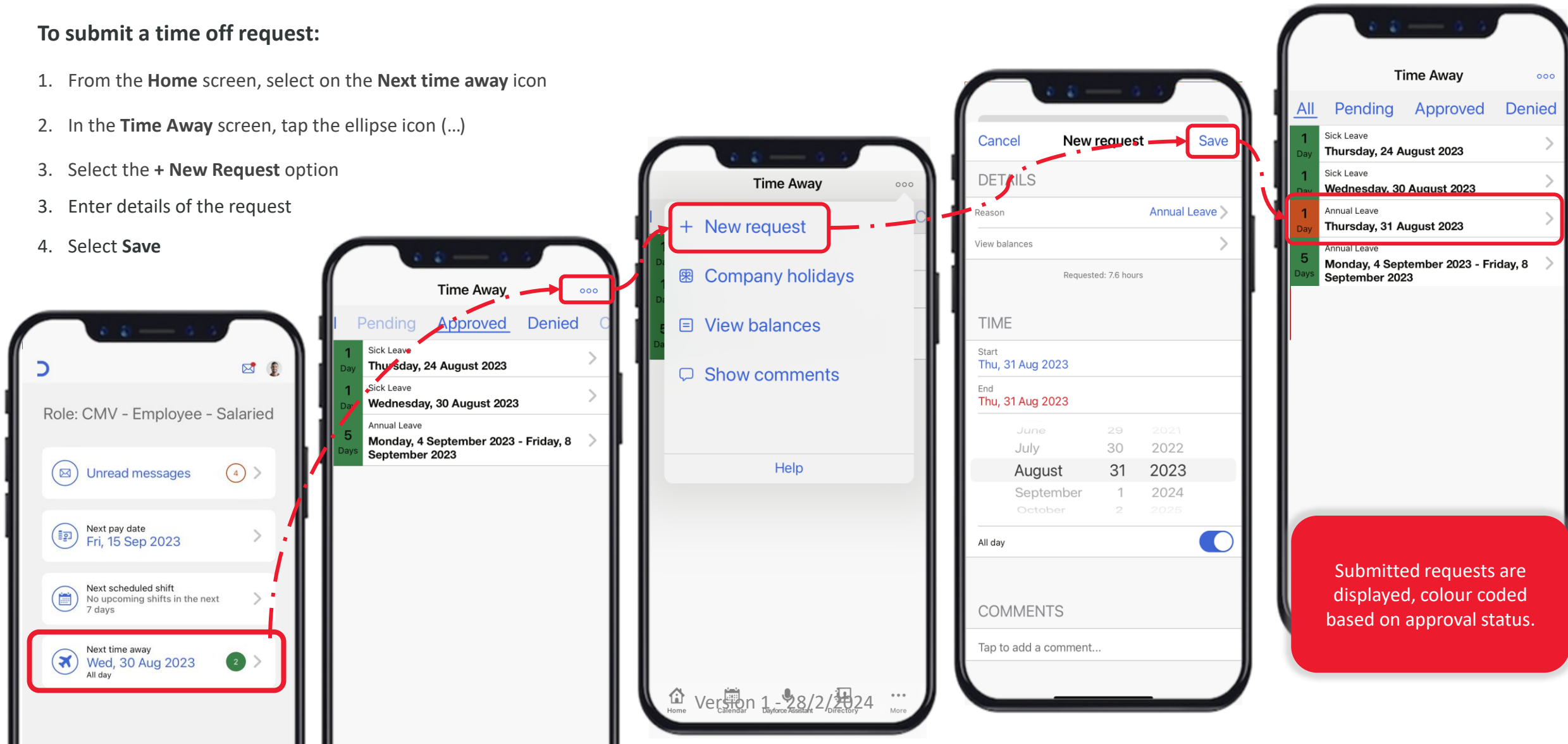# Requesting Time Off Requests (via iPhone)

CMVGROUP

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 ellipse icon (...)

