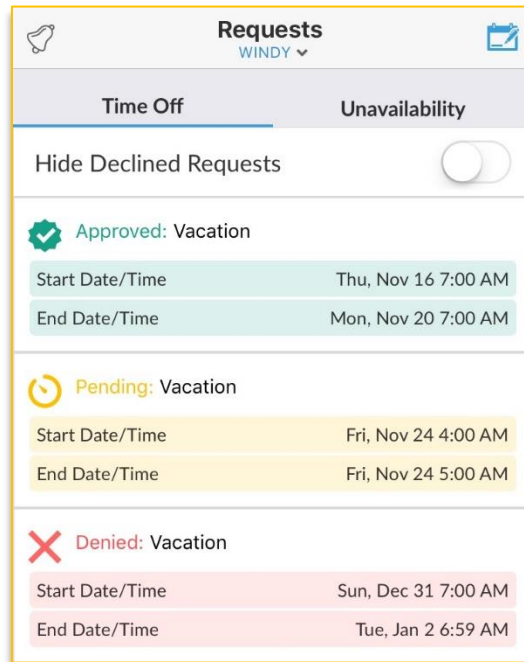



Requests

Requests allows you to submit time off and unavailability requests to your manager.

Use the headers, *Time Off* or *Unavailability*, to move between tabs. If you have any pending or existing requests, their details display on the corresponding tab.



Color-coded labels reflect a request’s current status: **Approved**, **Pending**, or **Denied**. Select a pending or existing request to cancel it.

To submit a new request, select the pen  icon in the upper-right corner.

Time Off

Time Off is ideal for single-instance requests for time off, like an appointment or vacation. Requests can be for any period of time, though your company may set restrictions on how far out you can submit a request, or what dates can be requested.

You can submit your time off details using the options provided on the *Time Off Request* page:

- » **Length:** Use this drop-down to define the length of your request.
 - **One Day/Two Days:** This option automatically enters a 24 or 48-hour period from your selected date.
 - **Part Of A Day:** This option allows you to request off part of a day. Selecting this option opens an additional drop-down field where you can select which part. Options are defined by your company.
 - **Other:** This option allows you to define a specific start and end date, as well as start and end times.

- » **Reason:** Select a reason for your request from the drop-down.
- » **Additional Comments:** Enter additional details for your request. These details are included with your request once submitted.

Once you have filled in the necessary fields, select **SEND**. This submits your request for manager approval.

Unavailability

Unavailability is better suited for time off requests that recur on a weekly basis, such as school/classes or a second job. Your company may set restrictions on what days of the week can be requested, or how many requests are accepted.

You can submit your unavailability details using the options provided on the *Unavailability Request* page:

- » **Day of the Week:** Use these drop-downs to define the range of days included in your request.
- » **Start Time/End Time:** Use these drop-downs to define the start and end time of your request.
- » **Reason:** Select a reason for your request from the drop-down. Available reasons are defined by your company.
- » **Optional:** If an unavailability requested is approved, it will recur weekly until it is cancelled. Alternatively, you can use *Effective Start Date* and *Effective End Date* to define a period of time in which the request recurs.

Once you have filled in the necessary fields, select **SEND**. This submits your request for manager approval.

The screenshot shows a mobile app interface for submitting an unavailability request. At the top, there is a back arrow, the title "Unavailability Request", and a "Send" button. The form consists of several rows, each with a text input field and a calendar icon on the right:

- Monday (Day of the Week)
- 07:00 AM (Start Time)
- Monday (Day of the Week)
- 11:00 AM (End Time)
- School (Reason)
- OPTIONAL (Section header)
- 09/07/2017 (Effective Start Date)
- 12/15/2017 (Effective End Date)

At the bottom, there is a navigation bar with five icons and labels: "Schedule" (calendar icon), "Unavailability Request" (blue dome icon), "Messages" (envelope icon), "Roster" (clipboard icon), and "Me" (person icon).