

Requesting Time Off via Mobile

Document 1-3

September 25, 2022

Purpose of Activity

To learn how to request time off through Paylocity via iPhone or IOS device.

Background

This process is necessary in case you need to request time off.

Prerequisites

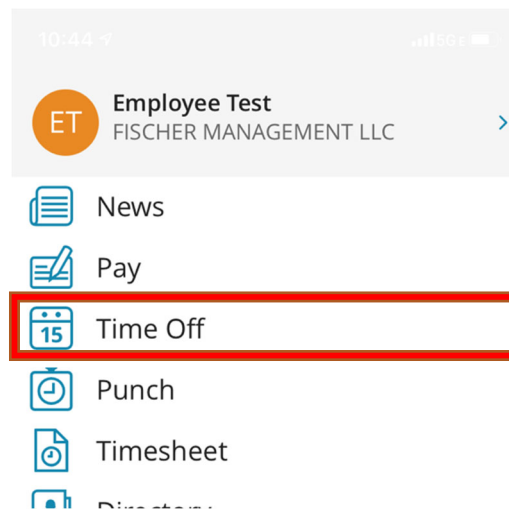
You must have downloaded the Paylocity app onto your device and logged into your user account.

Calendar

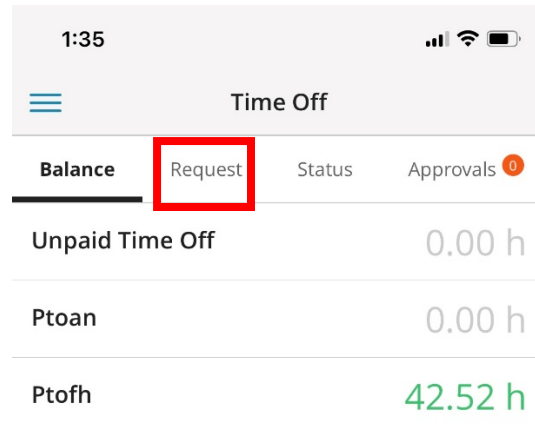
This process should be completed as needed.

Process:

1. Select Time Off from the Self Service Portal.

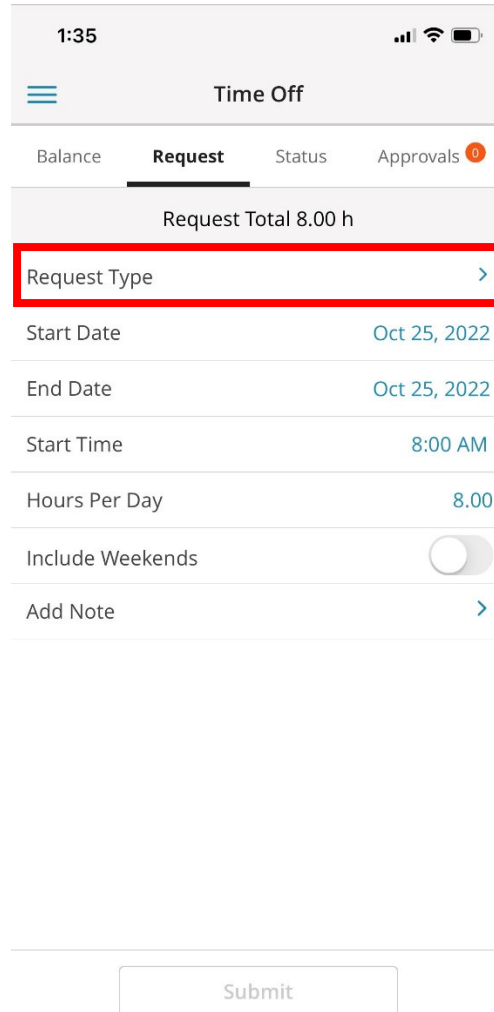


2. Tap the Request tab at the top of the screen.

A screenshot of a mobile application interface for requesting time off. At the top, the time is 1:35 and there are icons for signal strength, Wi-Fi, and battery. Below this is a header with a hamburger menu icon and the text 'Time Off'. A navigation bar contains four tabs: 'Balance', 'Request', 'Status', and 'Approvals' (with a notification badge). The 'Request' tab is highlighted with a red square. Below the navigation bar is a table with three rows: 'Unpaid Time Off' (0.00 h), 'Ptoan' (0.00 h), and 'Ptofh' (42.52 h).

Balance	Request	Status	Approvals 0
Unpaid Time Off			0.00 h
Ptoan			0.00 h
Ptofh			42.52 h

