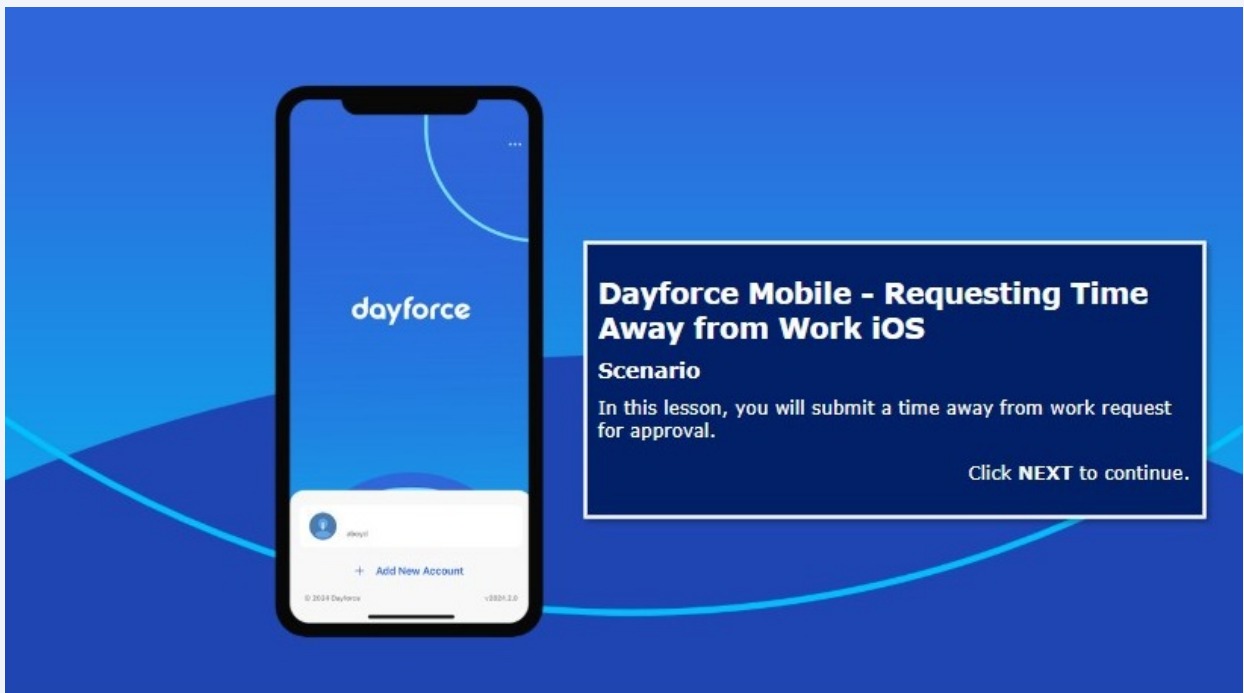


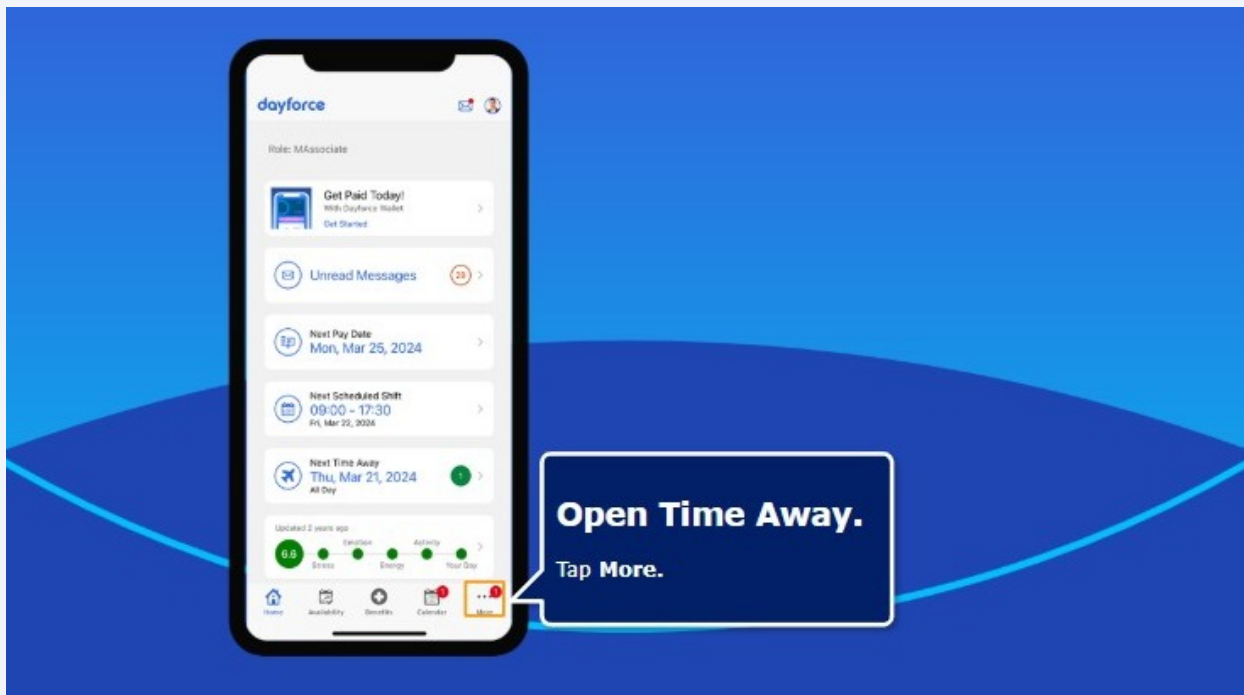
Requesting Time Off Using the Dayforce App for Employee

