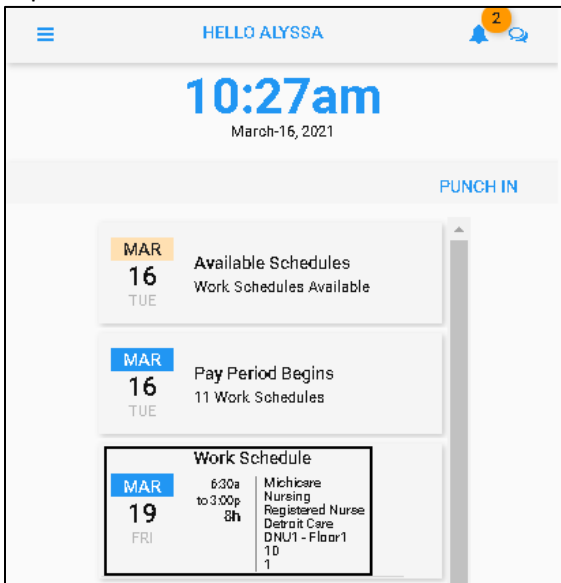


ESS Mobile 3.0: Requesting Leave from Work Schedules

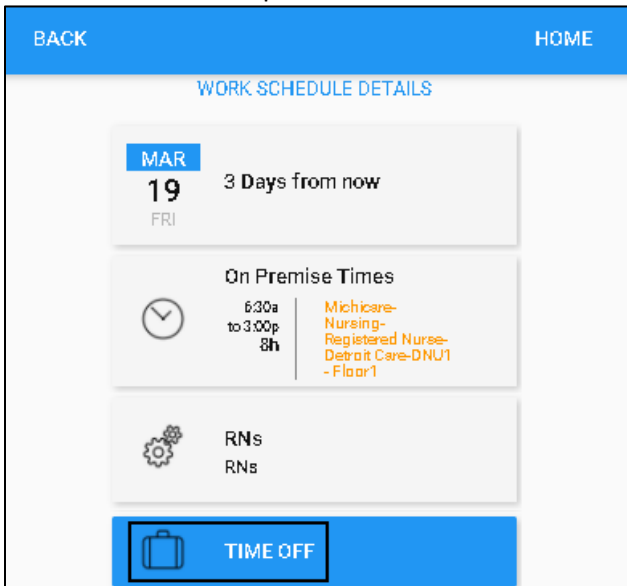
Employees who are assigned a work schedule can send a time off request to supervisor or leave for absence from their work schedules automatically during the determined time frame based on your company policy.

To request leave from a work schedule:

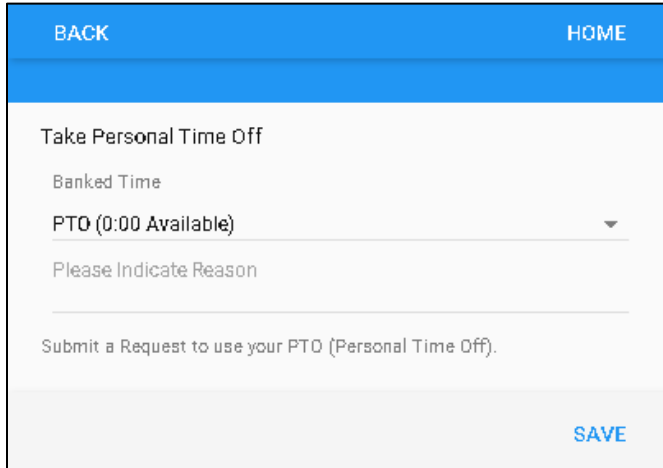
1. Tap the **Work Schedule** tile of a schedule on the home screen.



