ESS Mobile 3.0: Dropping Work Schedules

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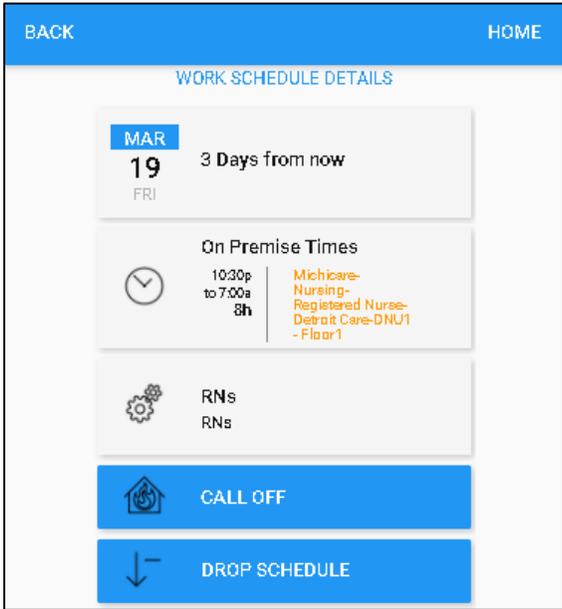
To drop a work schedule:

1. Tap the **Work Schedule** tile of a schedule on the home screen.
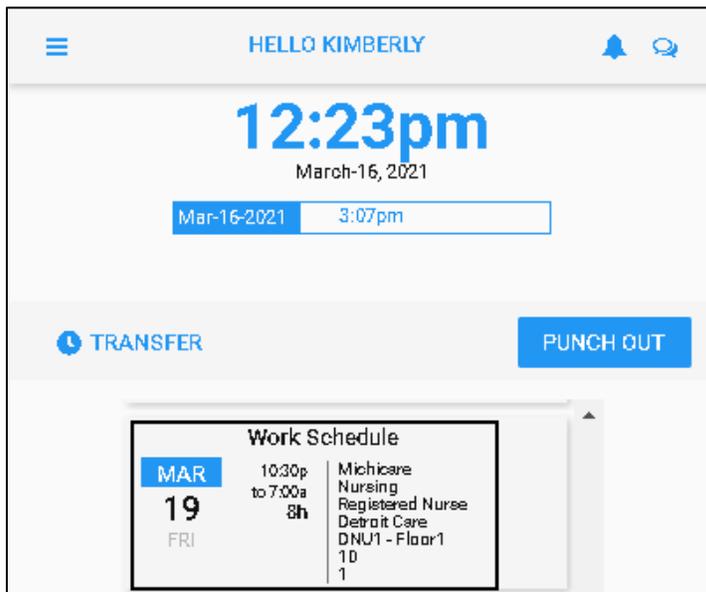
2. If you are allowed to drop this work schedule based on your company policy, the **DROP SCHEDULE** button is available. Tap **DROP SCHEDULE**. The **Drop Work Schedule Request** screen is displayed.
