
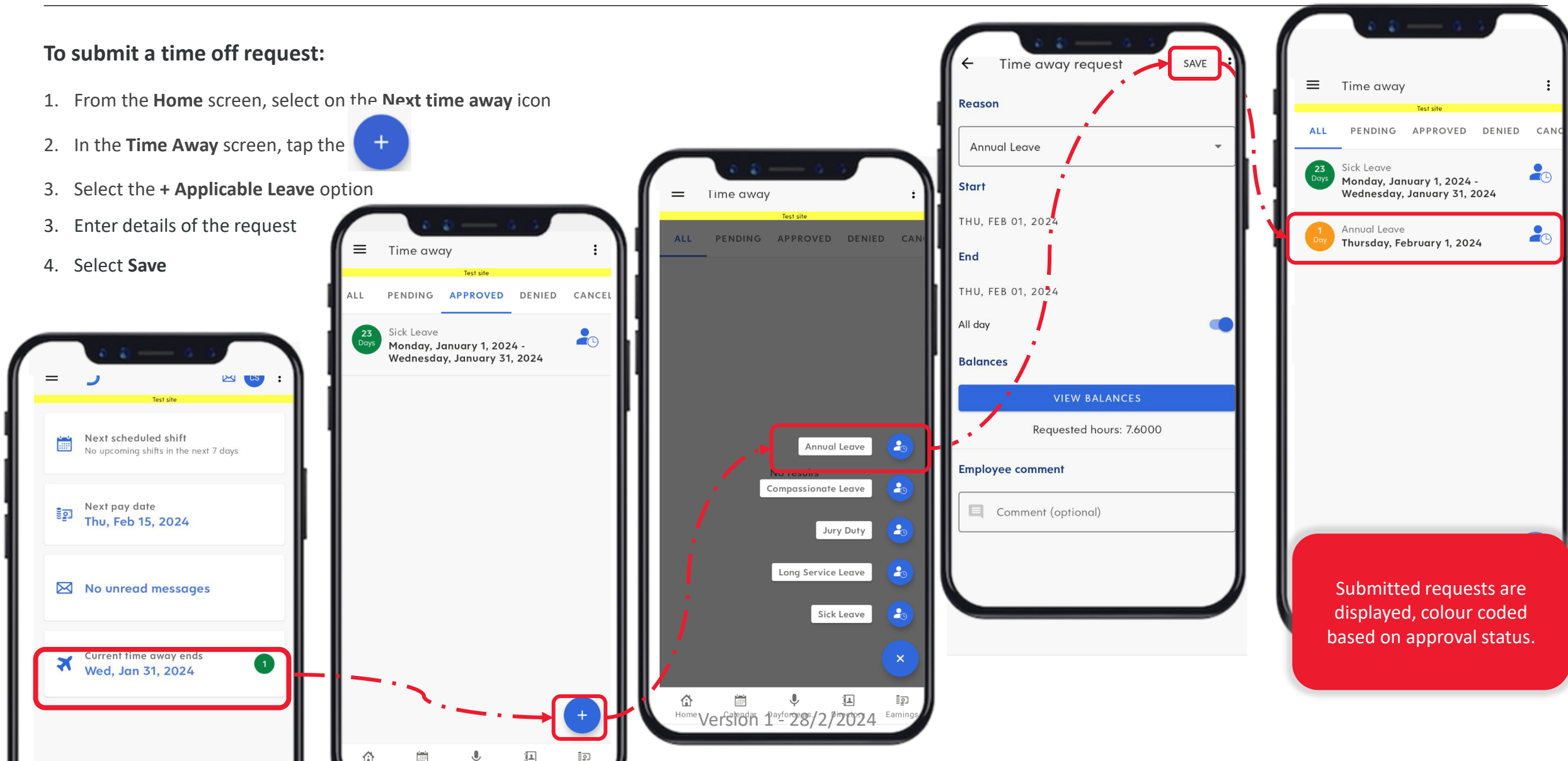


Requesting Time Off Requests (via Android mobile)

To submit a time off request:

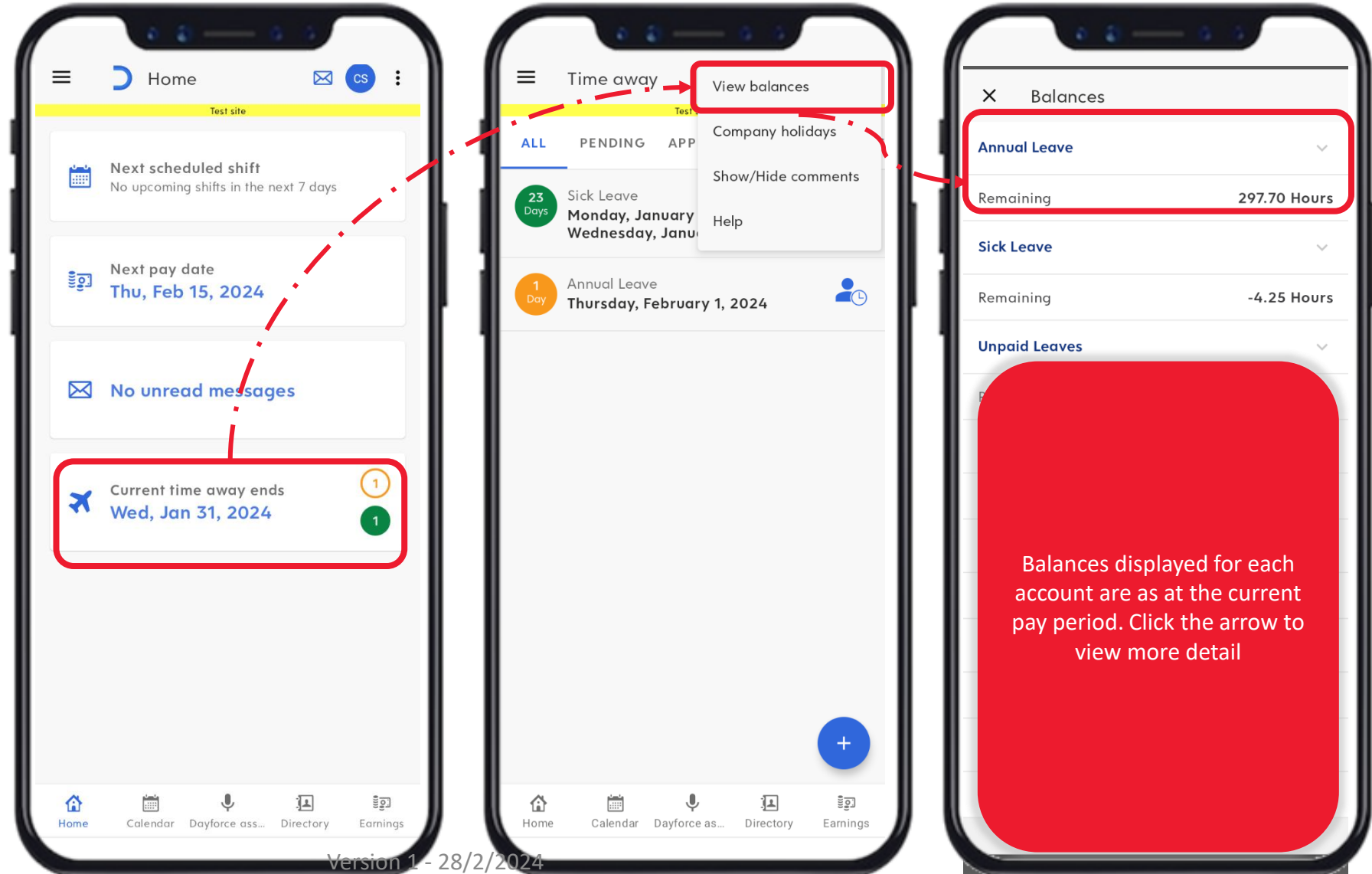
1. From the **Home** screen, select on the **Next time away** icon
2. In the **Time Away** screen, tap the 
3. Select the **+ Applicable Leave** option
3. Enter details of the request
4. Select **Save**



View Leave Balances (via Android mobile)

To view your current leave balances:

1. From the **Home** screen, select the **Next Time Away** icon
 2. In the **Time Away** screen, tap the ellipse icon (...)
 3. Tap the **View balances** option
- Balances for each leave type assigned to your profile will display.