Learn how to efficiently submit time off requests directly through the Dayforce mobile application on your iOS device. This guide provides a clear walkthrough to ensure you can navigate the process quickly and keep your schedule up to date.

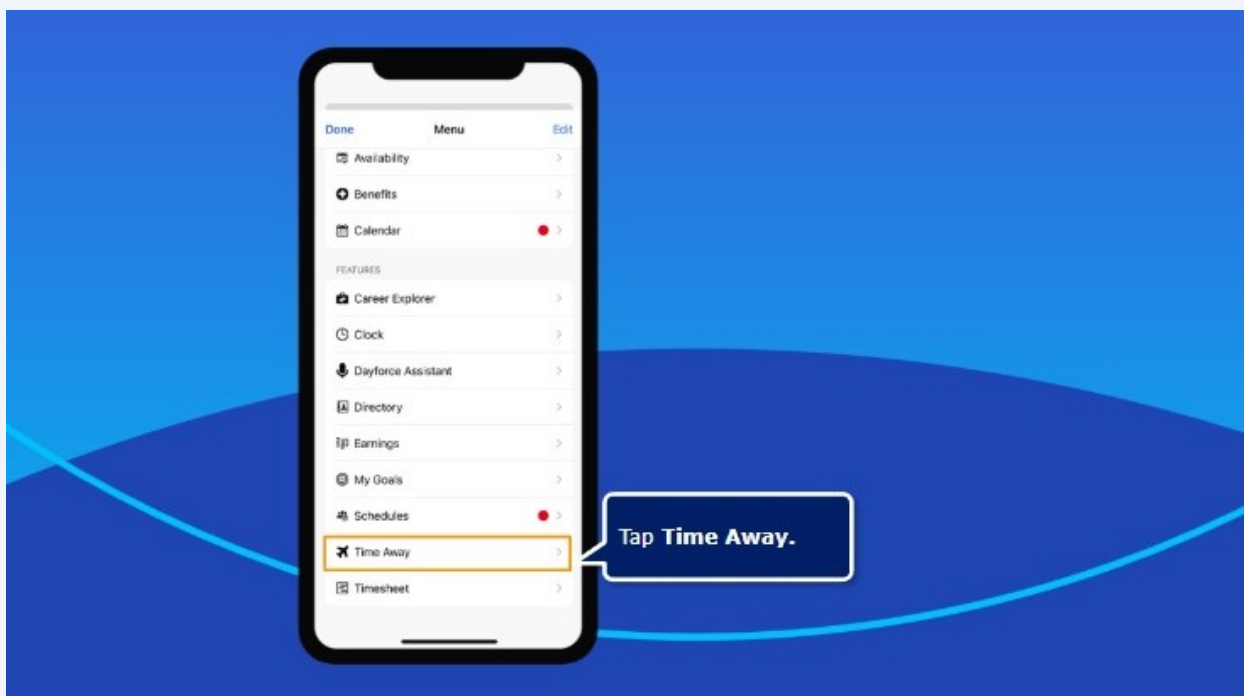