3. Select the **+ New Request** option

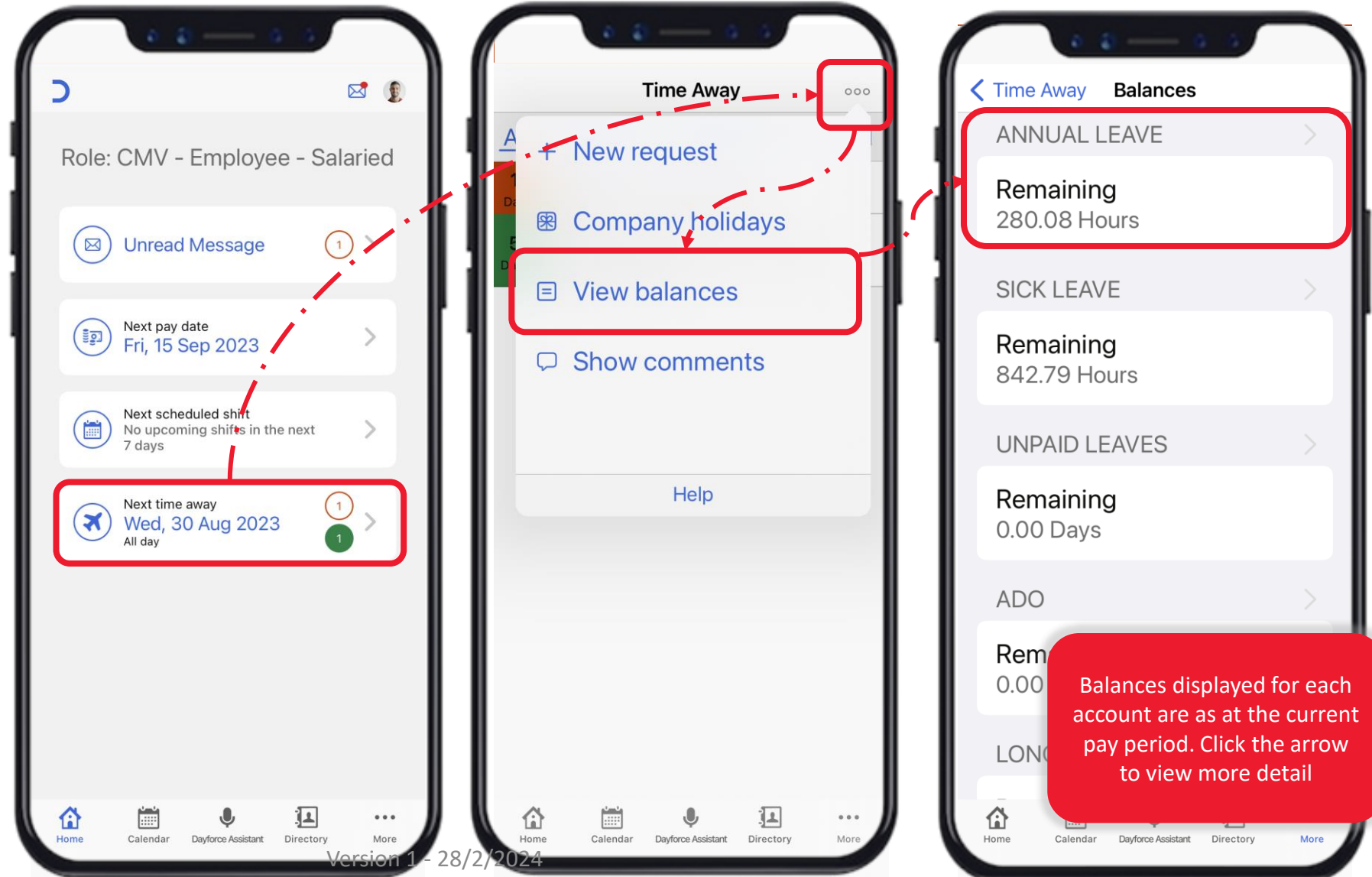3. Enter details of the request

4. Select **Save**

Submitted requests are displayed, colour coded based on approval status.