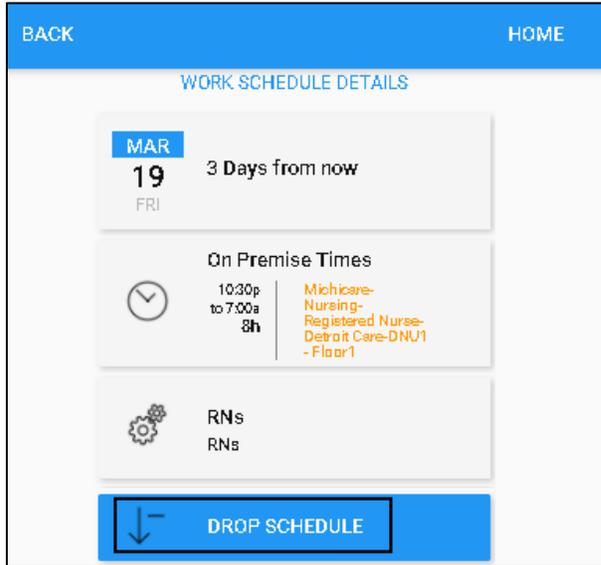
3. If needed, specify the reason for dropping work schedule. Tap **Save**.
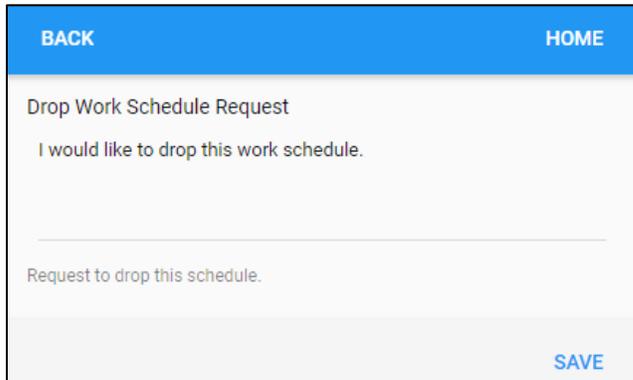
4. The **DROP SCHEDULE** button is unavailable. The work schedule is dropped automatically or the drop schedule request is sent to Supervisor for review.
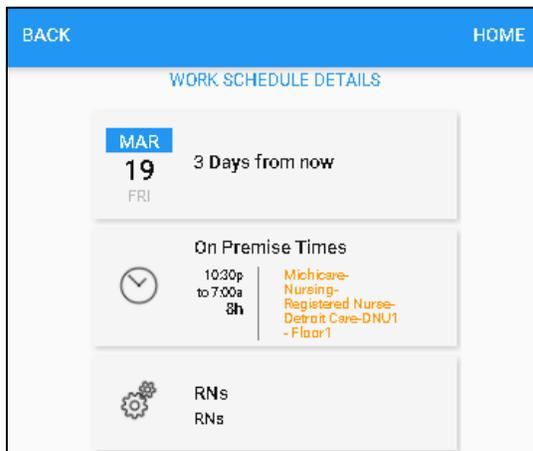
On the Home screen, the dropped work schedule is displayed on the **Work Schedule** tile with **Work Schedule** titled in purple..
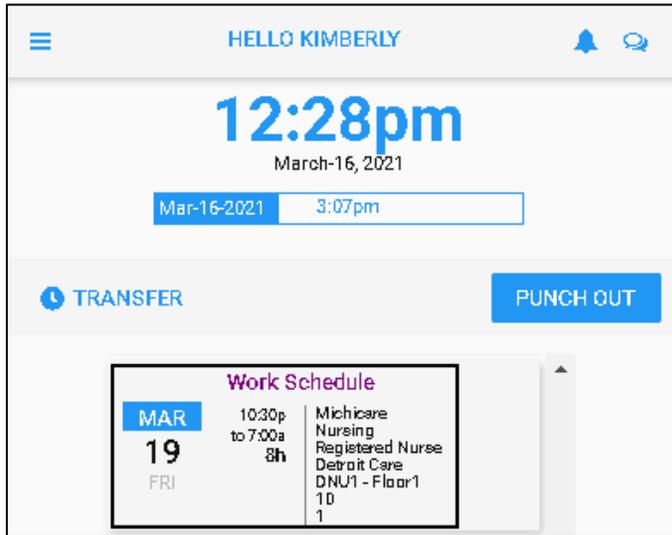
Drop Work Schedules in Calendar

Employees can also drop their work schedules in their calendar.