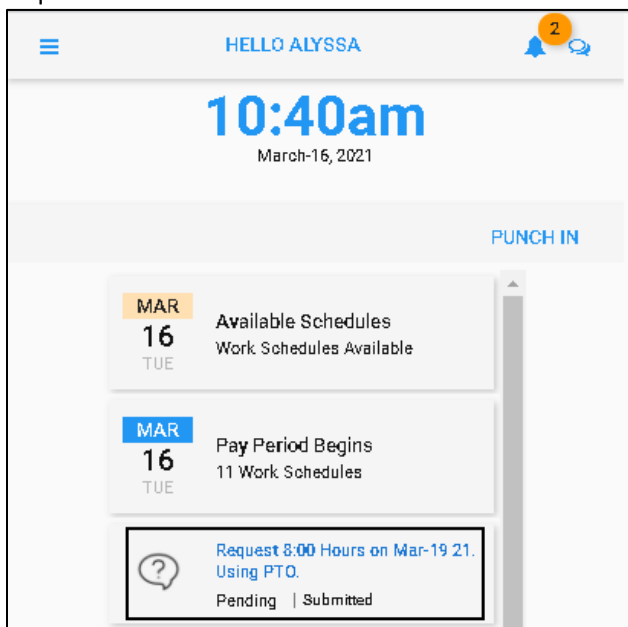
2. If you are allowed to request leave this work schedule based on your company policy, the **TIME OFF** button is available. Tap **TIME OFF**. The **Take Personal Time Off** screen is displayed.



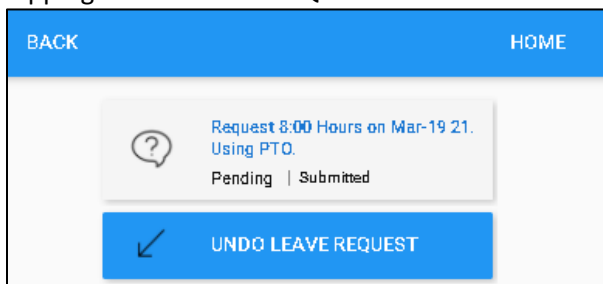
3. Select a benefit from the Banked Time field to use for this time off request. If needed, specify the reason for this time off request. Tap **Save**.



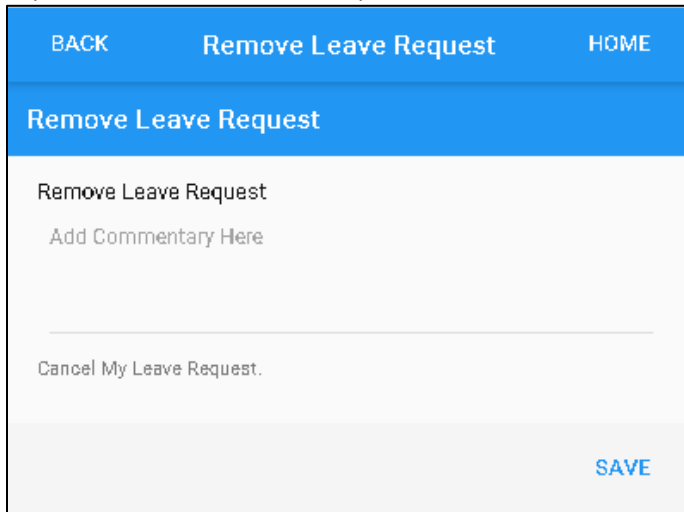
4. A request time off tile is created on the Home screen with Pending and Submitted status. The time off request is sent to Supervisor for review. Tap the leave request tile to access the submitted leave request.



5. If the time off request is not processed by supervisor, you can cancel the submitted leave request by tapping **UNDO LEAVE REQUEST**. The **Remove Leave Request** screen is displayed.




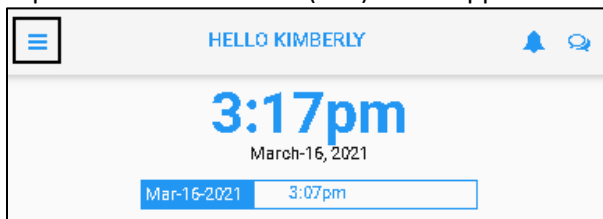
6. Tap **SAVE** to remove leave request.



