## 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



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



- 8. Enter comments (optional)
- 9. Click Submit button
  - Not Yet Submitted Dependent Sick 15.00 Thu 07/30/2020 - Fri 07/31/2020 Sun Mon Tue Wed Thu Fri Sat 29 30 31 1 29 7.50 7.50 Son having wisdom teeth removed
- 10. A message pops up to say your request was submitted successfully. Click **OK** button.



2. Click Create New Request.



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

Select Dates	<b>m</b>

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



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