1. Tap the Three Line menu (▤) in the upper-left corner of the screen.
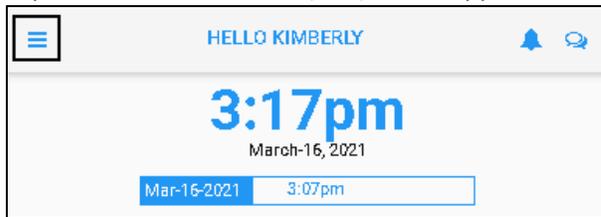
2. Tap **Calendar** in the expanded panel to access the employee calendar.
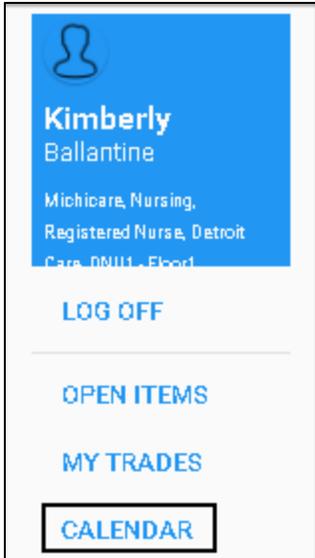
3. The dates in the current month having work schedules are highlighted in blue circle. Tap a day with work schedule.
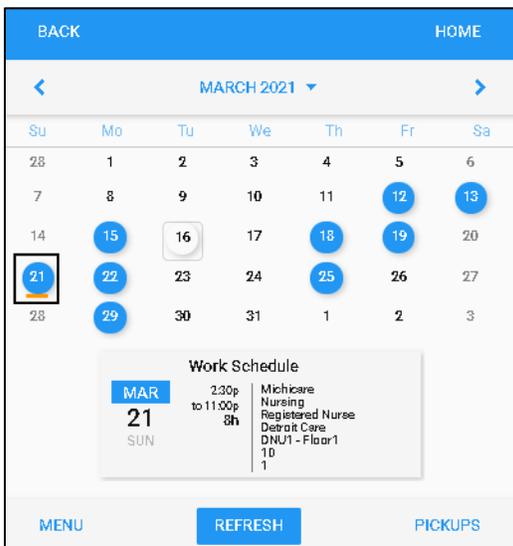
Note: If there is no work schedule displayed, see *Enable Work Schedule in Calendar* on page 8 on how to view work schedules in your calendar.

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.
