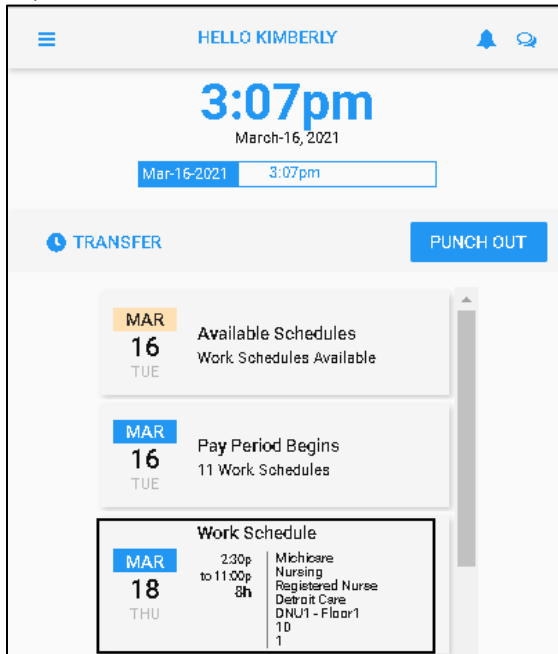# ESS Mobile 3.0: Calling Off Work Schedules

Employees who are assigned a work schedule can send a call off request to supervisor or call off their work schedule automatically during the determined time frame based on your company policy. Compared to the **DROP SCHEDULE** operation used for long notice leave, the **CALL OFF** operation is used for short notice leave, for example, a few hours or one day notice before the employee's work schedule.
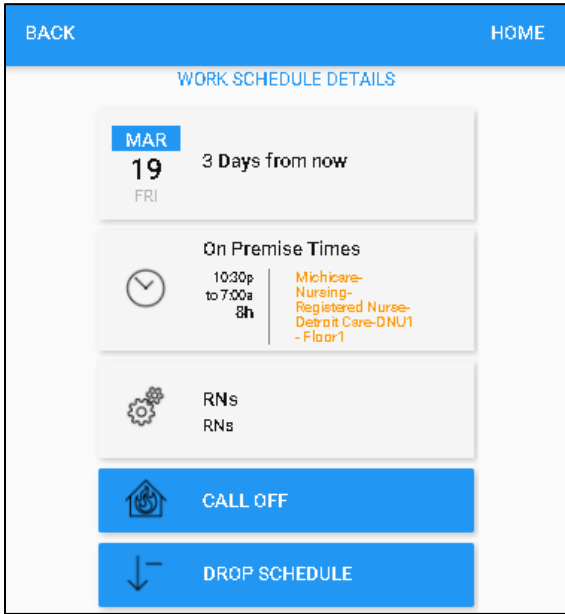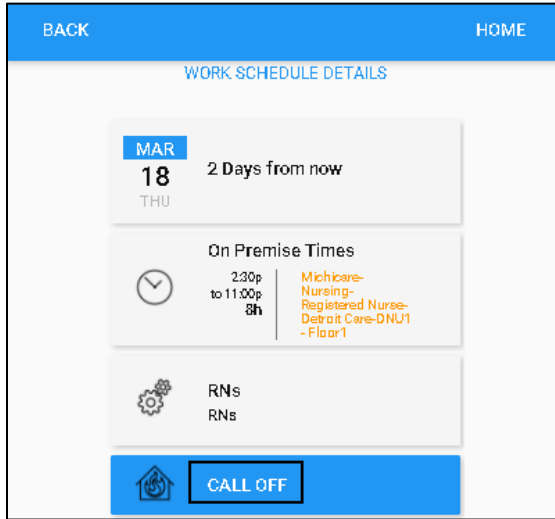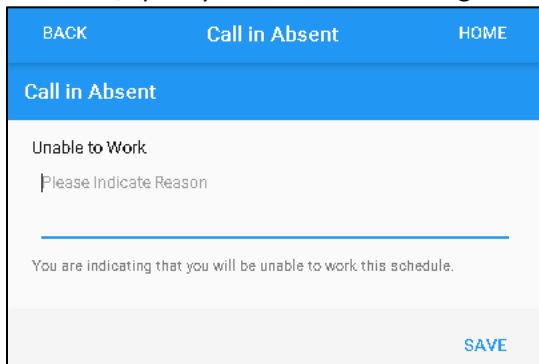


