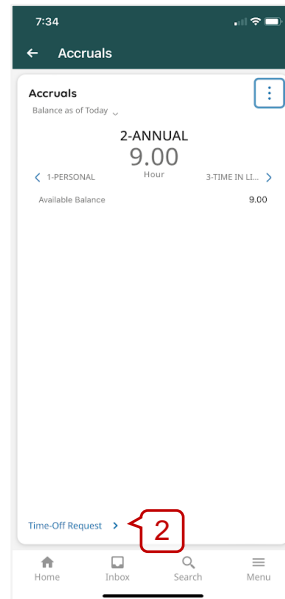
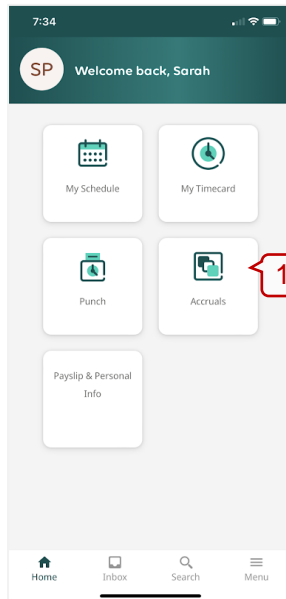
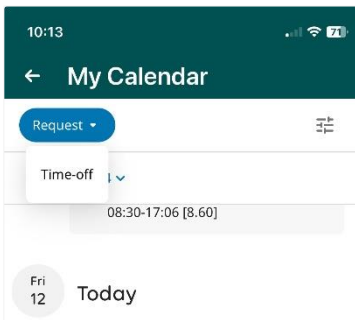


Submitting time off requests on the mobile app

Note: Before submitting your leave request, please review your available balances as at the day you wish to commence leave. If you have insufficient leave accrued to cover your request for leave, you will need to submit two requests. A part day leave for the balance available and another request for Unpaid portion of the period. If this is Personal Leave you can select Personal Leave Unpaid if you don't have enough personal leave accrued for the time off.

1. Tap the **Accruals** tile on your home screen.
2. Tap **Time-Off Request** to Request Time Off.

Alternatively, you can access Time-Off Request from your Calendar.



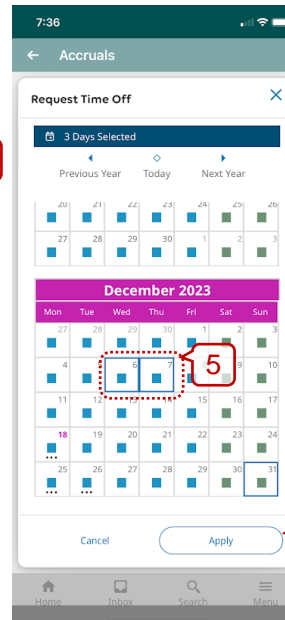
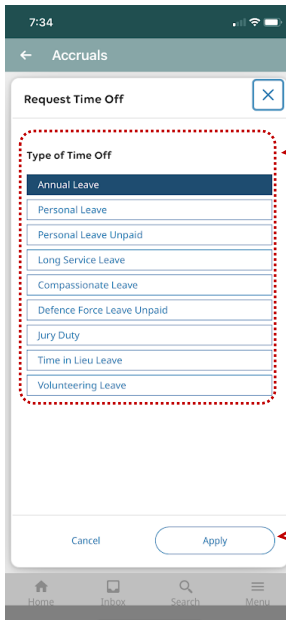
3. Tap on the **Type of Time Off** you wish to request, e.g. Annual Leave. You can only apply for one leave type at a time.

Note: If you need to request another type of leave not listed here, speak to your manager.

4. Tap **Apply**.
5. Tap to **select / deselect** your leave date(s) from the calendar.

Note: refer to [Viewing your calendar](#) to understand colour indicators.