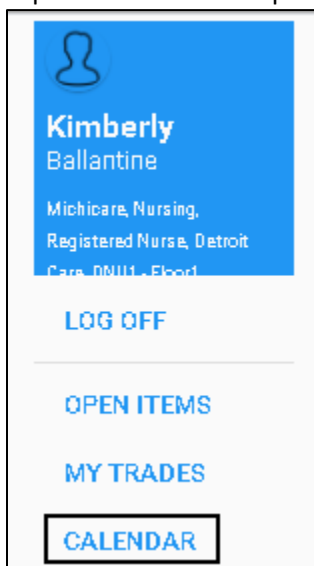
Request Leave from a Work Schedule in Calendar

Employees can also request leave from a work schedule in their calendar.

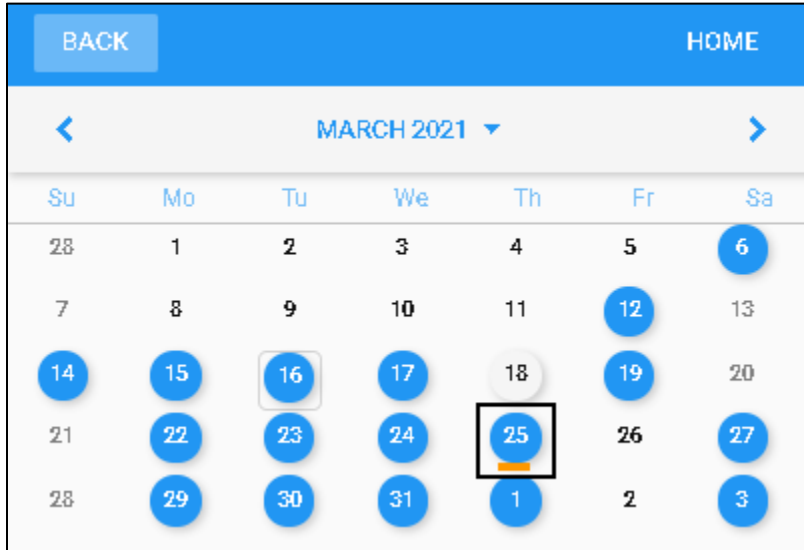
1. Tap the Three Line menu () in the upper-left corner of the screen.



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

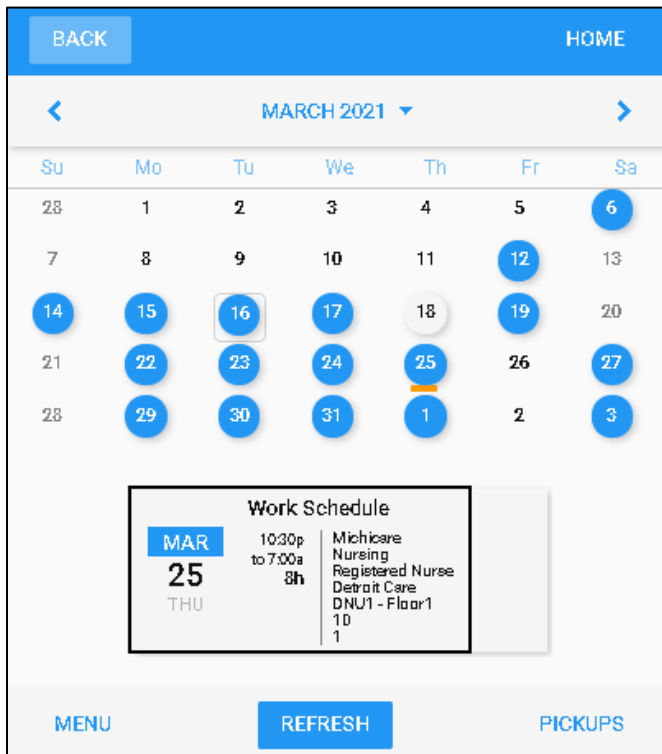


- The dates in the current month having work schedules are highlighted in blue circle. Tap a day with work schedule in the Calendar, for example, March 25, 2021.

