

MANAGE YOUR TIME OFF AND LEAVE OF ABSENCE - MOBILE

SYNC CALENDAR INFORMATION - IPHONE, IPAD, & ANDROID

The Time Off app allows you to see personal events when you request time off by syncing your personal calendars.

From the Time Off app:

1. Click **Next** when prompted to connect your calendars.

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events a	s you choose days to reque	ist.
	Next	
	No, thanks	

- 2. Click **OK** when prompted to allow Workday access to your calendars.
- 3. Select which calendars to connect to Workday and click **Connect** to view personal calendar information in your Workday calendar.



Time Off: Manage Your Time Off and Leave of Absence



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REQUEST TIME OFF - IPHONE & ANDROID

The Time Off app displays your time off balances and time off details. You can also use it to request time off.

From the Time Off app:

1. Tap the days you want to request for time off to highlight them. You can tap a highlighted day to deselect it.



Time Off: Manage Your Time Off and Leave of Absence





- 2. Tap Next.
- 3. Select the **Time Off Type**. The Review Time Off screen displays.
- 4. (Optional) Tap a day to adjust the number of requested hours for each day and enter a comment.
- 5. Tap **Submit** (Tap **Done** if on Android). A confirmation page displays. Your request routes to your manager for review and approval.

REQUEST TIME OFF - IPAD

The Time Off app displays your time off balances and time off details. You can also use it to request time off.

- 1. Tap the **Time Off** app.
- 2. Select the days you want to request for time off. Tap a highlighted day to deselect it.



Time Off: Manage Your Time Off and Leave of Absence



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Nothing Scheduled								
			Next					

- 3. Tap Next.
- 4. Select the Time Off Type. The Review Time Off screen displays.
- 5. (Optional) Tap a day to adjust the number of hours you request off each day. If necessary, you can enter a comment with this change. Tap **Delete Day** if you need to remove a day from this screen.
- 6. Tap Submit. A confirmation displays. Your request routes to your manager for review and approval.

CORRECT TIME OFF - IPHONE

From their mobile devices, employees can correct time off that their manager has approved.

From the Time Off app:

- 1. Tap Request Time Off.
- 2. Select existing time off.
- 3. Update hours, as desired.
- 4. Click Submit.