To call off a work schedule:
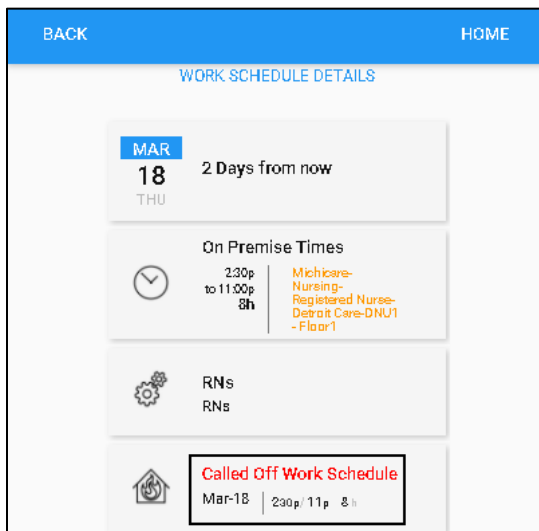1. Tap the **Work Schedule** tile of a schedule on the home screen.

2. If you are allowed to call off this work schedule based on your company policy, the **CALL OFF** button is available. Tap **CALL OFF**. The **Call in Absent** screen is displayed.



3. If needed, specify the reason for calling off work schedule. Tap **Save**.



4. A new tile is created with the called off schedule and the **Called Off Work Schedule** message displayed in red. The schedule is dropped automatically or the drop schedule request is sent to Supervisor for review.
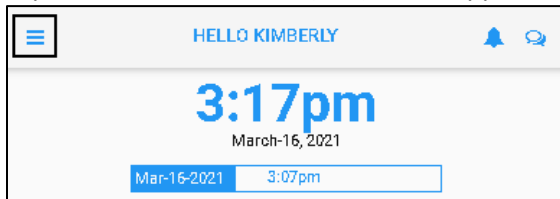
On the Home screen, the called off work schedule is displayed on the **Work Schedule** tile with **Work Schedule** titled in red.
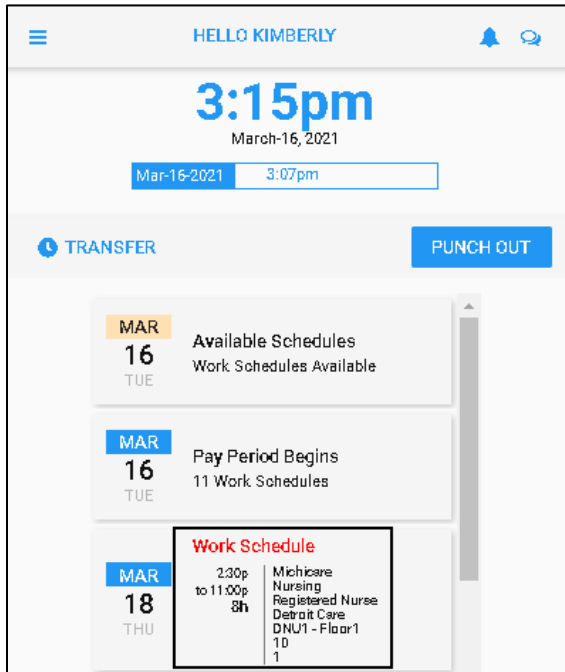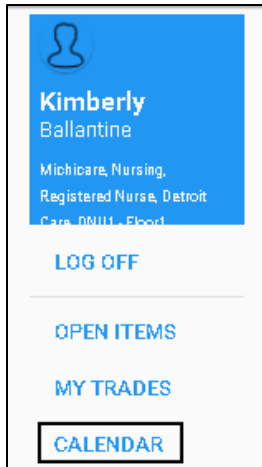