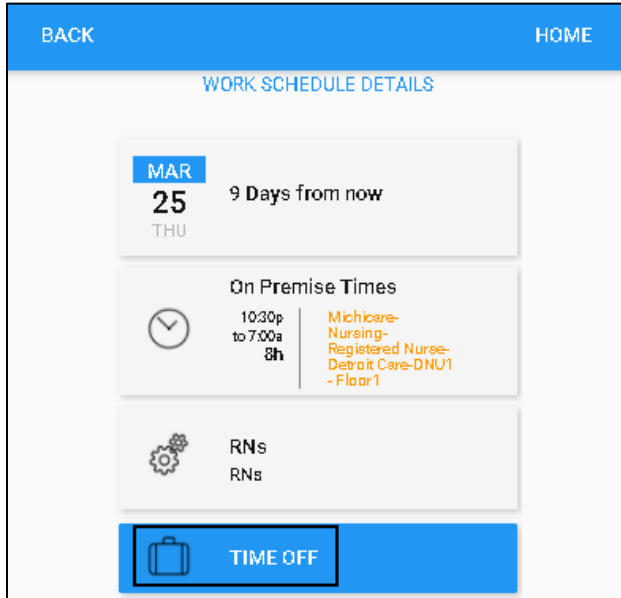


Note: If there is no work schedule displayed, see *Enable Work Schedule in Calendar* on page 7 on how to view work schedules in your calendar.

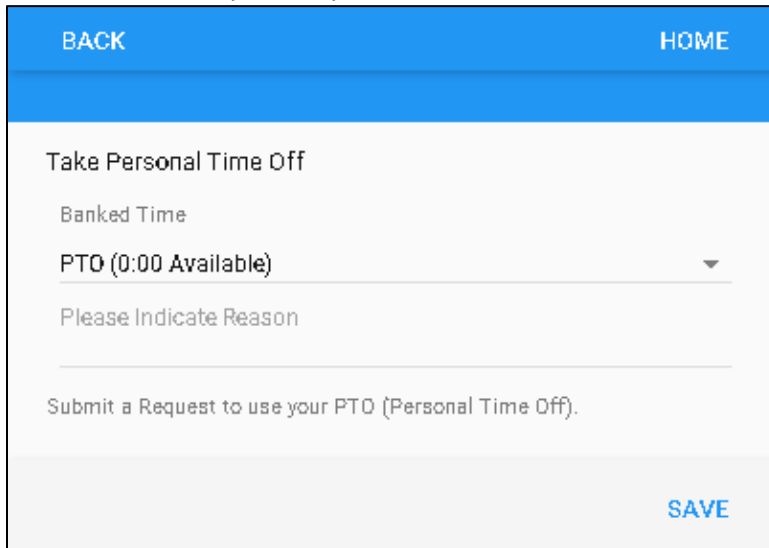
- Work schedules of the selected date are displayed on the Work Schedule tile with detailed information, including schedule starting time, ending time, total hours and workgroup set. Tap the **Work Schedule** tile.



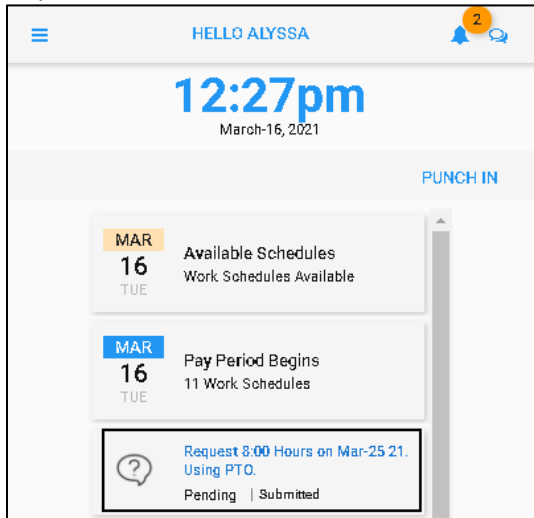
5. If you are allowed to request leave this work schedule based on your company policy, the **TIME OFF** button is available. Tap **TIME OFF**. The **Take Personal Time Off** screen is displayed.



