

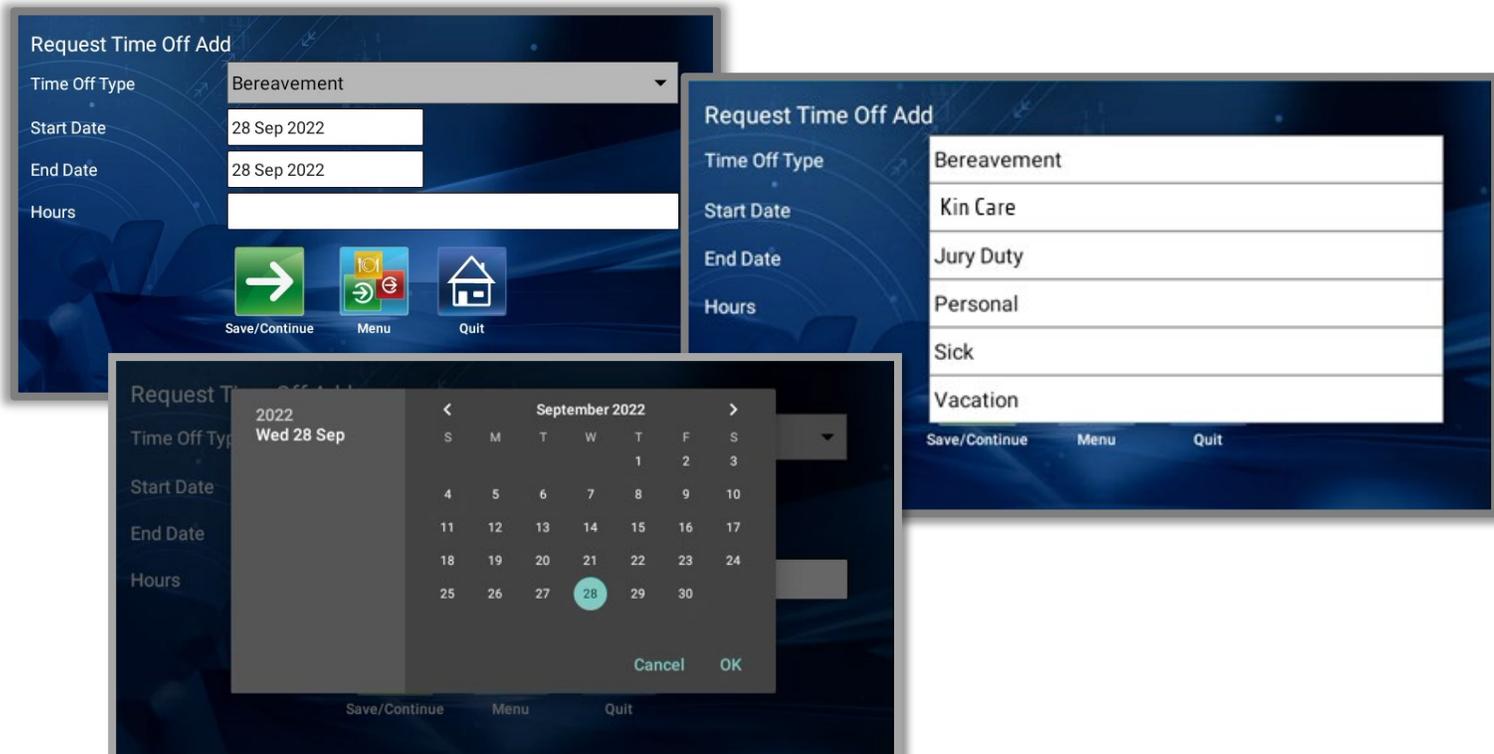
HOW TO REQUEST TIME OFF

Request Time Off

1. Swipe ID badge at the time clock to log into your account. After swiping your name will appear and you will be taken to the home screen.
2. Select the **Request Time Off** button.