## Call Off Work Schedules in Calendar

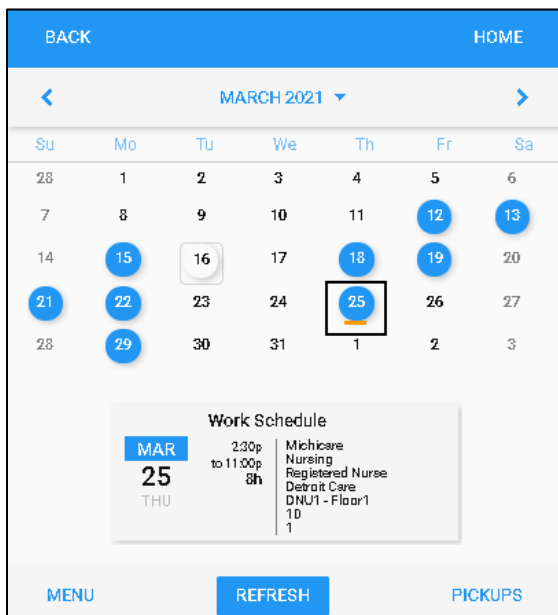Employees can also call off their work schedules in their calendar.

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



2. Tap **Calendar** in the expanded panel to access the employee calendar.

3. The dates in the current month having work schedules are highlighted in blue circle. Tap a day with work schedule.



**Note**: If there is no work schedule displayed in blue, see *Enable Work Schedule in Calendar* on page 8 on how to make work schedules displayed in your calendar.
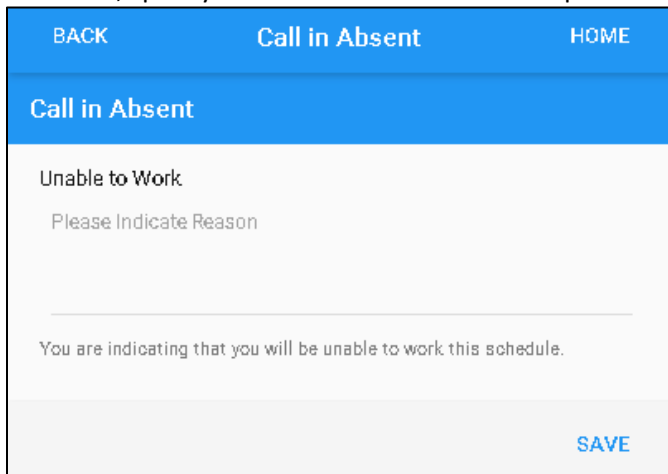
4. Work schedules of the selected date are displayed on the Work Schedule tile with detailed information, including schedule starting time, ending time, total hours and workgroup set. Tap the **Work Schedule** tile.
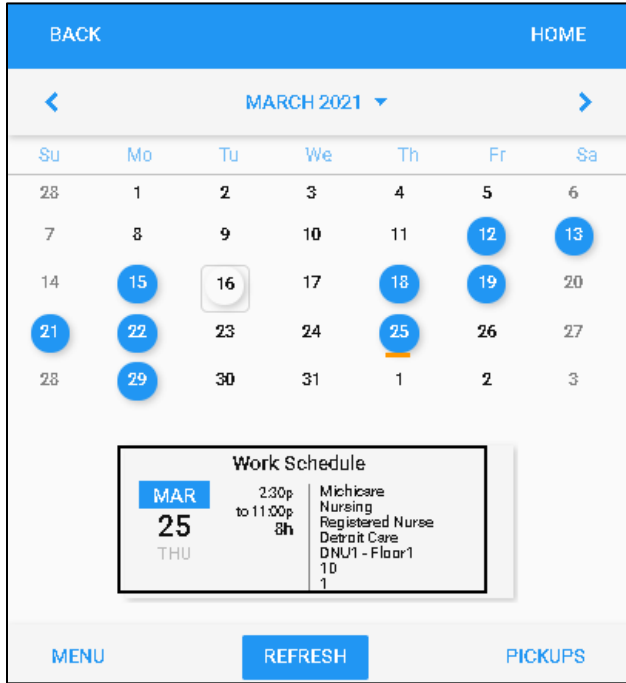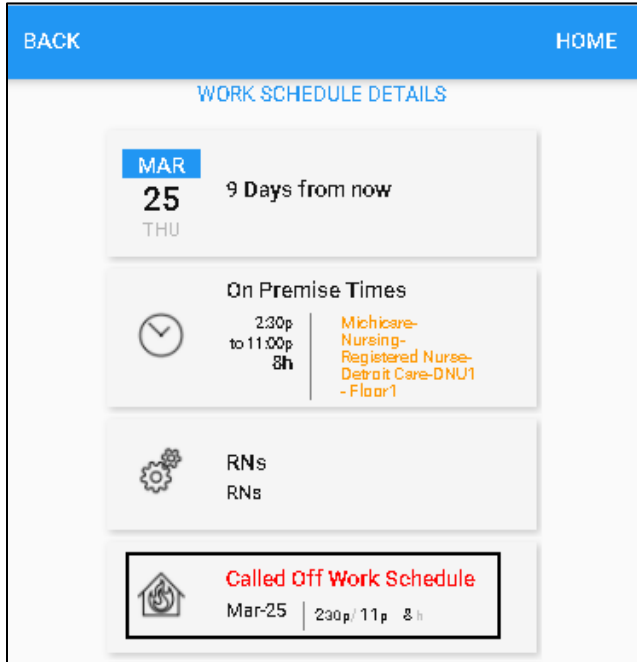
5. Tap **CALL OFF**. The **Call in Absent** screen is displayed.
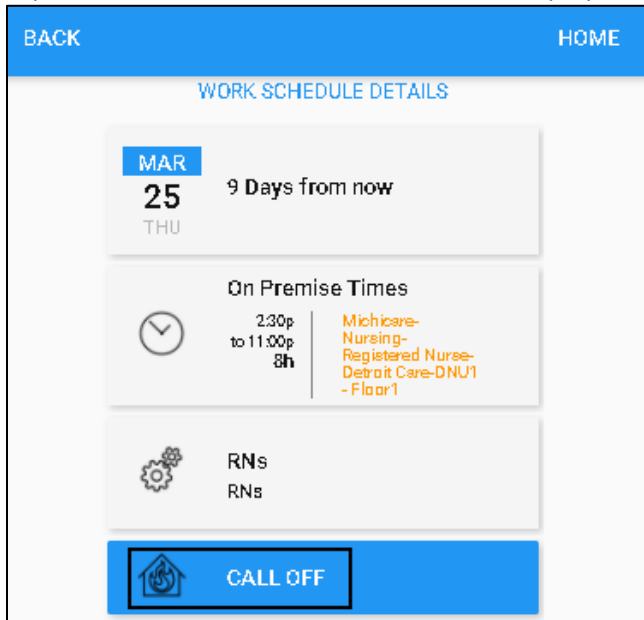