Version 1 - 28/2/2024

View Leave Balances (via iPhone)

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.

Balances displayed for each account are as at the current pay period. Click the arrow to view more detail

Version 1 - 28/2/2024

View Upcoming Time off Requests (via iPhone)

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
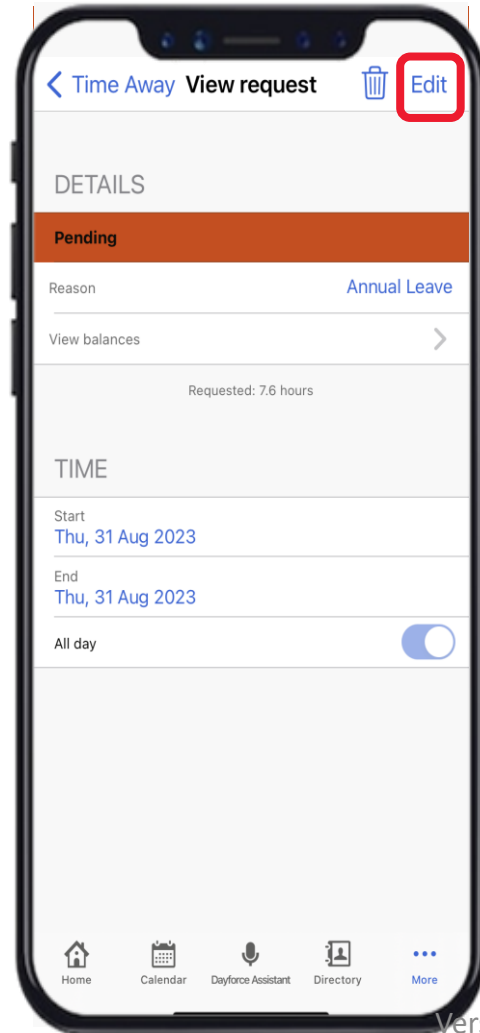
Time Away
Pending
Approval Icon