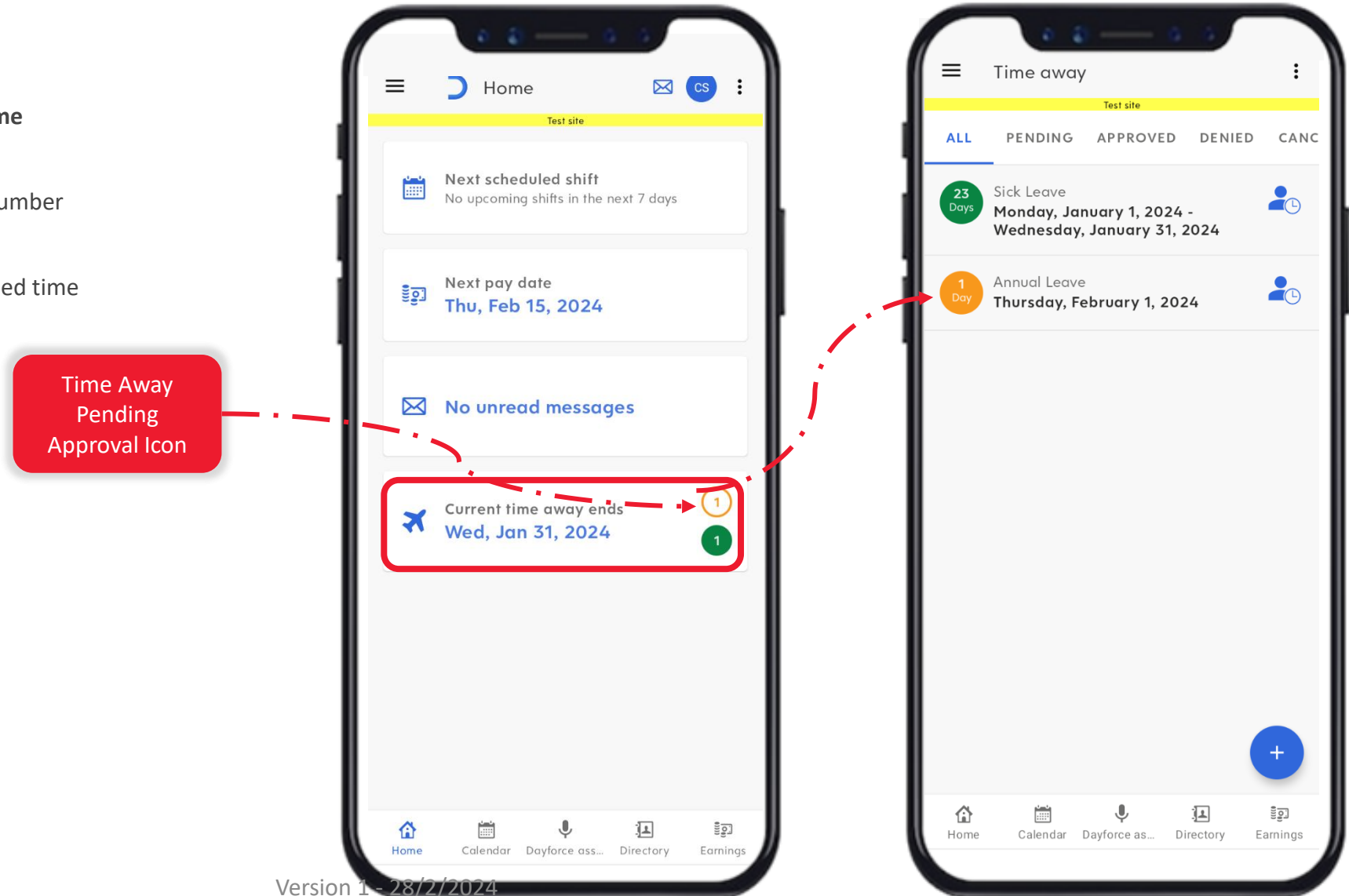


View Upcoming Time off Requests (via Android mobile)

To monitor upcoming leave:

Upcoming leave is displayed automatically in the **Home** screen,

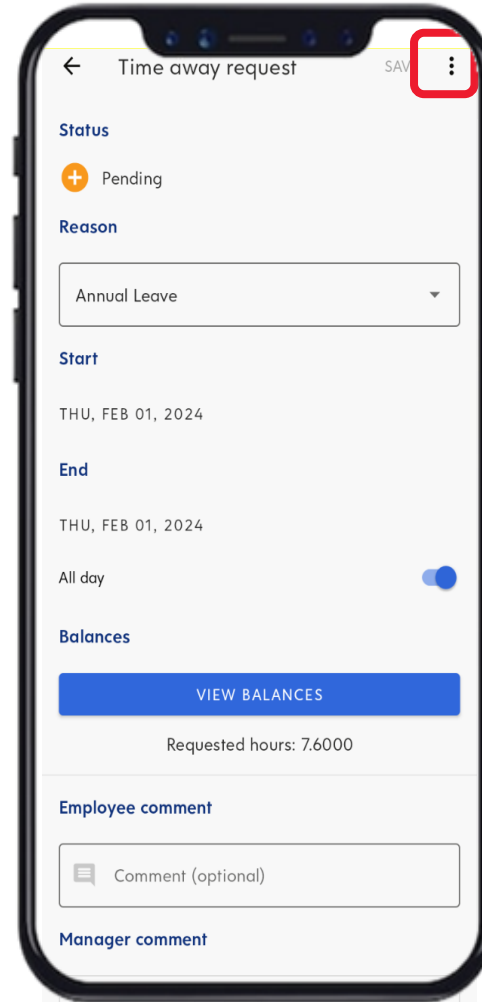
- Colour coded icons are displayed indicating the number of pending vs approved upcoming requests
- Tap the **Next time away** display to view the detailed time away listing screen



Editing or Cancelling Time Off Requests (via Android mobile)

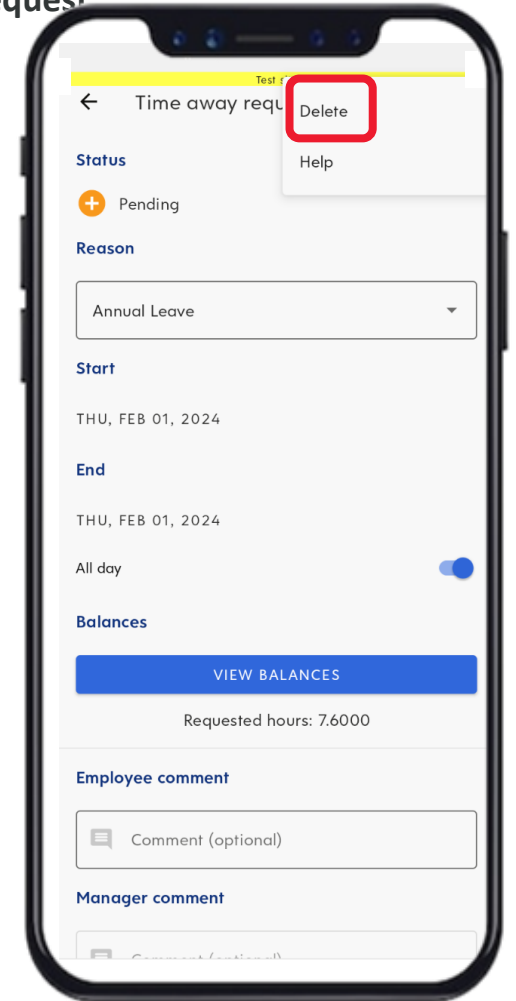
To edit a pending time off request:

1. From the **Home** screen, click on the **Next time away** icon
2. In the **Time Away** screen, select the request to be edited
3. Press the **Edit** icon
4. Update the Reason, Start, End details as required
5. Press the **Save** button



To cancel an approved or pending time off request:

1. From the **Home** screen, click on the **Next time away** icon
2. In the **Time Away** screen, select the request to be cancelled
3. Press the **Delete** icon
4. Press the **Delete** button



Approved leave requests cannot be edited. Instead delete the request and re-submit with the correct details.