6. If needed, specify the reason for the call off. Tap **Save**.

7. A new tile is created with the called off schedule and the **Called Off Work Schedule** message displayed in red. The schedule is dropped automatically or the drop schedule request is sent to Supervisor for review.
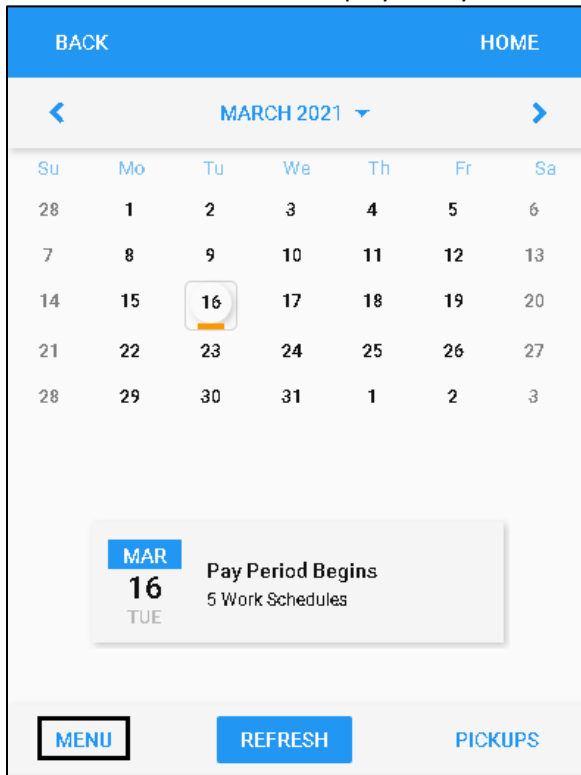