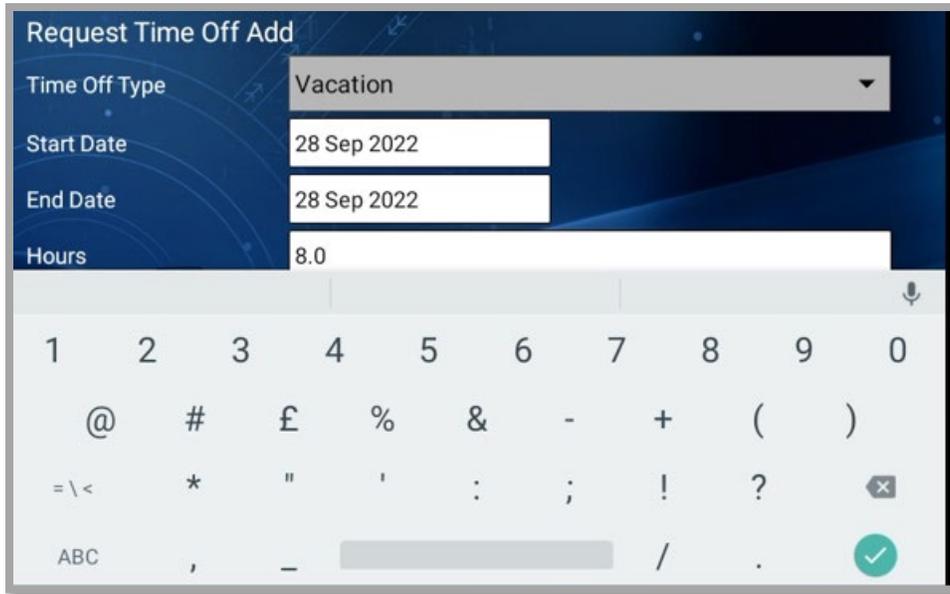


3. Select the **Time Off Type** from the drop-down menu (e.g., Vacation).
4. Select Start **Date** & **End Date** from the calendar.

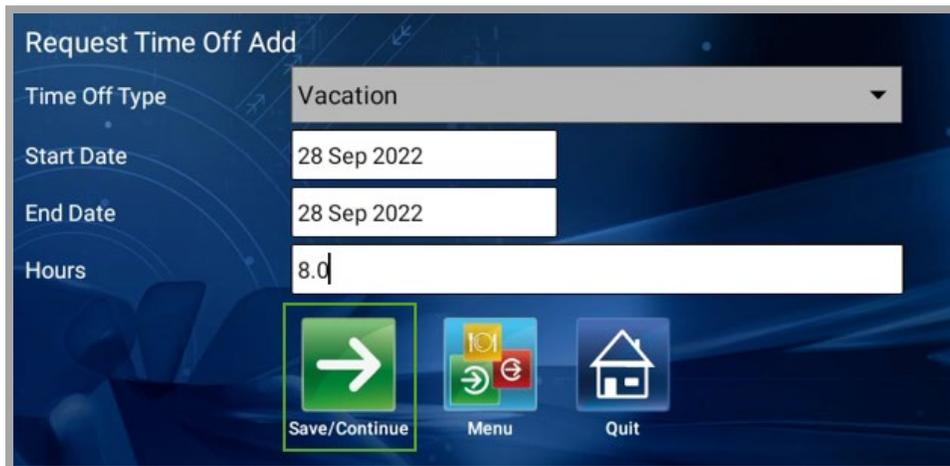


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5. Select the number of hours per day & select **Save/Continue**.

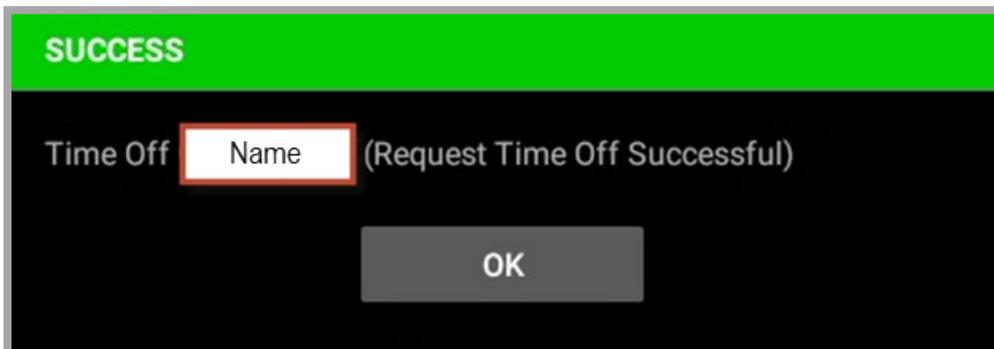


The screenshot shows the 'Request Time Off Add' form with the following fields filled: 'Time Off Type' is 'Vacation', 'Start Date' is '28 Sep 2022', 'End Date' is '28 Sep 2022', and 'Hours' is '8.0'. A virtual keyboard is overlaid on the bottom half of the screen, showing numbers 1-0, symbols like @, #, £, %, &, -, +, (,), and a checkmark button.



This screenshot shows the same form as above, but with three action buttons at the bottom: 'Save/Continue' (a green arrow icon), 'Menu' (a blue icon with a circle and arrow), and 'Quit' (a blue house icon). The 'Save/Continue' button is highlighted with a green box.

6. The **Time Off (your name). (Request Time Off Successful)** message will display.



The screenshot shows a success message dialog with a green header bar containing the word 'SUCCESS'. Below the header, the text reads 'Time Off [Name] (Request Time Off Successful)', where '[Name]' is enclosed in a red-bordered box. At the bottom of the dialog is a grey 'OK' button.