6. Tap **Apply**.



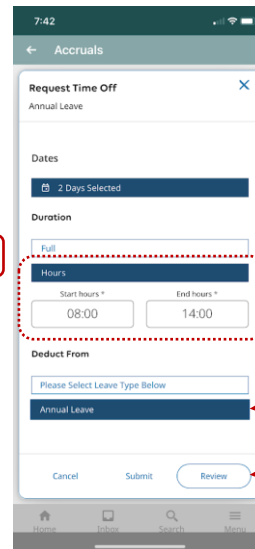
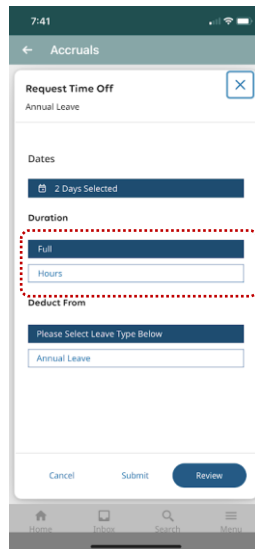
Important: select dates to cover the entire period of leave – the system will not deduct RNR and public holidays from your leave balances.

7. Tap either:

- Full** to apply for leave in full days, or
- Hours** to apply partial shift leave, where you need to enter **Start Time** and **End Time**. (See section below for more details).

8. **Important:** Tap on where to **Deduct From**, (e.g. 'Annual Leave') even when there is only one option – 'Personal Leave' has multiple options. If this step is not completed, you will receive an error message at the end and not be able to submit your request.

9. Tap **Review**.



Tip: If you need to view or change the days selected, tap the **Dates Banner** to return to the calendar.

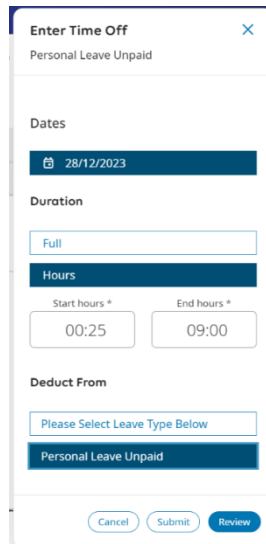
Important: ensure correct leave type is selected from 'Deduct From' section – default selection of 'Please Select Leave Type Below' must be changed.

Partial shift leave

For part day leave, please enter the start time of leave, as the time you leave the shift. Enter 'end time' as the end of your shift. If you are absent for the commencement of your shift, enter the 'start time' as per your schedule, and your end your 'end time' as the time you are commencing your shift.

Day shift - within that calendar day schedule; e.g., worked 0400-1000 (6 hrs including 60 min break = 5 hrs worked) and you clocked out at 1000 due to sick leave etc., then request leave from **Start to End hours** 1000 - 1600 (6 hrs) (if on a 11 hour shift) or what the remainder of your shift is excluding break.

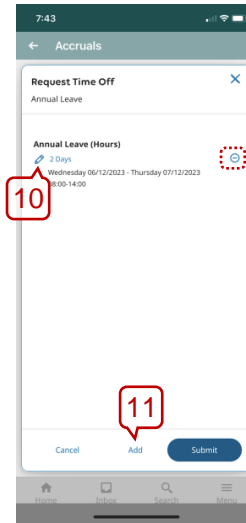
Night shift - you leave partway through the shift, e.g., shift started on Wed eve at 2200 and you clocked out at 0025 on Thurs AM (2.25 hrs worked), then request leave from Thurs **Start to End hours** 0025-0900. Leave is to be requested with break.



SmartPay Training – UKG Mobile App

Double check the details entered.

10. If anything is incorrect, tap the **Edit icon** to fix a mistake, or tap the **Delete icon** to delete the entry and remove the details.
11. If you wish to add additional leave to this request (e.g. add personal leave dates), tap **Add**.



12. Tap **Submit**.
13. Tap **Done** to finish.

Note: If you had not selected where to 'Deduct From' at step 8, you will receive an error. You will need to tap **Add** to amend or **Cancel** to start again.