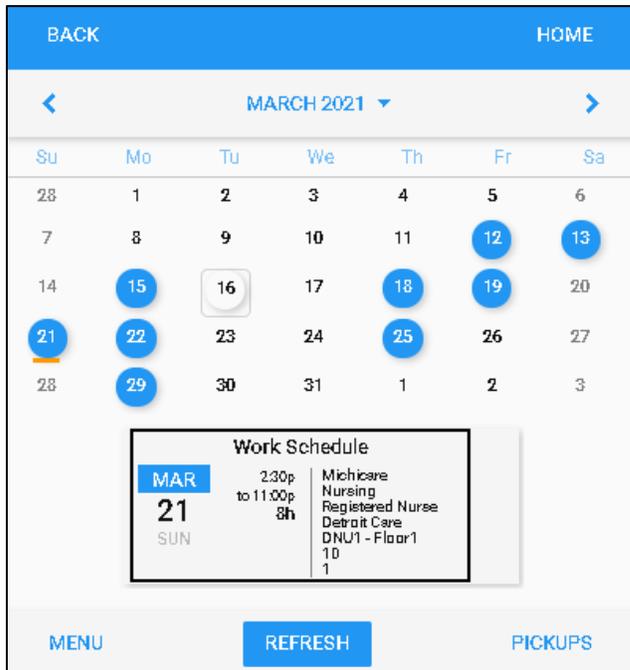
5. Tap **DROP SCHEDULE**. The **Drop Work Schedule Request** screen is displayed.
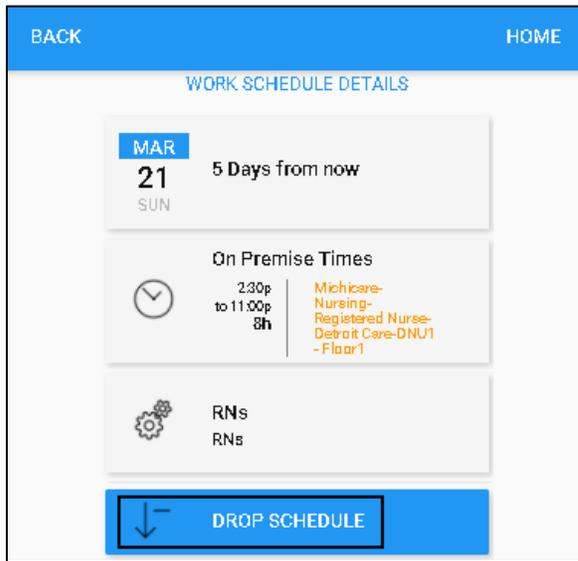
6. If needed, specify the reason for dropping work schedule. Tap **SAVE**.
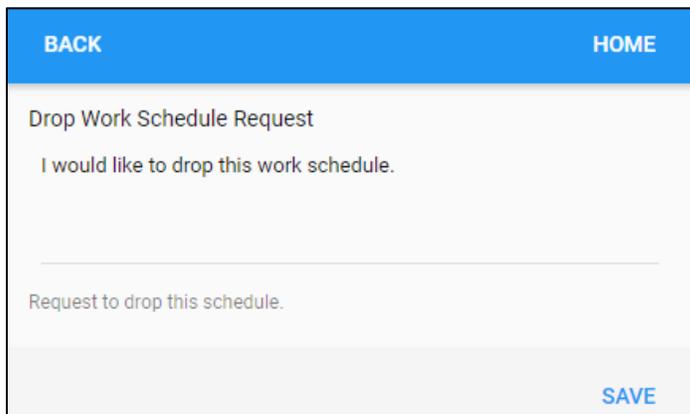
7. The **DROP SCHEDULE** button is unavailable. The work schedule is dropped automatically or the drop schedule request is sent to Supervisor for review.
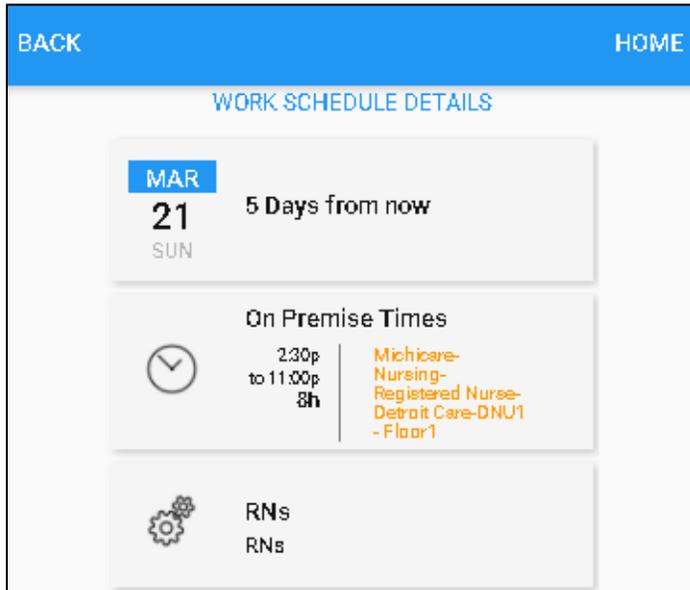
On the Home screen, the dropped work schedule is displayed on the **Work Schedule** tile with **Work Schedule** titled in purple.
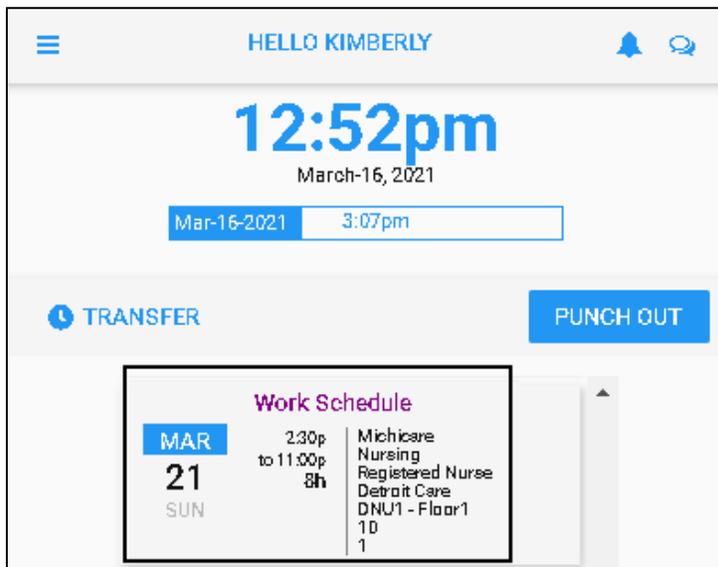
Enable Work Schedule in Calendar