Version 1 – 28/2/2024
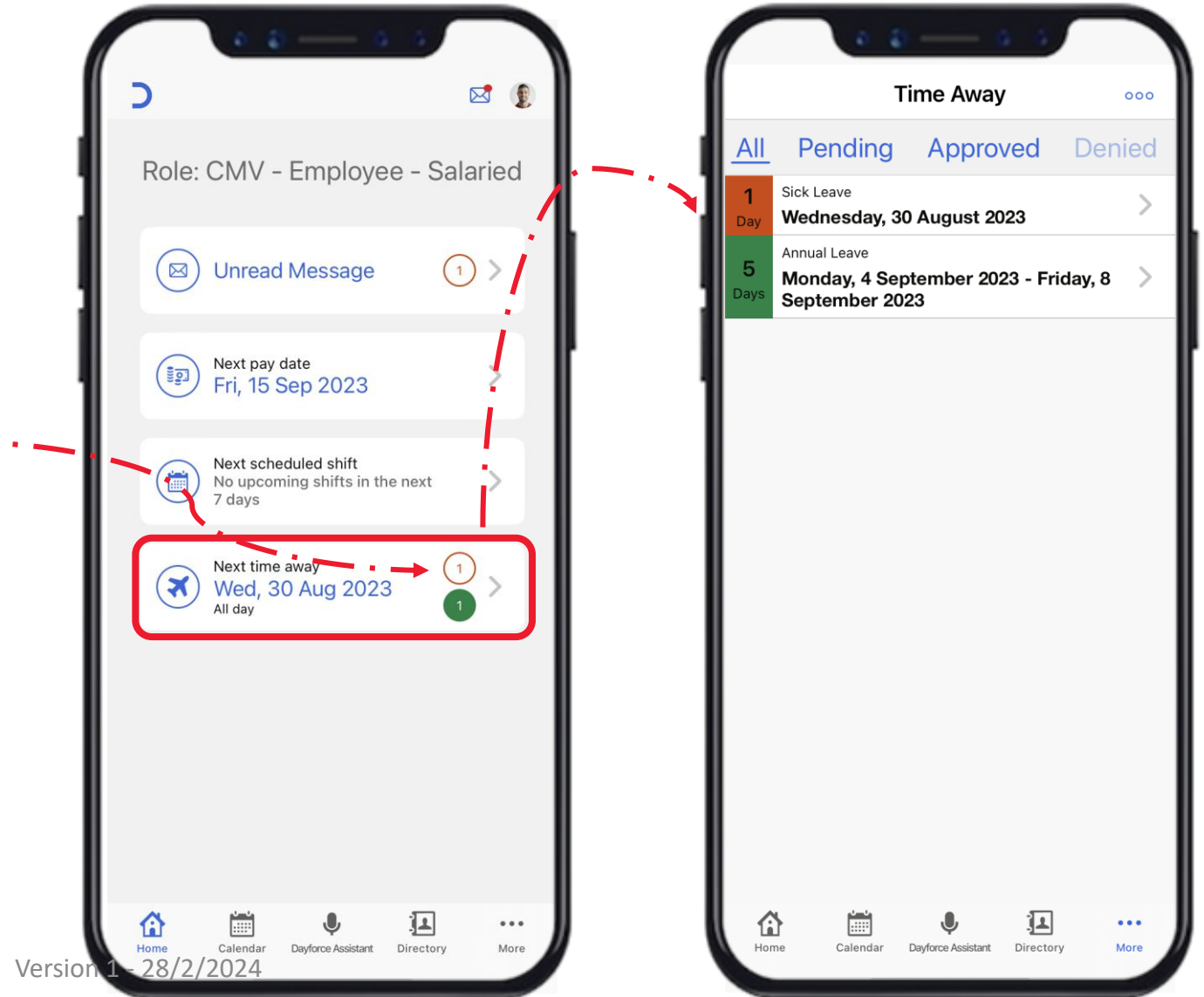
# Editing or Cancelling Time Off Requests (via iPhone)

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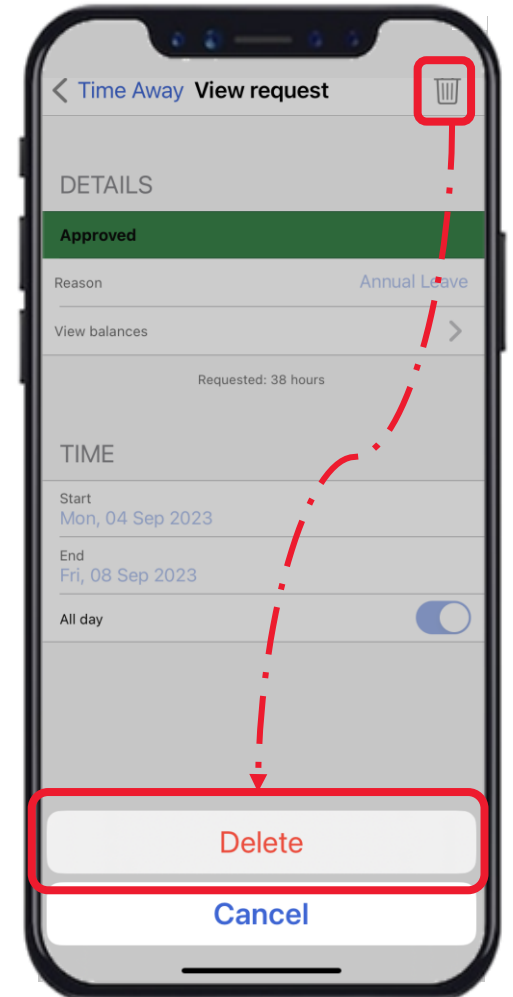
Approved leave requests cannot be edited. Instead delete the request and re-submit with the correct details.