

UKG WORK INSTRUCTIONS	Page 1 of 3
Title: How to Submit a Time off Request (My	Version: 07/19/2024
Accruals Tile) – Mobile App	





2 Select dates by clicking on days from the calendar. Select Apply. To select 0 more than one day, select the days individually and you will see them highlight. • To remove days from the selection, deselect the selected days. To select 0 more than one consecutive day, select and drag across the days in the calendar.

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equest Tim	ne Off		PTO	×
Dates				
🛱 7/19/20	124			
Ouration				
Full				
Hours				
Deduct from				
PTO: 84.00 H	Hour(s)		(	D
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				- 1
				- 1
	Subm	it C	Review	$\supset$
Cancel				_

eques	t Time	Off				>
<b>1</b> 2	Days Se	elected	j.			
Pre	evious Y	ear	<b>◇</b> Today	Ne	) ext Year	
		Octo	ber 2	024		
Mon	Tue	Wed	Thu	Fri	Sat	Sun
30	$\mathbf{U}^{1}$	2	3	4	5	6
7	8	9	10	12	12	13
14	15	10	17	18	19	20
21	22	23	24	25	26	23
28	29	30	31	3	2	
		Nove	mber	2024		
Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	34	.2	2	3
	Cance		1		untu	_



3	For time-off	11:44
	requests, at	← My Accruals
	Duration, select	
	one of the	Request Time Off
	following.	Dates
		Dates
	<ul> <li>Full Day:</li> </ul>	C 2 Days Selected
	Entire shift	Duration
	that day.	Foil
	• <b>Hours</b> : Enter	Deduct from
	Start Time	PTO: 90.35 Houries)
	and End	
	lime.	
	Note The start	
	and and times	Cancel Submit Review
	reset if you	
	select another	Home Indox Search Menu
	duration If you	
	later select	
	Hours, you must	
	enter the times	
	again.	
4	To submit the	
	request now —	← My Accruals
	Select <b>Submit</b> .	Request Time Off
	<ul> <li>If you wish</li> </ul>	Dates
	to add	🖨 2 Days Selected
	comments	Full
	(optional) -	Hours
	Select	Deduct from
	Review.	PTO: 90.36 Hourts)
		Cancel Submit Review
		Home Q =



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5	<i>(Optional)</i> Add	(11:46)	
	Comments as	← My Accruals	
	appropriate	Request Time Off PTO X	
		270 (F. II)	
		2 Days © Thursday 10/17/2024 - Friday 10/18/2024	
		Comments [1] Add Comment O 0-ST Other 0 Attending a wedding	
		Cancel Add Submit	
		Home Inbox Sparch Menu	
6	Select <b>Submit</b> .	(1146)	
6	Select <b>Submit</b> .	(11:46)	
6	Select <b>Submit</b> .	fire@     fife@     fife@	
6	Select <b>Submit</b> . The request will	fitab     il ♥ ■>	
6	Select <b>Submit</b> . The request will be routed to	My Accruals      My Accruals      Request Time Off     PTO (Full)     2000      Thursday 1017/2024 - Friday 1018/2024	
6	Select <b>Submit</b> . The request will be routed to your manager	11:40    I ♥ ■       ←     My Accruals       Request Time Off     PTO (Full)       Ø 2000        Thursday 10/17/2024 - Friday 10/18/2024       Comments [1]     Add Comment       Ø 051 Other     0       Attending a wedding	
6	Select <b>Submit</b> . The request will be routed to your manager (or Staffing); you will receive a	Itted         Itted         Itted         Itted         Itted         Itted         Itted         Itted         Itterstay tont/2024         Itterstay tont/2024         Itterstay tont/2024         Comments [1] Add Comments         Ost Other         Ost Other         Ost Other         Itterstay avedding         Itterstay avedding	
6	Select <b>Submit</b> . The request will be routed to your manager (or Staffing); you will receive a Notification	My Accruals      Mequest Time Off     PTO (Full)     20yn     Thursday 10/17/2024 - Friday 10/18/2024  Comments [1] Add Comment     O ST Other     O     Attending a wedding	
6	Select <b>Submit</b> . The request will be routed to your manager (or Staffing); you will receive a Notification when the	(II ♥ ■)	
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6	Select <b>Submit</b> . The request will be routed to your manager (or Staffing); you will receive a Notification when the request is acted on.	11:40     III ● ■       ←     My Accruals       Request Time Off     PTO (Full)       ● 2 Days     ●       Thunday 1017/2024 - Friday 1017/2024     ●       Comments [1]     Add Comments       ● 0.57 Other     ●       Attending a redding     ●	
6	Select <b>Submit</b> . The request will be routed to your manager (or Staffing); you will receive a Notification when the request is acted on.	1140     III ● ■       ←     My Accruals       Request Time Off     PTO [Full]       ● 2000     IIII ●       Touriday 1017/2024-Friday 1018/2024       Comments [1]     Add Comments       ● 051 Other     0       Attending a wedding	