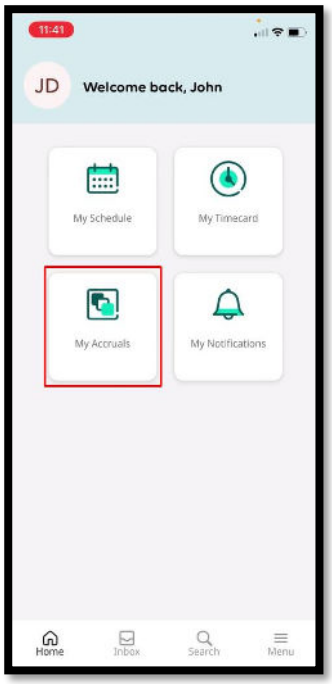
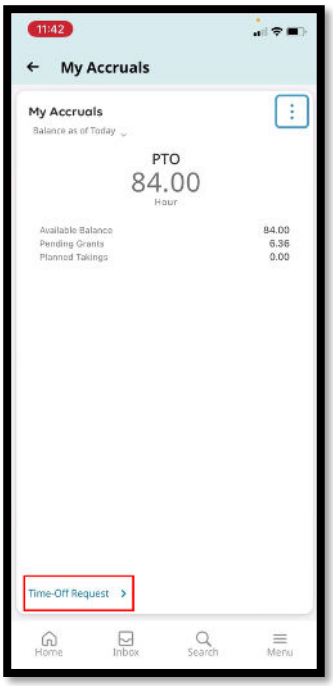
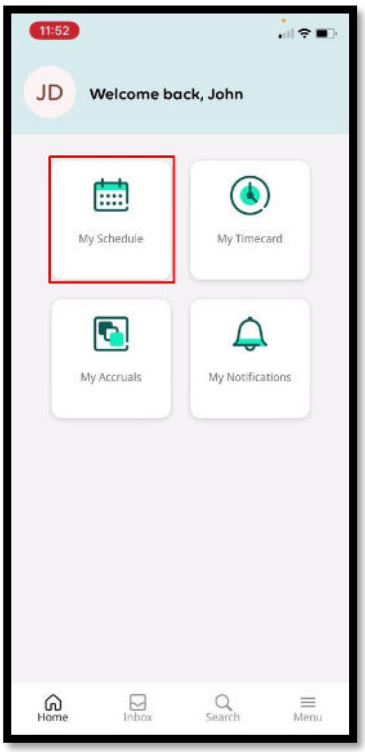
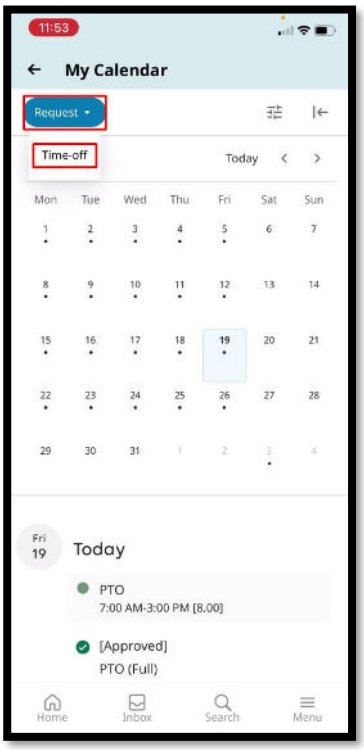
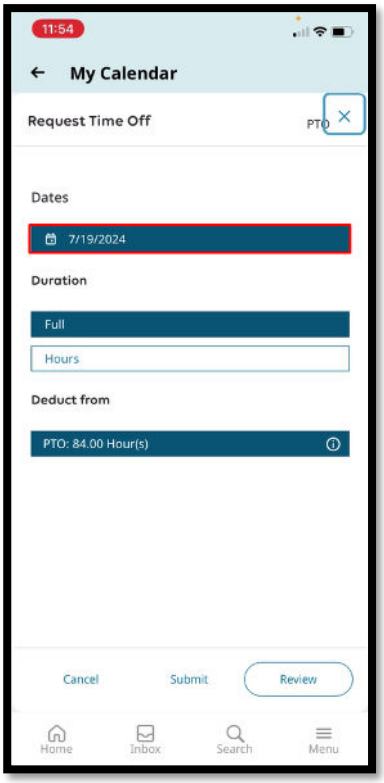
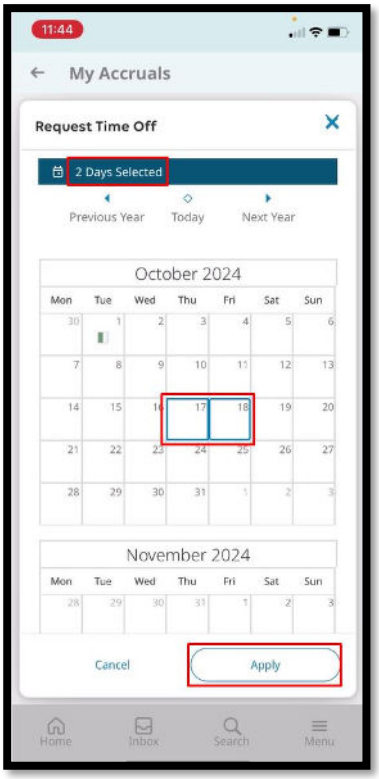
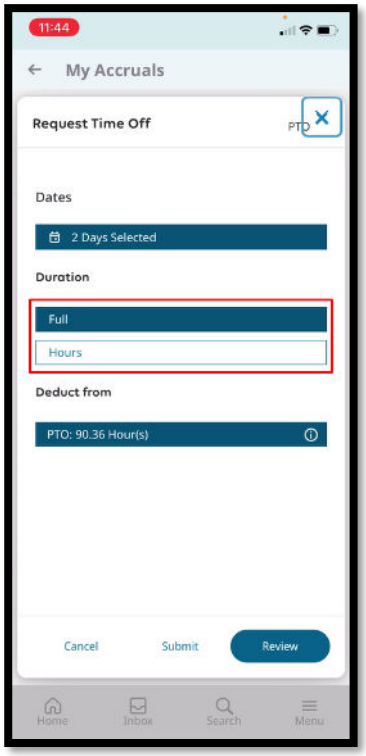
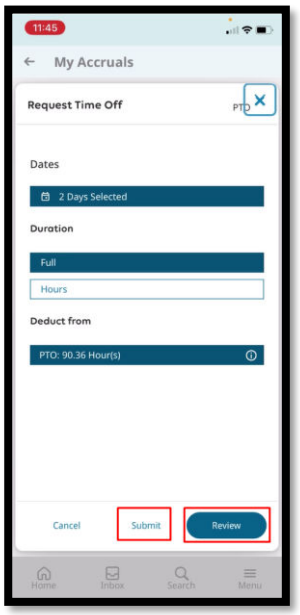
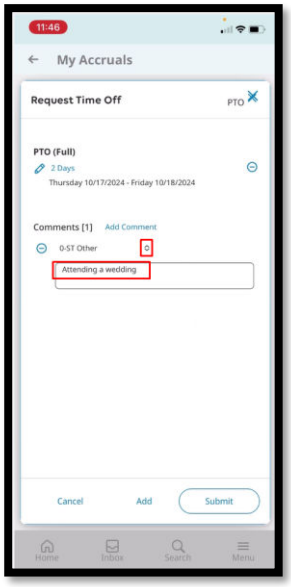
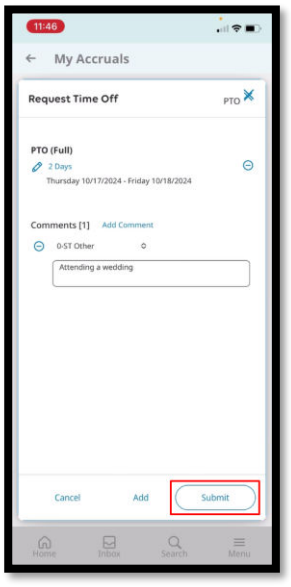
UKG WORK INSTRUCTIONS	Page 1 of 3
Title: **How to Submit a Time off Request (My Accruals Tile) – Mobile App**	Version: 07/19/2024

No	ACTION	PICTURE
1A	After logging in to the UKG mobile app you have two options: <u>Option 1:</u> Select **My Accruals** Then **Time-Off Request**	 
1B	<u>Option 2:</u> Select **My Schedule**	 

2	Select dates by clicking on days from the calendar. Select **Apply**. ○ To select 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 more than one consecutive day, select and drag across the days in the calendar.	 

3	For time-off requests, at Duration, select one of the following. ○ **Full Day**: Entire shift that day. ○ **Hours**: Enter Start Time and End Time. **Note** The start and end times reset if you select another duration. If you later select Hours, you must enter the times again.	
4	To submit the request now — Select **Submit**. ○ If you wish to add comments (optional) - Select **Review**.	

5	*(Optional)* Add Comments as appropriate	
6	Select **Submit**. The request will be routed to your manager (or Staffing); you will receive a Notification when the request is acted on.