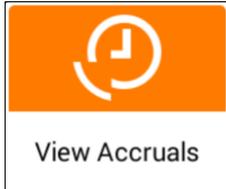


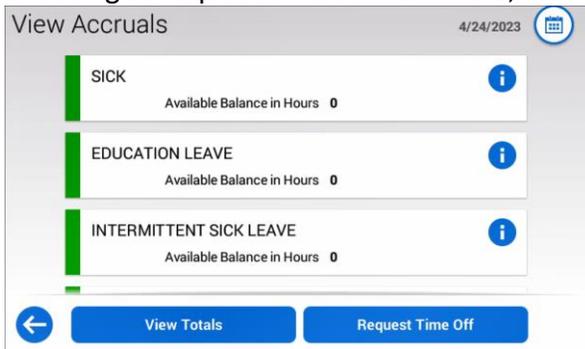
## Request Time Off - Clock

You can request paid time off via the clock. If you would like to review your accrual balances prior to requesting time off you can do so via the View Accruals option.

1. Swipe up to navigate to the second screen of icons. Tap **View Accruals**.



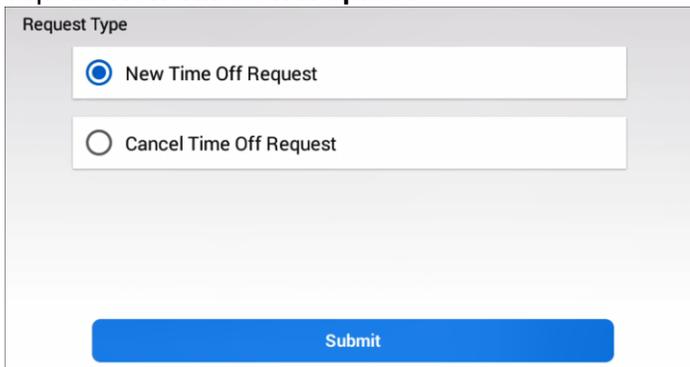
2. Review available balances, drag the scroll bar down to view additional balances. If choosing to request time off from here, move to step #4



3. When not reviewing accruals prior to requesting time off, tap **Request Time-Off**.



4. Tap the **New Time Off Request**.



5. Tap the **Type of Time Off**, tap **Submit**.

Request Time Off

Type of Time Off

TOR

VOLUNTEER LEAVE EARLY

VOLUNTEER TO WORK

Submit

6. Tap each field to complete the following fields:

- **Start Date**
- **End Date**
- **Duration**
- **Deduct from**
- **Comments Code (optional)**
- **Comments (optional)**

Request Time-Off

Start Date 4/28/2023

End Date 4/28/2023

Duration Full

Deduct from PTO

Comments Code Select Comments Code

← Add Another Submit

7. Do one of the following:

- To submit a single request, tap **Submit**. A success message appears along with a confirmation summary screen.
- OR**
- To submit multiple requests, tap **Add Another** and repeat steps 2-3 for each request.