1 Dayforce - Requesting Time Away



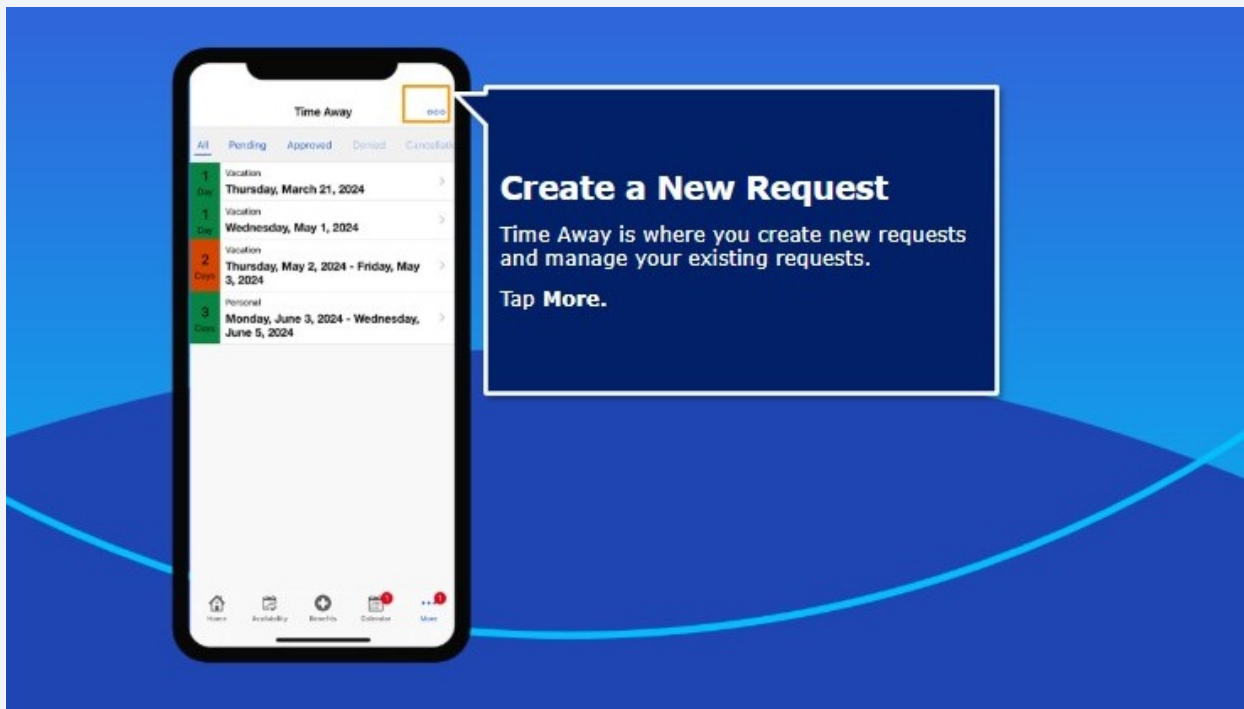
2 From The Home Screen



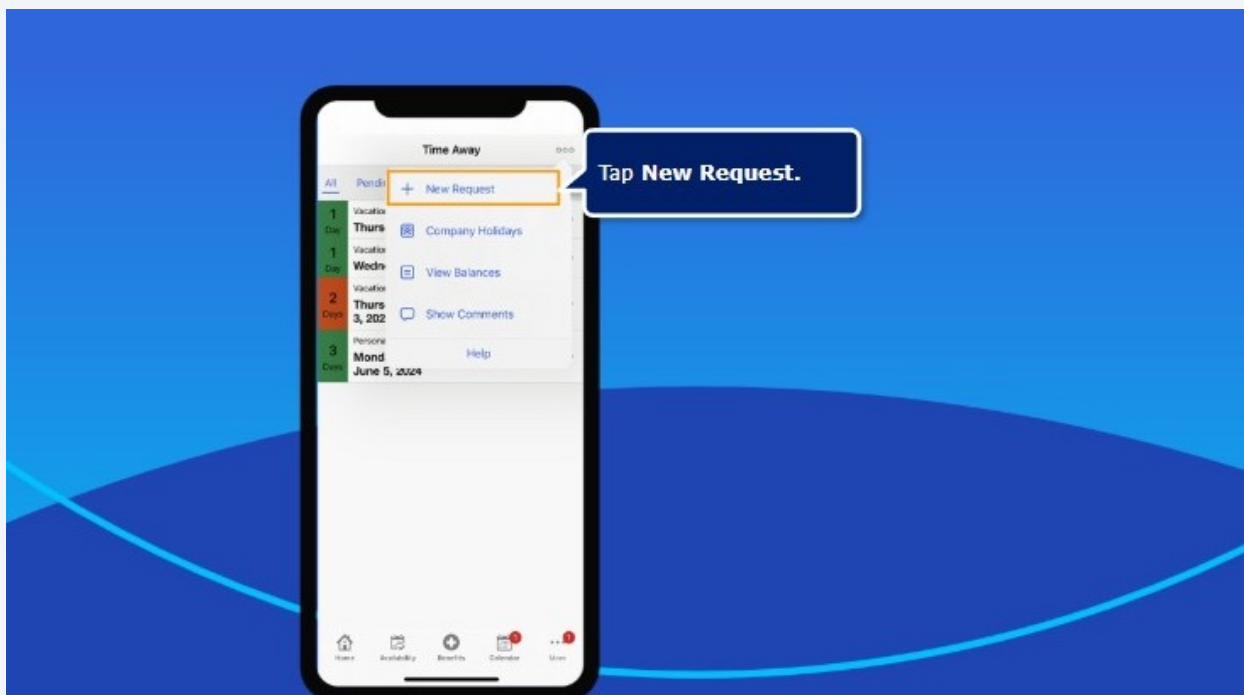
