

Article ID: PCTY-51632

Submit a Time Off Request in Mobile

Request time off in the Paylocity Mobile App:

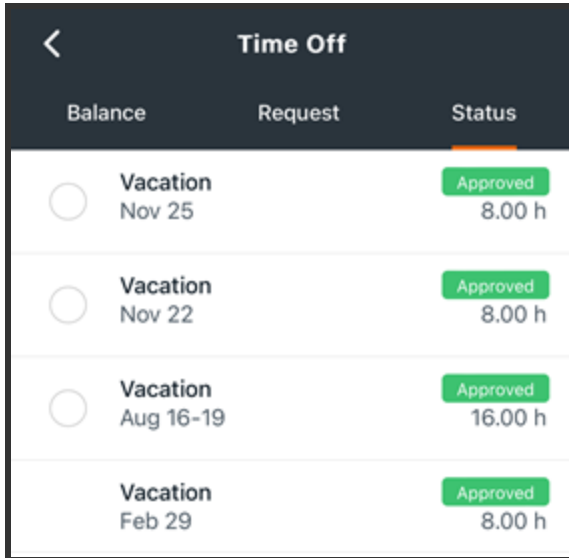
1. Log In to the Paylocity Mobile App.
2. Access Time Off in the Mobile App.
3. Go to the **Request** section.

The screenshot shows the 'Time Off' screen in the Paylocity Mobile App, with the 'Request' tab selected. The screen displays the following information:

- Balance:** Available 35.99
- Request Total:** 8.00
- [How is Available Calculated?](#)
- Request Type:** Vacation 35.99 h
- Start Date:** May 8, 2024
- End Date:** May 8, 2024
- Start Time:** 8:00 AM
- Hours Per Day:** 8.00
- Include Weekends:** (Toggle switch is off)
- Comments:** (Field with a right arrow icon)
- Submit:** (Red button at the bottom)

4. Choose the **Request Type**.
5. Enter a **Start Date**.
6. Enter an **End Date**.
7. Enter the **Start Time**.
8. Enter the **Hours Per Day** (higher than zero).
9. Enable or disable **Include Weekends** as necessary.
10. Enter an optional note within **Comments** to provide context.
11. Select **Submit**.

12. Go to the **Status** section to track the status of a request.



The screenshot shows a mobile app interface titled "Time Off". At the top, there is a navigation bar with a back arrow and the title. Below the title, there are three tabs: "Balance", "Request", and "Status". The "Status" tab is currently selected, indicated by an orange underline. The main content area displays a list of four vacation requests. Each request is represented by a row with a circular icon on the left, the request details in the middle, and the status on the right. The status is shown as a green button with the word "Approved".

	Balance	Request	Status
☐	Vacation Nov 25		Approved 8.00 h
☐	Vacation Nov 22		Approved 8.00 h
☐	Vacation Aug 16-19		Approved 16.00 h
	Vacation Feb 29		Approved 8.00 h

- The supervisor receives a push notification when an employee submits a request.
- The user receives a push notification when the status changes for a request.

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pcty/help/agent/locale/en-US/portal/30860000001000/content-version/PCTY-51632/PCTY-1434231/Submit-a-Time-Off-Request-in-Mobile>