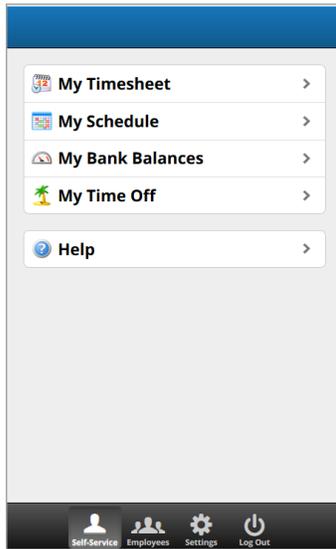




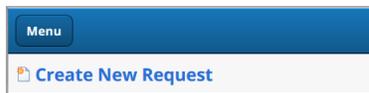
WorkForce Mobile: Requesting Time Off

Employees can use UD WorkForce Mobile to request time off.

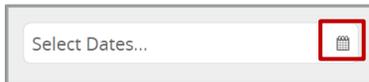
1. From the **Self-Service** screen, click **My Time Off**



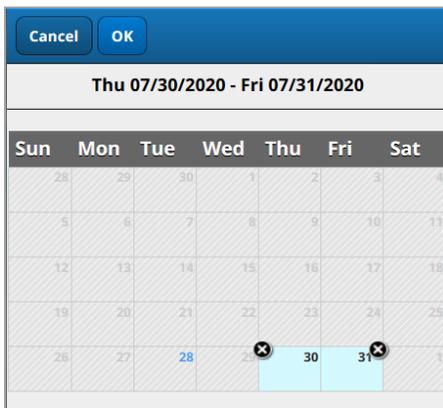
2. Click **Create New Request**.



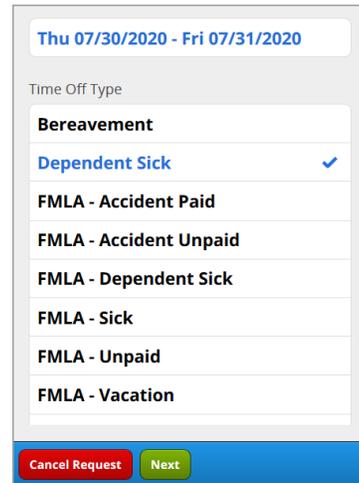
3. Select the date(s) using the calendar icon



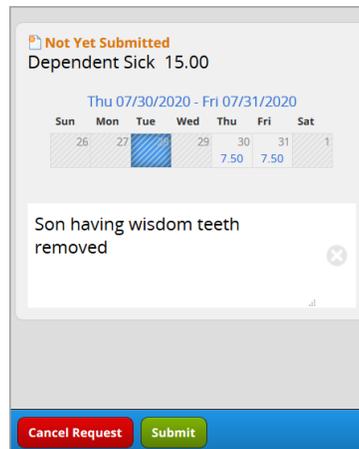
4. Click the dates individually or click start and end dates to select all dates between them.
5. Click **OK** button



6. Select **Time Off Type** from the list. (You may have to scroll down to find the Time Off Type you're looking for.)
7. Click **Next** button



8. Enter comments (optional)
9. Click **Submit** button



10. A message pops up to say your request was submitted successfully. Click **OK** button.