3 Open Time Away



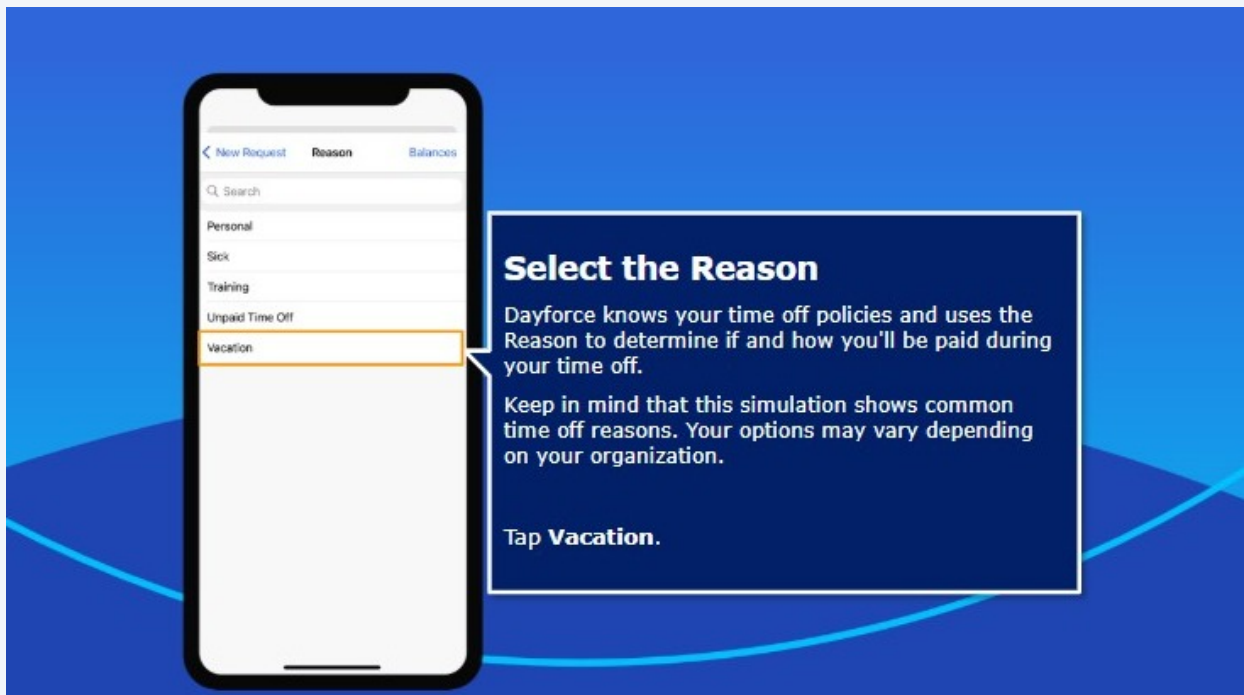
4 Click the three-dot menu for more options



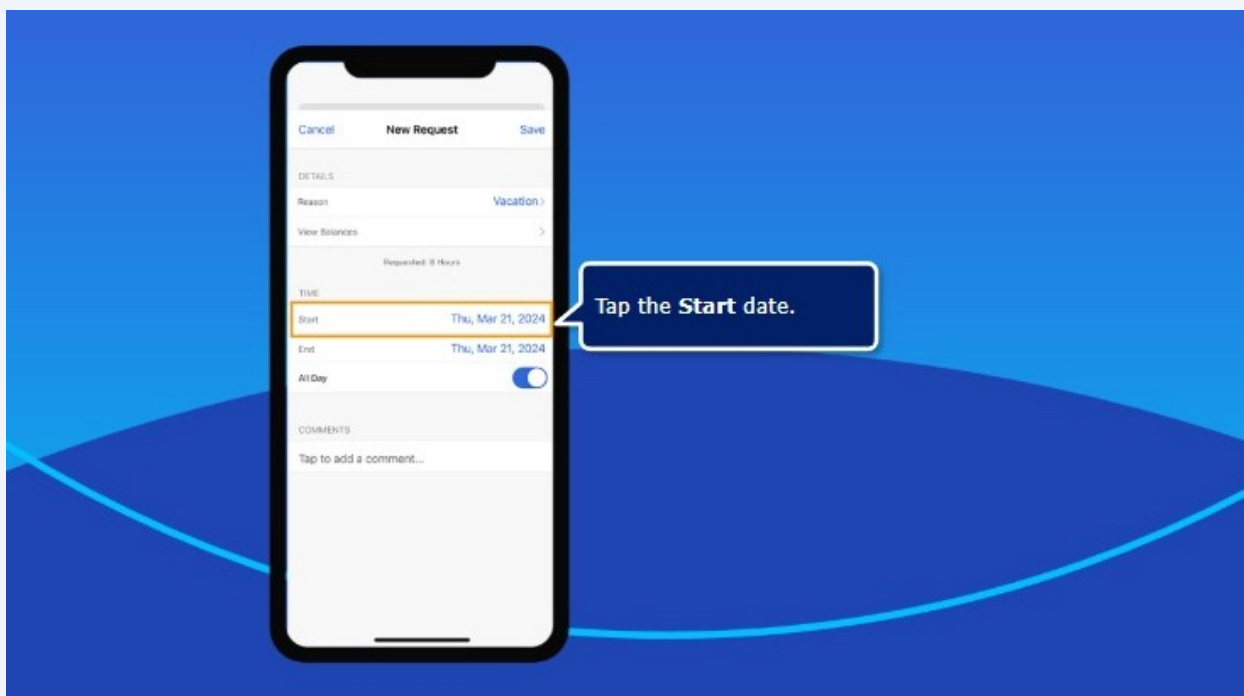
