



# UltiPro Mobile App

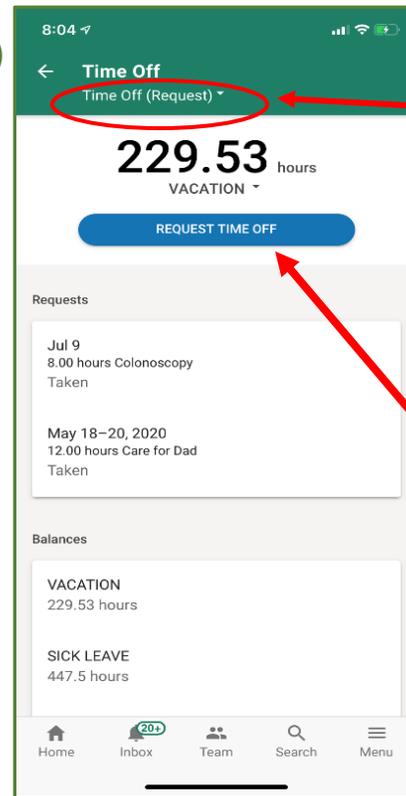
## Requesting Time Off

1



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

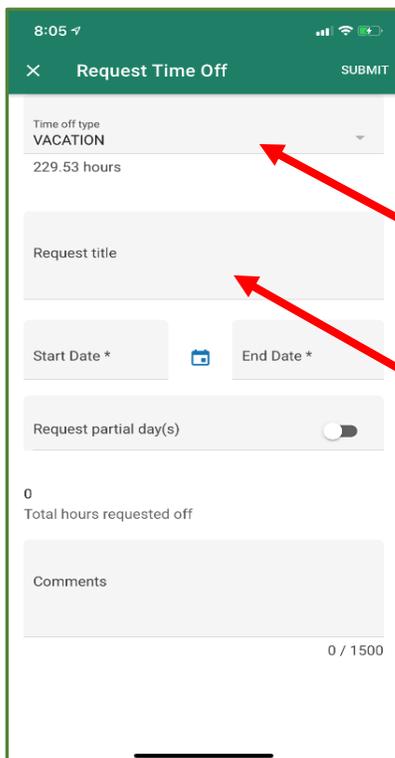
2



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



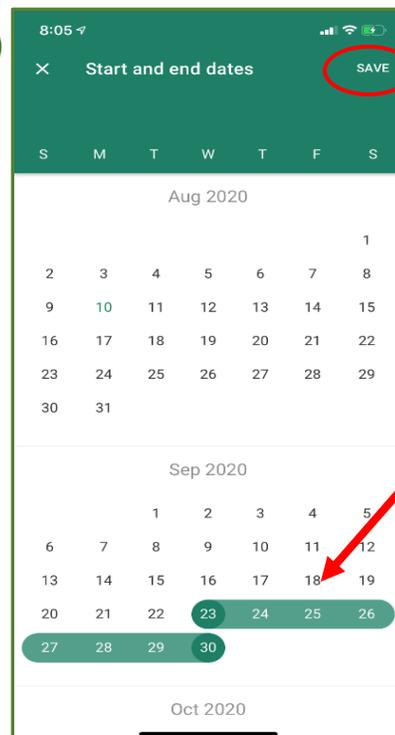
The **Request Time Off** screen appears.

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

Request Time Off

Time off type  
VACATION

229.53 hours

Request title  
Trip to Hawaii

Start Date \*  
Sep 23, 2020

End Date \*  
Sep 30, 2020

Request partial day(s)

Hours

Wednesday, Sep 23, 2020  
8

Thursday, Sep 24, 2020  
8

Friday, Sep 25, 2020  
8

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

Request Time Off

SUBMIT

8

Saturday, Sep 26, 2020  
0

Sunday, Sep 27, 2020  
0

Monday, Sep 28, 2020  
8

Tuesday, Sep 29, 2020  
8

Wednesday, Sep 30, 2020  
4

40  
Total hours requested off

Comments

0 / 1500

Confirm the total hours requested off.

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

When the request is complete, touch SUBMIT.

7

Time Off

Time Off (Request)

229.53 hours  
VACATION

REQUEST TIME OFF

Requests

Jul 9  
8.00 hours Colonoscopy  
Taken

May 18-20, 2020  
12.00 hours Care for Dad  
Taken

Balances

VACATION  
229.53 hours

SICK LEAVE

Your Time Off Request has been submitted.

Home Inbox (20+) Team Search Menu

The Time Off summary page appears.

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