1. If work schedules are not displayed in your calendar, tap **MENU**.
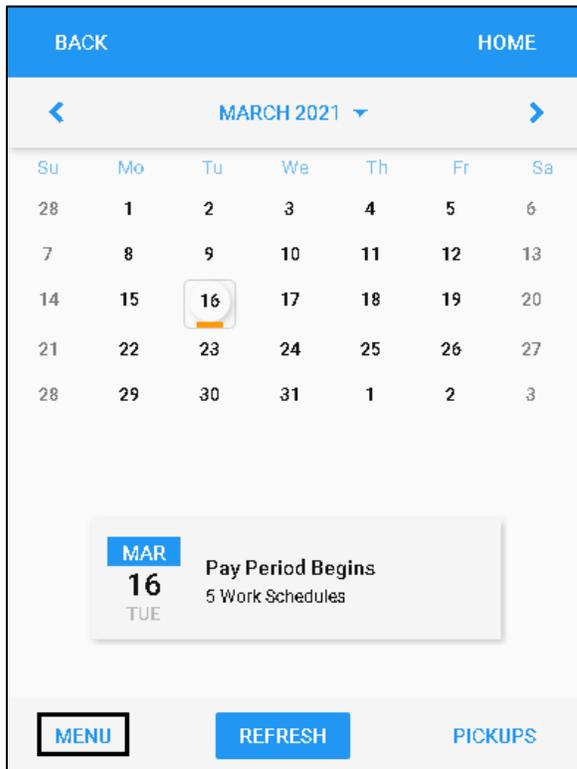
2. Tap **PRESENTATION**.
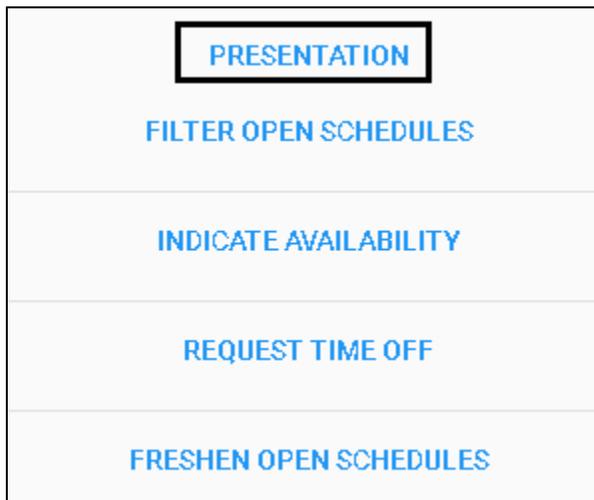
3. Tap **My Assigned Work Schedules** to enable this option. Tap **SAVE**.
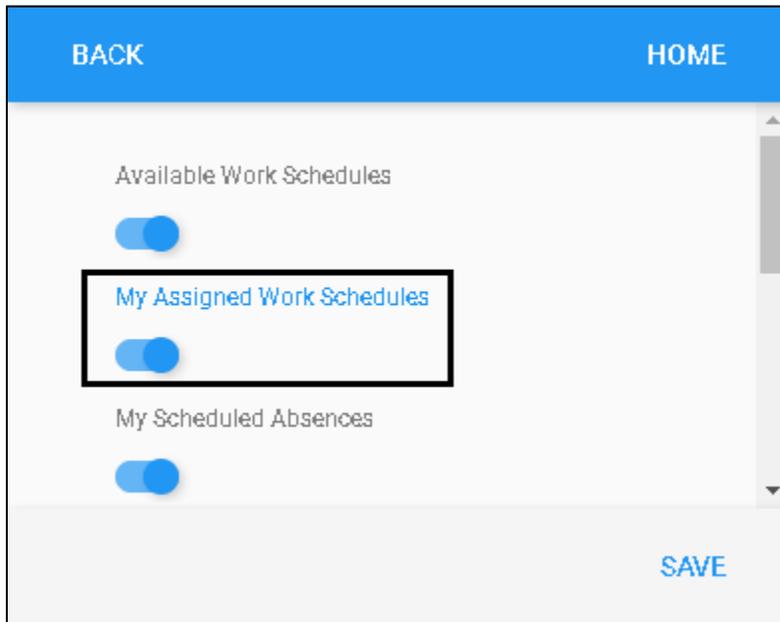
4. Dates with work schedules are highlighted with blue circle.