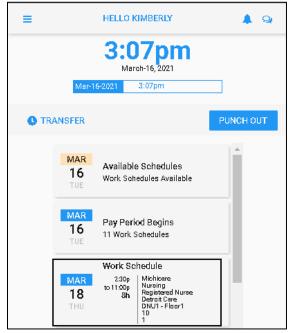
ESS Mobile 3.0: Calling Off Work Schedules

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.

BACK			HOME
	V	VORK SCHEDULE DETAILS	
	MAR 19 FRI	3 Days from now	
	\odot	On Premise Times 10:30p Michicare- to 7:50a Nursing- 8h Registered Nurse- Definit Care-DNU1 - Floor1	
	٢٥٩ ٢٥٦	RNs RNs	
	ß	CALL OFF	
	\downarrow^-	DROP SCHEDULE	

To call off a work schedule:

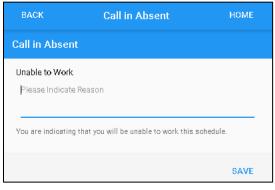
1. Tap the Work Schedule tile of a schedule on the home screen.



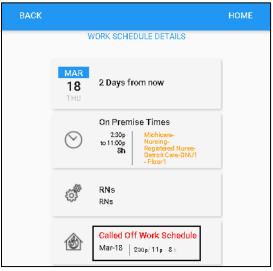
2. If you are allowed to call off this work schedule based on your company policy, the CALL OFF button is available. Tap CALL OFF. The Call in Absent screen is displayed.

BACK		HOME
	WORK SCHEDULE DETAILS	
	MAR 18 THU 2 Days from now	
	On Premise Times 230p to 1130p Sh Michicare- Nursing- Registered Nurse- Defoi of Care-DNU1 - Floor1	
	RNs RNs	
	CALL OFF	

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.



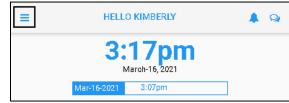
On the Home screen, the called off work schedule is displayed on the **Work Schedule** tile with **Work Schedule** titled in red.

≡		HELLO KIMBERLY	۵ 🖡
	Mar-1	3:15pm March-16, 2021 6-2021 3:07pm	
O TRA	NSFER		PUNCH OUT
	MAR 16 TUE	Available Schedules Work Schedules Available	
	MAR 16 TUE	Pa y Period Begins 11 Work Schedules	
	MAR 18 THU	Work Schedule 2:30p to 11:00p 8h Beroit Care DNU1 - Floor1 10 1	

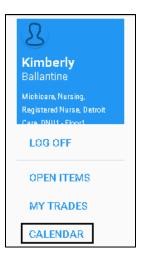
Call Off Work Schedules in Calendar

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.

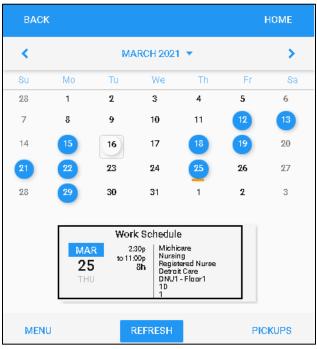


3. The dates in the current month having work schedules are highlighted in blue circle. Tap a day with work schedule.

BACK						номе
<	MARCH 2021 🔻			>		
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
Work Schedule 2.30p to 11:00p Sh THU Work Schedule Michicare Mursing Registered Nurse DNU1 - Floor1 10						
MENU		F	REFRESH		PIC	KUPS

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.

BACK		HOME			
	WORK SCHEDULE DETAILS				
	MAR 25 THU 9 Days from now				
	On Premise Times 2:30p to 11:00p 8h Detroit Care-DNU1 - Floor1				
	RNs RNs				
	CALL OFF				

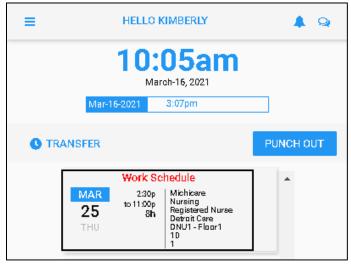
6. If needed, specify the reason for the call off. Tap **Save**.

BACK	Call in Absent	HOME
Call in Abser	nt	
Unable to Work Please Indicat	-	
You are indicatir	ig that you will be unable to work this	schedule.
		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.

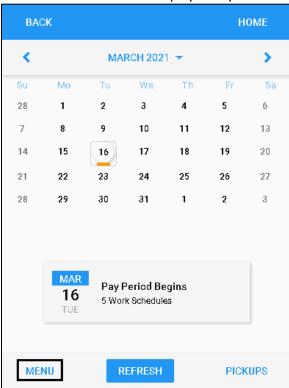
BACK			номе
	V		
	MAR 25 THU	9 Days from now	
	\odot	On Premise Times 2:30p Michicsre- to 11:00p Nursing- 8h Registered Nurse- Detroit Care-DNU1 - Floor1	
	٤ ⁵⁵	RNs RNs	
	ß	Called Off Work Schedule Mar-25 230pl 11p 8 h	

On the Home screen, the Work Schedule is displayed on the **Work Schedule** tile with **Work Schedule** tiled in red.

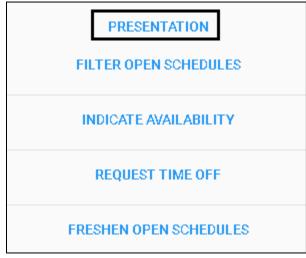


Enable Work Schedule in Calendar

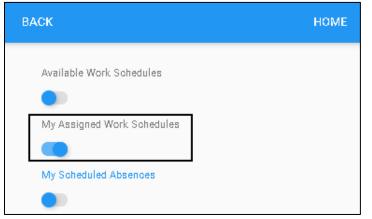
1. If work schedules are not displayed in your calendar, tap **MENU**.



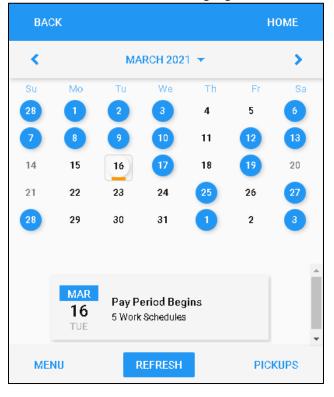
2. Tap **PRESENTATION**.



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



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



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