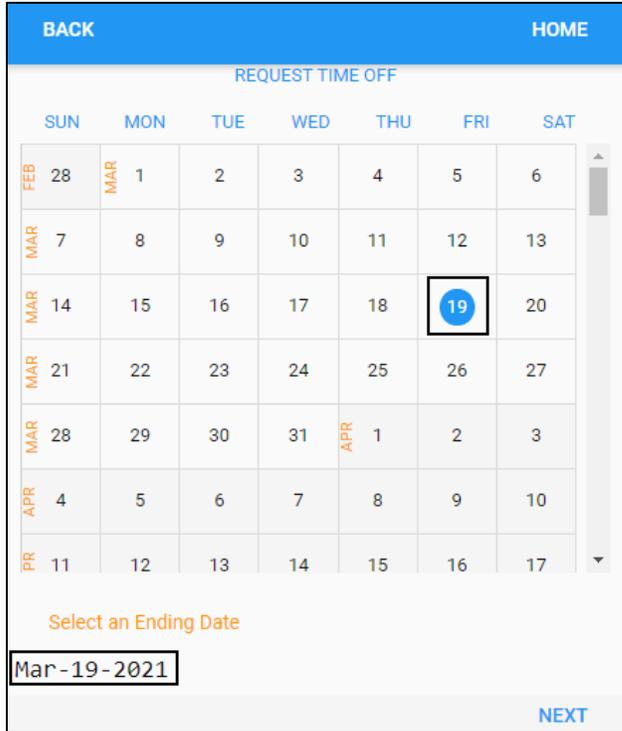
- The submitted leave request is removed from the calendar and Open Items menu item.



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.



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**.

BACK HOME

REQUEST TIME 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 |
| MAR | 28 | 29 | 30 | 31 | APR 1 | 2 | 3 |
| APR | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| PR | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Select Next to Continue

Mar-19-2021
Mar-19-2021

NEXT

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

BACK HOME

Request Time Off

Banked Time

PTO (0:00 Available)

Whole Day

From
10:00

To
14:00

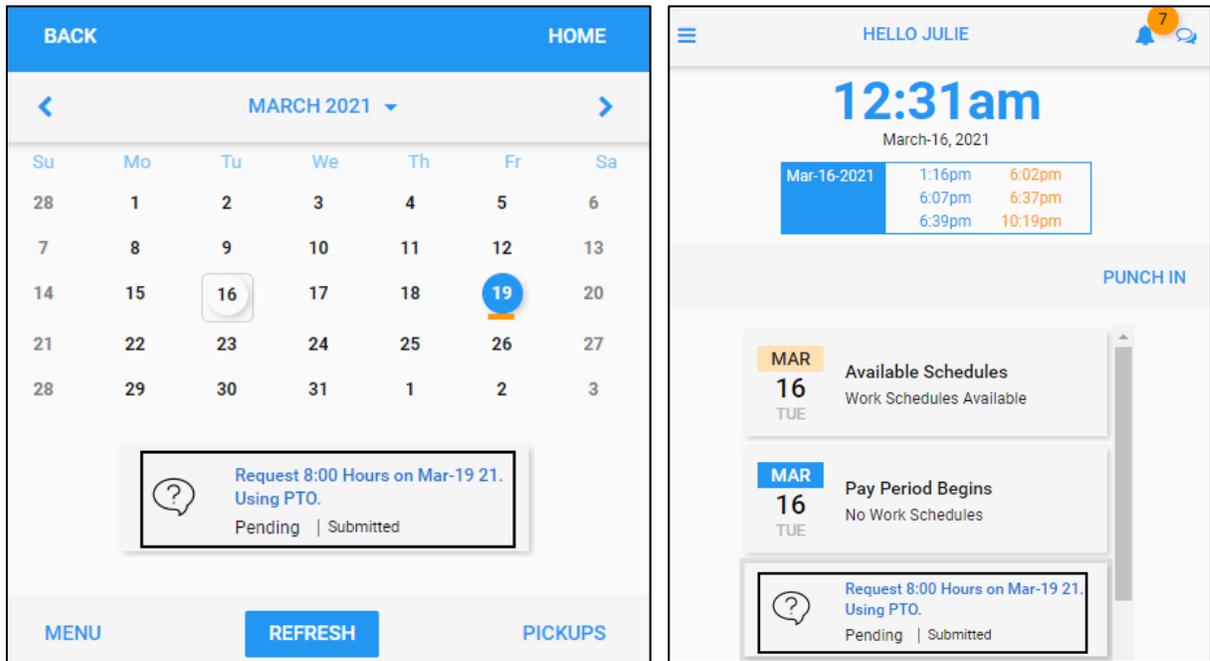
Hours
8:00

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. |
| To | 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 |

