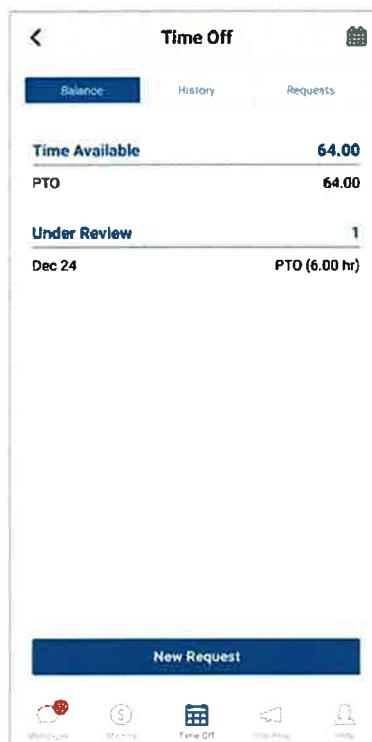## Time Off

The Time Off screens allow you to view your available time off balance, request time off, and view details about upcoming or past time off requests.

✓ **Expert Tip:**
This feature requires a service upgrade. Your organization's payroll or HR administrator can contact a Proliant account manager to add services.
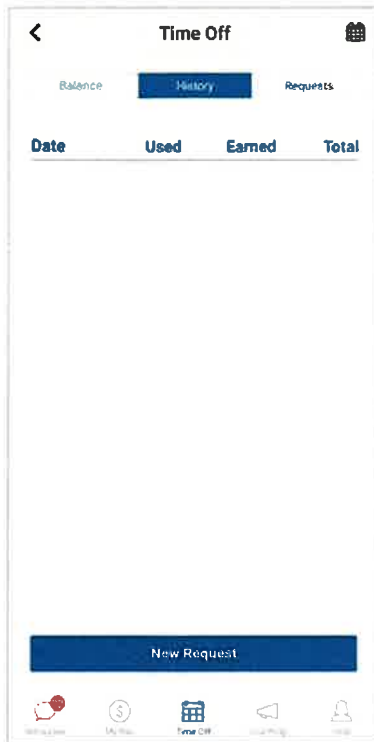
Balance

The first screen in Time Off displays the available balance of time off hours. If there are multiple types of paid time off, each is displayed separately.


History

The History screen displays all changes to available time off balance in the past. Each date shows hours used or earned, and net balance.

Requests

The Requests screen displays all time off requests that you have made. Requests marked "Pending" have not yet been approved or declined by a supervisor. Each item shows the type and number of time off hours used.

You can click on any request to view more information, or to Cancel Request, if applicable.
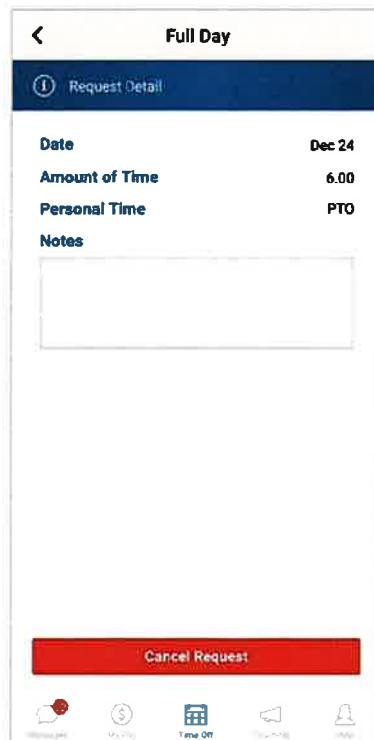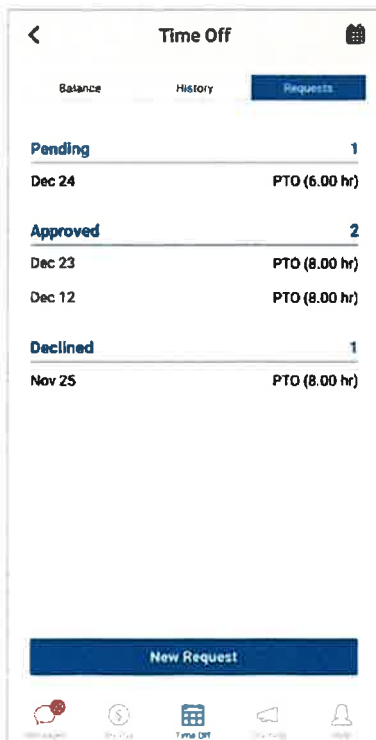
New Requests

To make a time off request:

1. From any Time Off screen, tap the New Request button
2. Select the type of time of hours to use
3. Tap Multiple, Single of Partial to enter a time off request for several days, one day, or less than a full day
4. Follow the prompts on the screen to enter the time off request
5. Tap Send Request

The supervisor responsible for approving the user's time off requests will receive a notification. The supervisor will be able to approve or decline the request. Users can view details of pending time off requests on the Requests screen.
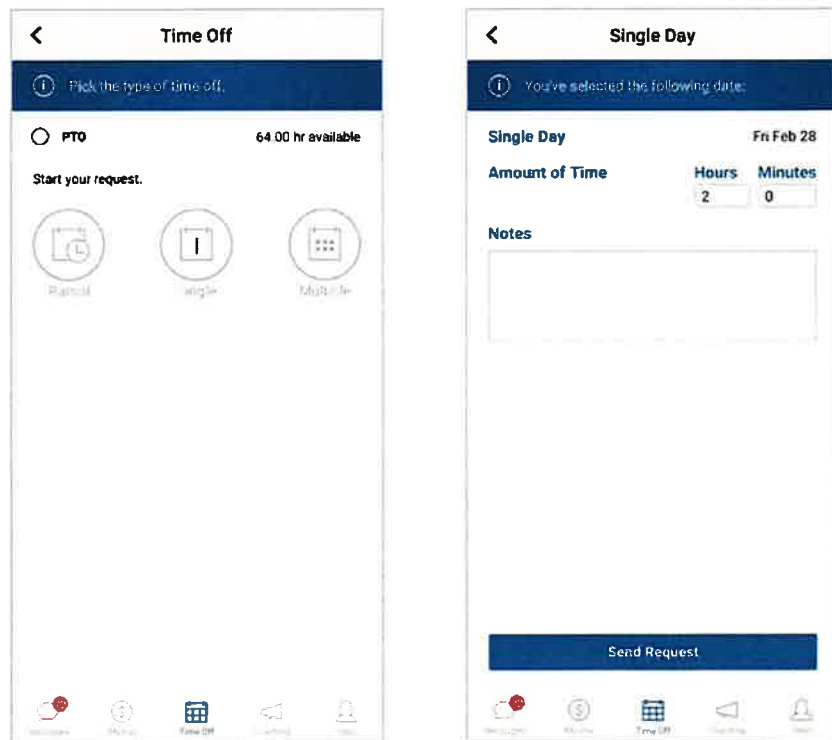
Time and Labor

If your Employer is using mobile Time and Labor you may find this option available. Depending on your employers configuration you may be able to punch, request time off, and review your time card from here.