3. Tap Request Type to select the type of time off you are requesting.



1:35

Time Off

Balance Request Status Approvals 0

Request Total 8.00 h

Request Type >

Start Date Oct 25, 2022

End Date Oct 25, 2022

Start Time 8:00 AM

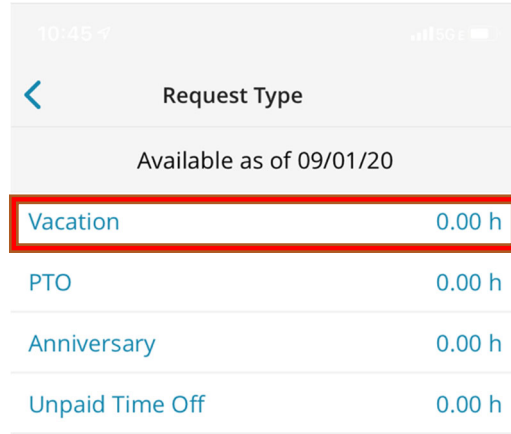
Hours Per Day 8.00

Include Weekends

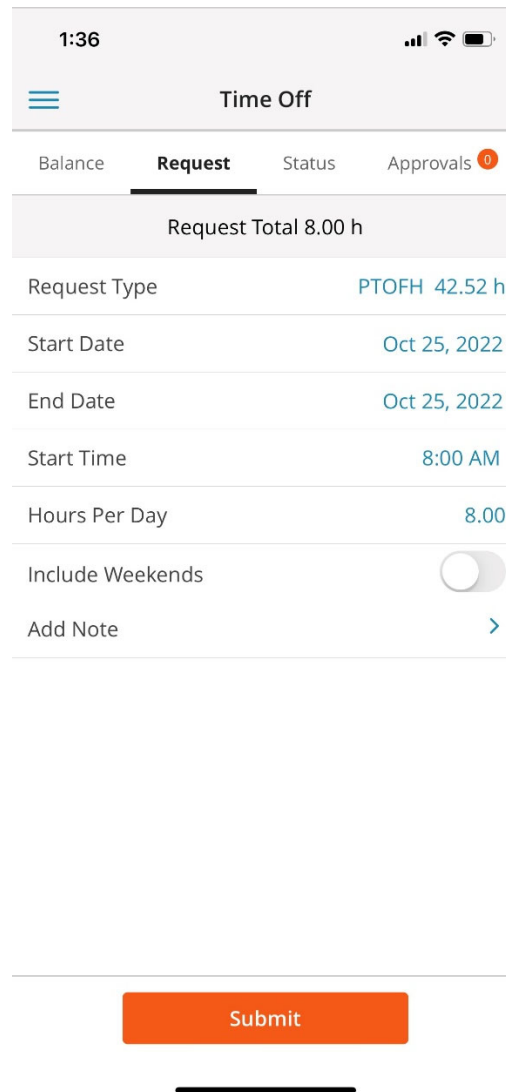
Add Note >

Submit

4. Select a Request Type from the list of options.



5. Fill out the remaining required fields, including:
 - a. Start and End Date
 - b. Hours per Day
6. Tap Submit.



1:36

Time Off

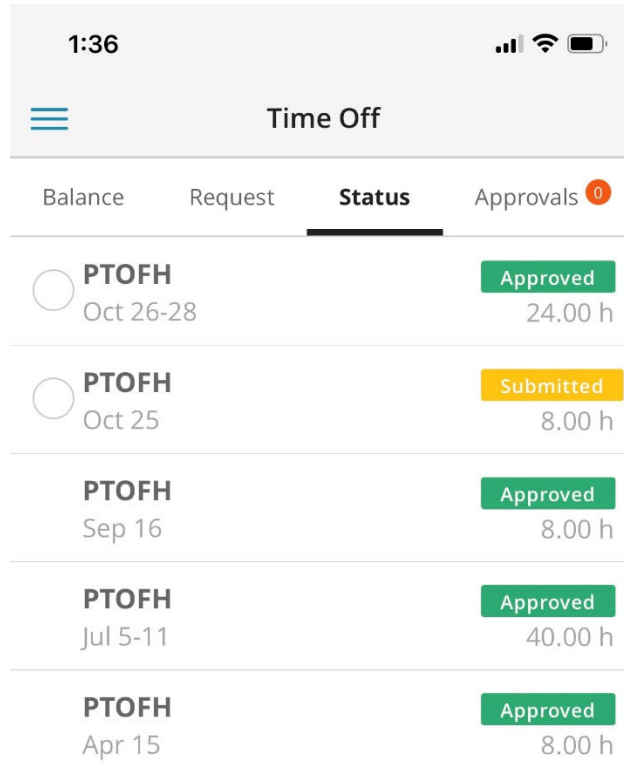
Balance **Request** Status Approvals 0

Request Total 8.00 h

Request Type	PTOFH 42.52 h
Start Date	Oct 25, 2022
End Date	Oct 25, 2022
Start Time	8:00 AM
Hours Per Day	8.00
Include Weekends	<input type="checkbox"/>
Add Note	>

Submit

7. You'll see that your request has been submitted.



The screenshot shows the 'Time Off' section of the Paylocity mobile app. At the top, the time is 1:36 and there are icons for signal strength, Wi-Fi, and battery. Below the title 'Time Off' is a navigation bar with four tabs: 'Balance', 'Request', 'Status', and 'Approvals' (with a red circle containing the number 0). The 'Status' tab is currently selected. The main content area displays a list of five PTOFH requests, each with a radio button, the request type and dates, and the status and hours.

	Balance	Request	Status	Approvals 0
<input type="radio"/>		PTOFH Oct 26-28	Approved	24.00 h
<input type="radio"/>		PTOFH Oct 25	Submitted	8.00 h
		PTOFH Sep 16	Approved	8.00 h
		PTOFH Jul 5-11	Approved	40.00 h
		PTOFH Apr 15	Approved	8.00 h