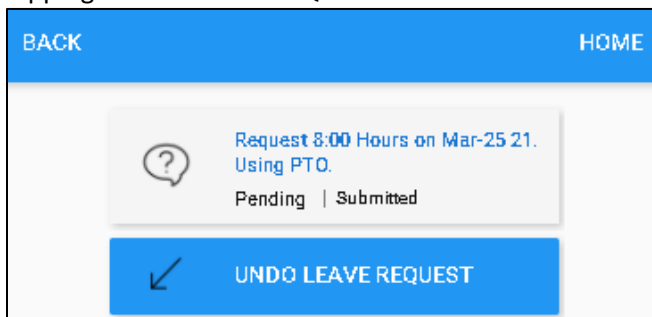
6. Select a benefit from the Banked Time field to use for this time off request. If needed, specify the reason for this time off request. Tap **SAVE**.



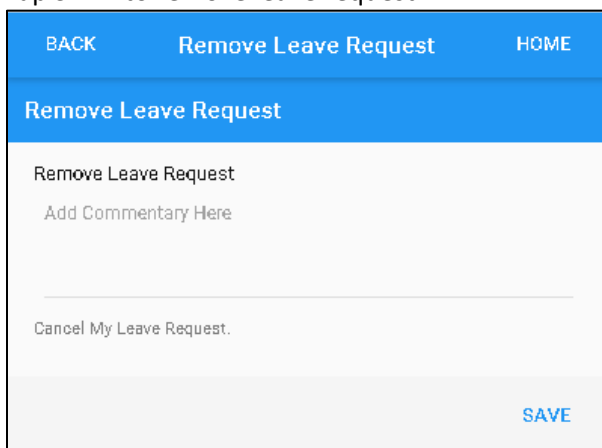
- A request time off tile is created on the Home screen with Pending and Submitted status. The time off request is sent to Supervisor for review. Tap the leave request tile to access the submitted leave request.



- If the time off request is not processed by supervisor, you can cancel the submitted leave request by tapping **UNDO LEAVE REQUEST**. The **Remove Leave Request** screen is displayed.

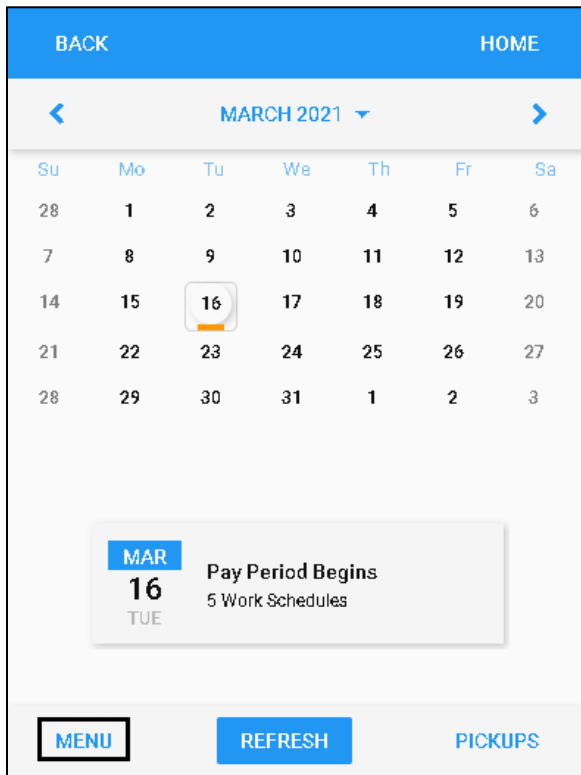


- Tap **SAVE** to remove leave request.

