UltiPro Mobile App
Requesting Time Off

1

From your home screen, touch the *Time Off* tile.

2
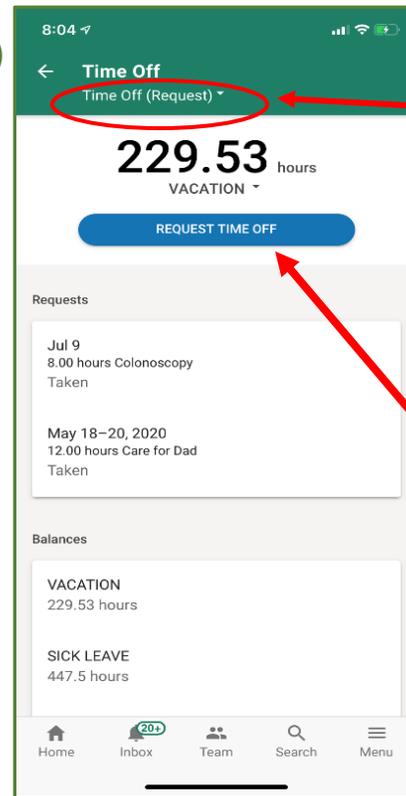
Make sure the *Time Off* option is set to *Time Off (Request)*. If not, touch the drop-down arrow to change it.

Touch the blue *Request Time Off* button.

3
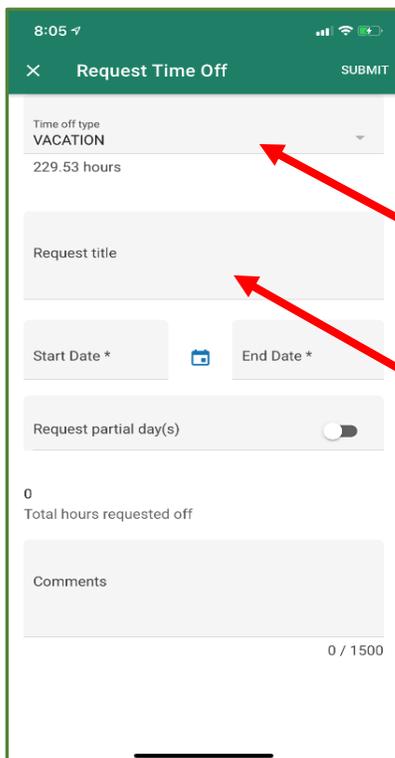
The Request Time Off screen appears.

Touch *Time off type* and select the leave type.

Touch *Request title* to enter a name for the leave (optional).

Touch on *Start Date* and a calendar appears.

4
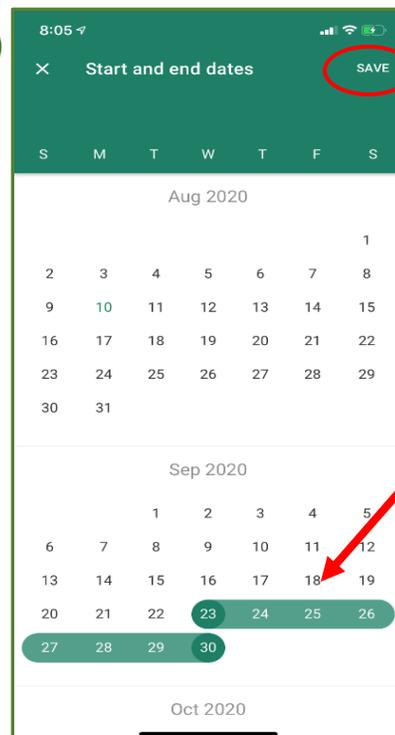
Touch the start and end dates of the time off request.

The full time period will fill in.

Click SAVE.

5

The Request Time Off screen reappears with the dates filled in.

Touch the *Request partial day(s)* button and each day will appear on a separate line.

Edit the hours as needed (enter zeroes on non-work days, etc.)

6

Confirm the total hours requested off.

Touch the *Comments* field and enter a comment, if desired.

When the request is complete, touch SUBMIT.

7

The Time Off summary page appears.

A message appears at the bottom indicating that your Time Off Request has been submitted.