Review Leave Accrual Balances

1. Tap the Accruals icon from the Home screen.

2. Balance as of Date
   The effective date for the balances listed. You can change the date to see forecasted balances.

3. Leave Accrual Type
   The name of the type of leave.

4. Balance Totals
   The total amount of hours as of the date selected.

Note: Balance totals only reflect approved leave. Pending or unapproved leave requests will not be reflected in the accrual balance total shown.
Submit a Time Off Request

1. Tap the Requests icon.
2. Tap the Plus (+) icon to create a new request.
3. Accept the default request type and tap the Checkmark icon.
4. Tap the Type of Time Off field and select the type of time being requested. Once selected, tap Done then tap Apply.
5. Tap each field to enter the details for your time off request. Once all fields are complete, tap Review.
   - Start Date - Date time off begins
   - End Date - Date time off ends
   - Duration - Hours (default)
   - Start Time - Time of day time off begins
   - Length - Hours per day for time off request
6. Review the details of the request and tap Submit at the bottom.

Retract or Cancel a Time Off Request

1. Tap the Requests icon.
2. Tap the Submitted or Approved Request you want to cancel.
3. To cancel an approved request, tap Cancel Request at the bottom.
4. Tap Yes to confirm the cancellation of your request.

Note: On the mobile app, you can cancel both approved and submitted requests.