ESS MOBILE REQUESTING AND CANCELING LEAVE

Employee Self Service Mobile (ESS Mobile) offers a convenient way for employees to request leave. Below are the instructions to request time off, or to cancel a leave request.

Note: The screens and options below might not match exactly to your system depending on what is configured.

HOME SCREEN

Home Screen shows all options available to you.
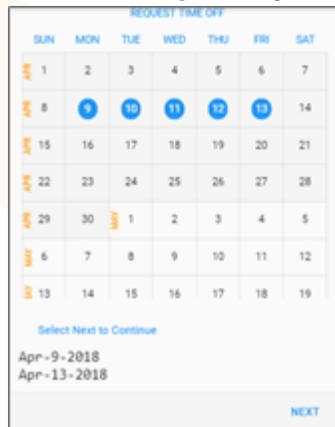

REQUEST TIME OFF

Employees can request time off (e.g. Vacation, Sick, PTO).

1. Select the More Operations button on the top left of the home screen.
2. Select **CALENDAR** in the menu.
3. Click on **Menu** on the bottom left of Calendar screen → **REQUEST TIME OFF**
4. By default, today is selected, unselect it and then select a single day or range of consecutive days to request off and press **NEXT.**
   a. Day or Days selected will show underneath the calendar.
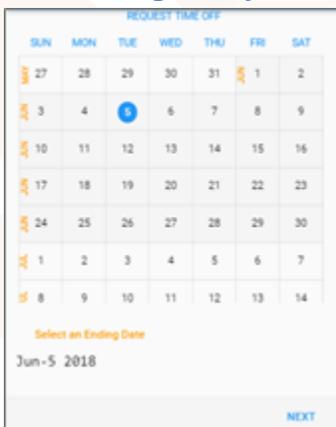
Single Day	Multiple Days	Bank and Hours

5. Select the **Banked Time** to use (e.g. Vacation, Sick, PTO).
6. Choose if you are requesting the whole day or partial for single day request
7. Indicate hours needed to fill request.

*Note: Pending Requests can be seen in **OPEN ITEMS** by choosing the More Operations* *button.*
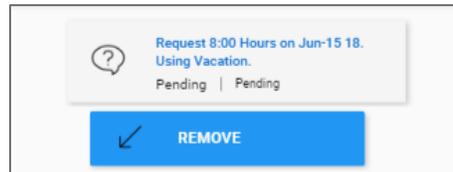
REVIEW OR REMOVE A PENDING REQUEST

1. Select the More Operations button ☰ on the top left of the home screen.
2. Choose **OPEN ITEMS** from the menu.
3. Choose any **pending** request to remove.

Pending Request

Request 8:00 Hours on Jun-15 18.
Using Vacation.
Pending | Pending

Request 8:00 Hours on Jul-12 18.
Using Vacation.
Pending | Pending

Remove

Request 8:00 Hours on Jun-15 18.
Using Vacation.
Pending | Pending

↙ **REMOVE**

CANCEL A PREVIOUSLY APPROVED REQUEST

If you need to cancel a previously approved request, follow these steps. This will send a request to your supervisor to approve the cancelation. If approved, it will remove the previous approved time off from your schedule.

1. Go to the More Operations ☰ and select **Calendar.**
2. Choose a day on the calendar that you already have approved leave.
   It may be easier to find if you set the **PRESENTATION** options to only show *My Scheduled Absences* in the **MENU**.
3. Choose the Planned Absence Tile.

JUL 15 THU | Planned Absence
Vacation | Production-Main Press
8h

4. Select the Cancel Leave button.

↙ **CANCEL LEAVE**

5. Enter any addition comments and choose **SAVE**.
   This will send the request to cancel the time off to your manager for approval.

BACK | **Cancel Leave Request** | HOME
Cancel Leave Request
Cancel Leave
Add Commentary Here

Cancel previously approved Leave Request.

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