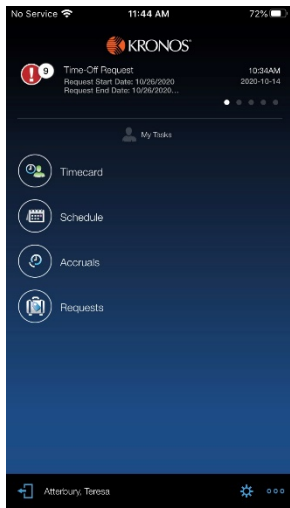# EMPLOYEE REQUEST (MOBILE)
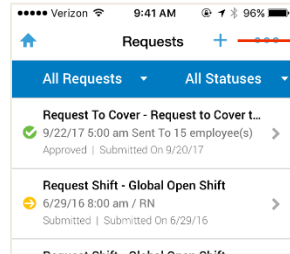
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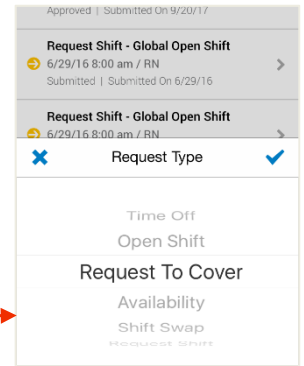| Objective	There are a few types of requests you can submit – **time off** (vacation, banked time, etc…), **request to cover** and **shift swap.** In this job aid, you will learn how to submit a time-off request.

1 On the home screen, select **Mobile Employee Requests**.

2 Tap the ➕ to add a new request.

3 Select the type of request you want to make and tap the check mark.

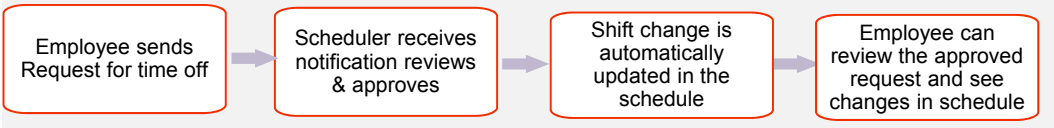Instructions for each Request type are covered in subsequent sections.

Prior Requests: To view the details of a previously-submitted request, select it from the list of requests. The details screen also gives you the option to completely retract the request you are viewing.

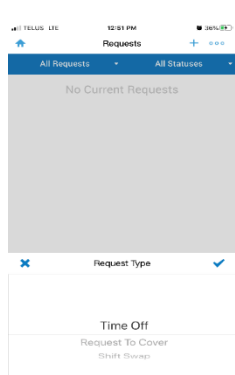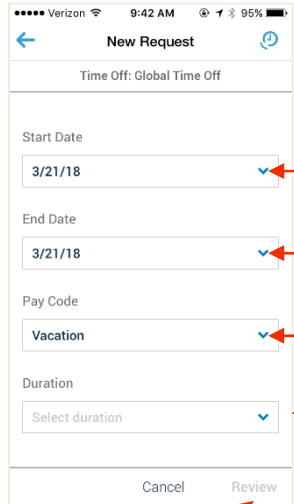# EMPLOYEE REQUEST (MOBILE) – REQUEST FOR TIME OFF

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Objective	To learn how to submit a time off request.

WFL Employees ONLY - If request is within 2 weeks – see request to cover

For Part-time Unifor – if the vacation request is for a schedule not released – select ½ time for duration *(For example for a 8 hour shift – request 4 hours)*

Employee sends Request for time off → Scheduler receives notification reviews & approves → Shift change is automatically updated in the schedule → Employee can review the approved request and see changes in schedule
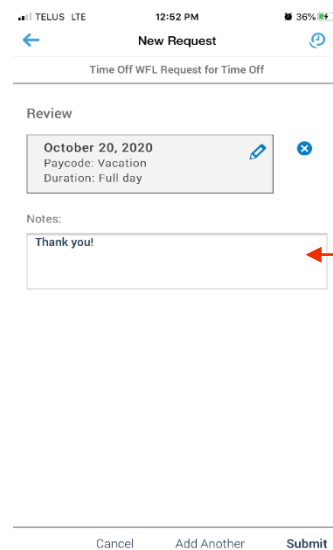
1 Select **Time Off**.

2 Enter a **Start Date** and **End Date** for the time off.

Select a **Pay Code**.

3 Select a **Duration** for the time off.

If you will be taking off an entire shift each day, select **Full day**

If you will be taking off only half a shift each day, select **Hours**

4 Tap **Review**.

If you selected Hours for the Duration, enter a **Start Time** and **Length**.

5 Review the summary of the request for accuracy.

You may enter a textual **Note**

Tap **Submit**

6 Tap **Submit**

Check Your Accruals Balances: Before submitting a new **Time Off Request,** it's a good idea to tap **Accruals** on the home screen to review your balances. Tap **Balance as of "December 31, 20xx"** to see the hours you will have available for any given year