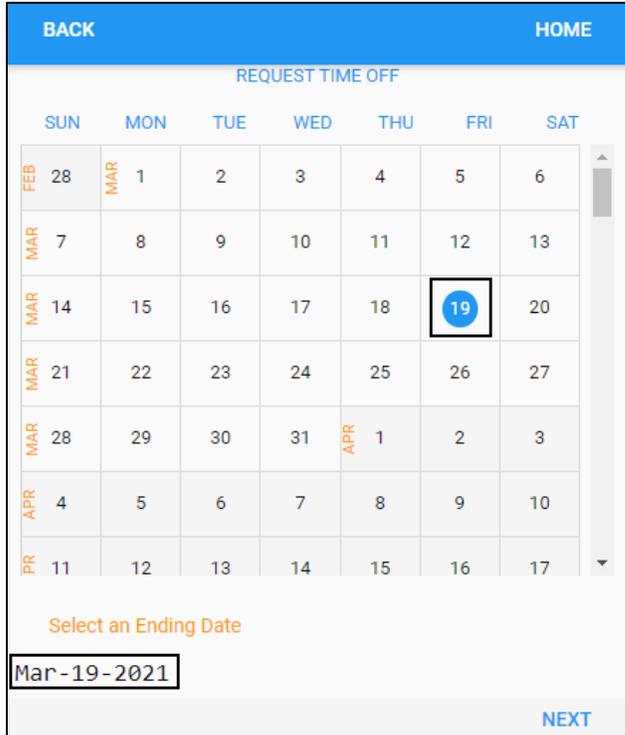
4. The leave request is submitted and displayed with detailed information below the calendar and on the Home screen.



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.



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**.

BACK HOME

REQUEST TIME 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 |
| MAR | 28 | 29 | 30 | 31 | APR 1 | 2 | 3 |
| APR | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| PR | 11 | 12 | 13 | 14 | 15 | 16 | 17 |

Select Next to Continue

Mar-19 2021
Mar-25-2021

NEXT

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

BACK HOME

Request Time Off

Banked Time

PTO (0:00 Available) ▼

Hours

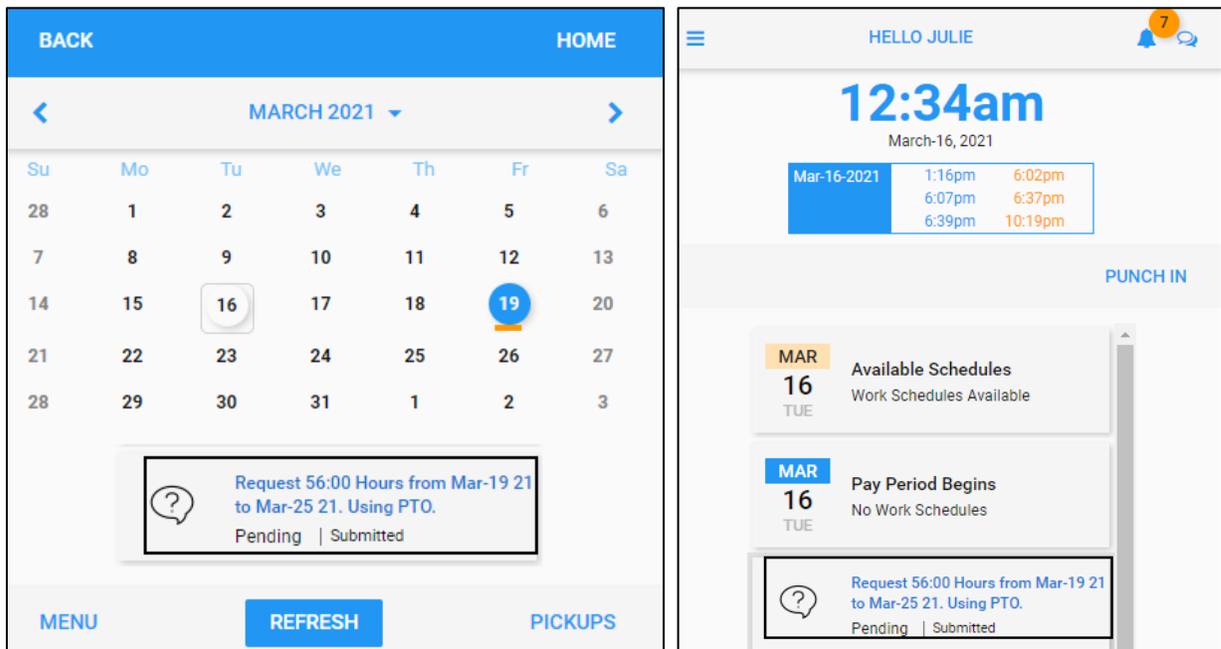
56:00 ✕

Enter Additional Notes Here

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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