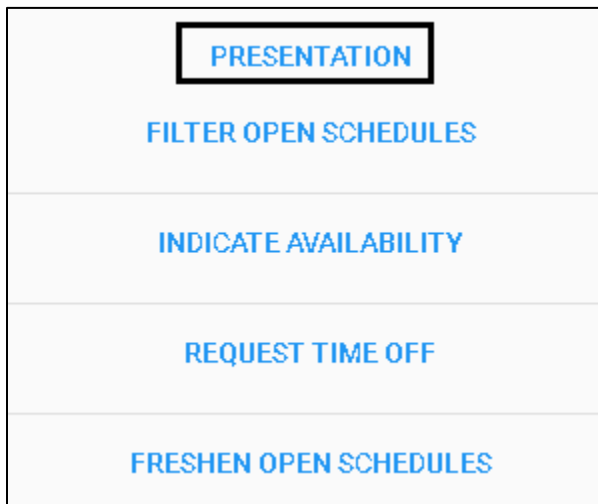


Enable Work Schedule in Calendar

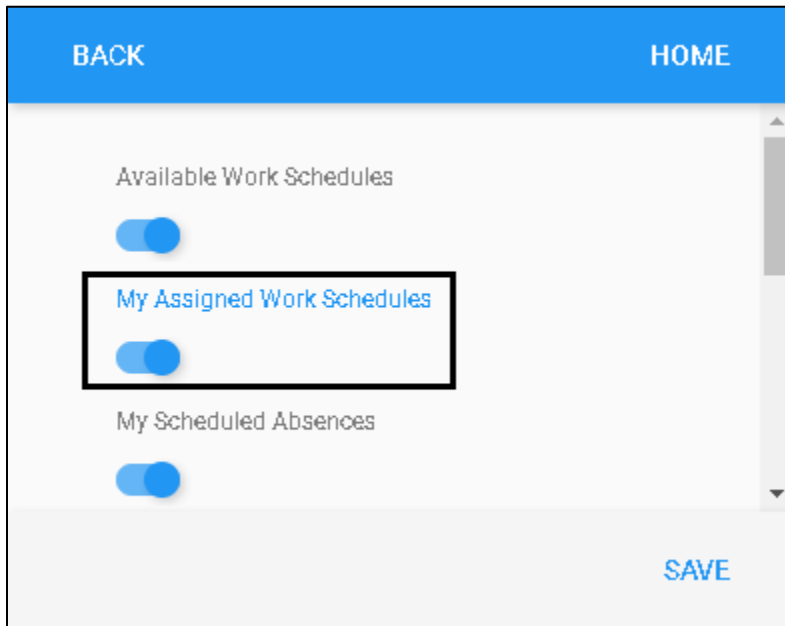
1. If work schedules are not displayed in your calendar, tap **MENU**.



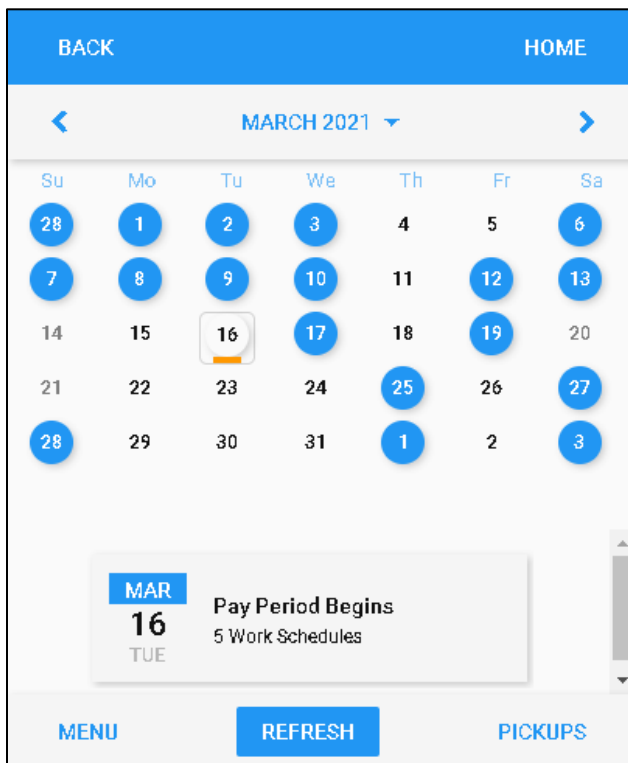
2. Tap **PRESENTATION**.



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



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



©2021 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.