Request Time Off Using Mobile

Provides step-by-step instructions for requesting time off, reviewing a time off status, and deleting time off requests using Paylocity’s Mobile Application (App).

How to Request Time Off

1. Open the Mobile app on your mobile device.
2. Log into the app as normal.
3. From the main menu, tap Time Off.

4. Review the Balance page to verify time off type balances before submitting a request.
5. Tap Request to navigate to the page where the request will be submitted.
6. Tap the Request Type field to select the type of request to submit.
7. Tap the Start Date field to select the initial date of the request via the calendar.
8. Tap the End Date field to select the final day of the request via the calendar if it is a multiple day request.
9. If applicable, tap the Start Time field to select the time the request begins.
10. If applicable, tap the End Time field to select the time the request ends.
11. Tap the Hours Per Day field to input the hours per day the request is applicable for.
   - If the Start Time and End Time fields are populated, the Hours field will reflect that timeframe.
12. Tap the Include Weekends slider to include weekend dates for the request.
13. Tap Add Note to enter additional information, if necessary, to the request.
14. Tap Submit to send the request to your supervisor for approval.

Smart Tip
Tap the applicable balance record to view additional information such as used hours for the time off request type, as well as future approved hours relating to the time off request type.
Review Time Off Status

1. Once the time off request is submitted, you will be directed to the **Status** page.

   ![Time Off Table]

   - **Personal**
     - **Start Date**: December 8, 2016
     - **End Date**: December 9, 2016
     - **Start Time**: 08:00 AM
     - **End Time**: 04:00 PM
     - **Hours**: 8
     - **Status**: Submitted
     - **Last Changed**: October 7, 2016
     - **By**: Danica Laaren

2. Tap the applicable request to review the details.

   ![Personal Request]

   - **Start Date**: December 8, 2016
   - **End Date**: December 9, 2016
   - **Start Time**: 08:00 AM
   - **End Time**: 04:00 PM
   - **Hours**: 8
   - **Last Changed**: October 7, 2016
   - **By**: Danica Laaren

3. Once a supervisor has approved or denied the request, you will receive a notification on your mobile device if notifications are enabled for the app.

4. Tap the notification to be directed to the login page to log in and review the request via the Status section of the Time Off page.

   ![Personal Approval]

   - **Start Date**: December 8, 2016
   - **End Date**: December 9, 2016
   - **Start Time**: 08:00 AM
   - **End Time**: 04:00 PM
   - **Hours**: 8
   - **Last Changed**: October 7, 2016
   - **By**: Danica Laaren

5. If you do not access the app to view the request via the notification, a red number indicator will display on the app within your mobile device.
Delete Time Off Requests

1. Open the Mobile app on your mobile device.
2. Log into the app as normal.
3. From the main menu, tap **Time Off**.
4. Tap **Status**.
5. Tap **Select** to enable the ability to choose which time off requests to delete.

6. Tap into the fields the left of the displayed requests.
7. Tap **Delete**.

**Smart Tip**

Only time off requests in a status of Approved or Submitted will be displayed when looking to delete. Approved time off requests can only be deleted if they are attached to a future date. Time Off Requests in a status of Cancelled, Declined, and Taken cannot be deleted.