On the Home screen, the Work Schedule is displayed on the **Work Schedule** tile with **Work Schedule** titled in red.
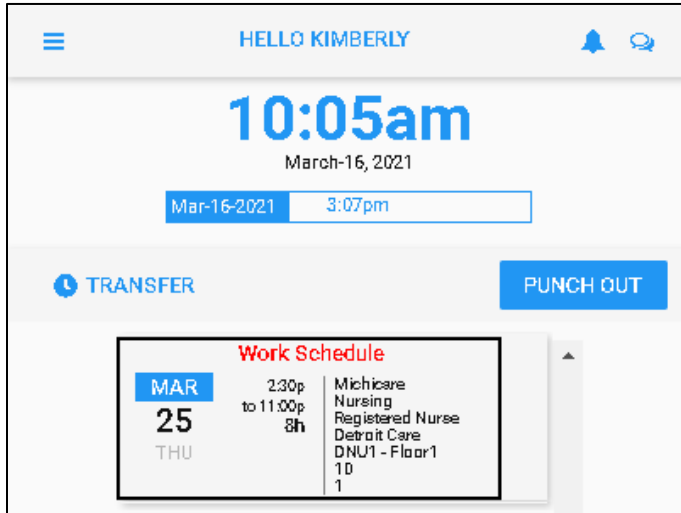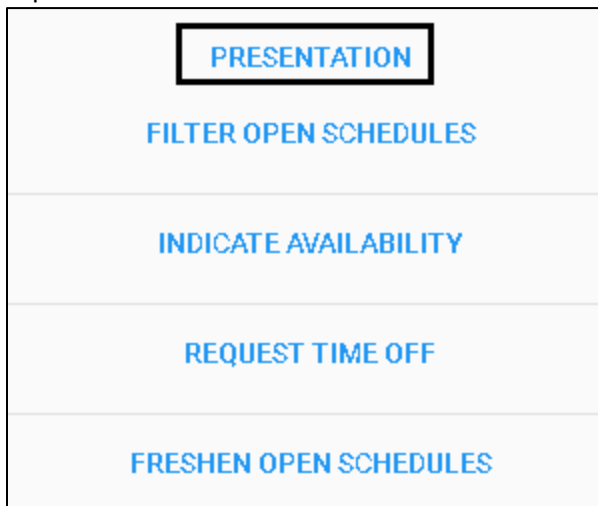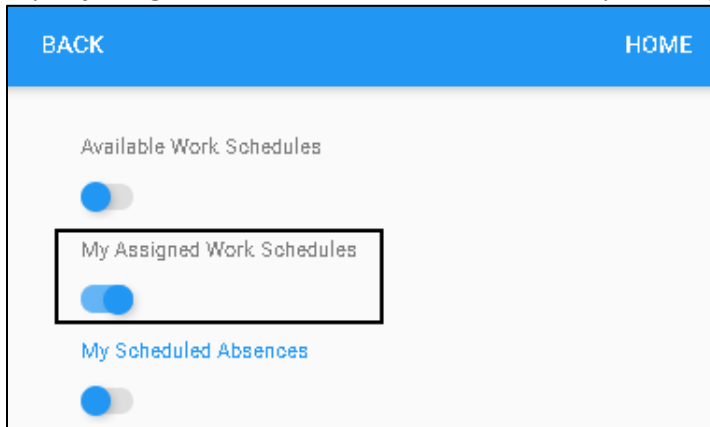
## Enable Work Schedule in Calendar

1. If work schedules are not displayed in your calendar, tap **MENU**.



2. Tap **PRESENTATION**.

3. Tap **My Assigned Work Schedules** to enable this option. Tap **SAVE**.



4. Dates with work schedules are highlighted with blue circle.