5 Click Create a New Request



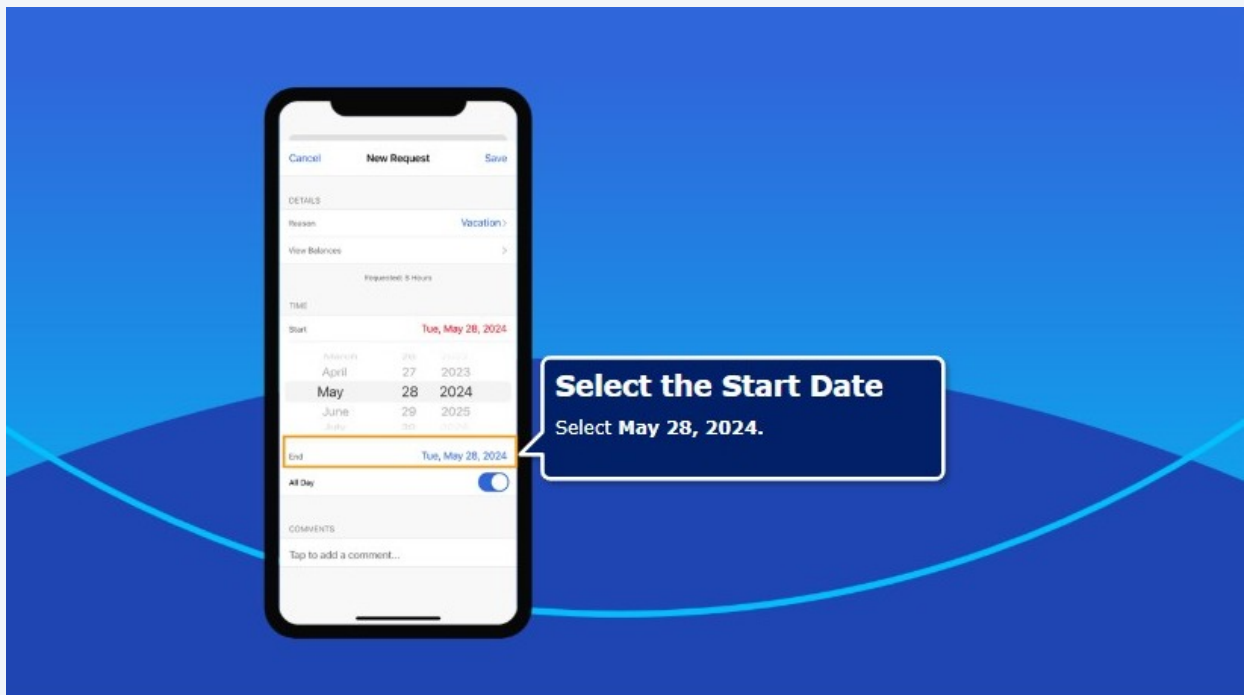
6 Select Reason for example Vacation or Sick Time



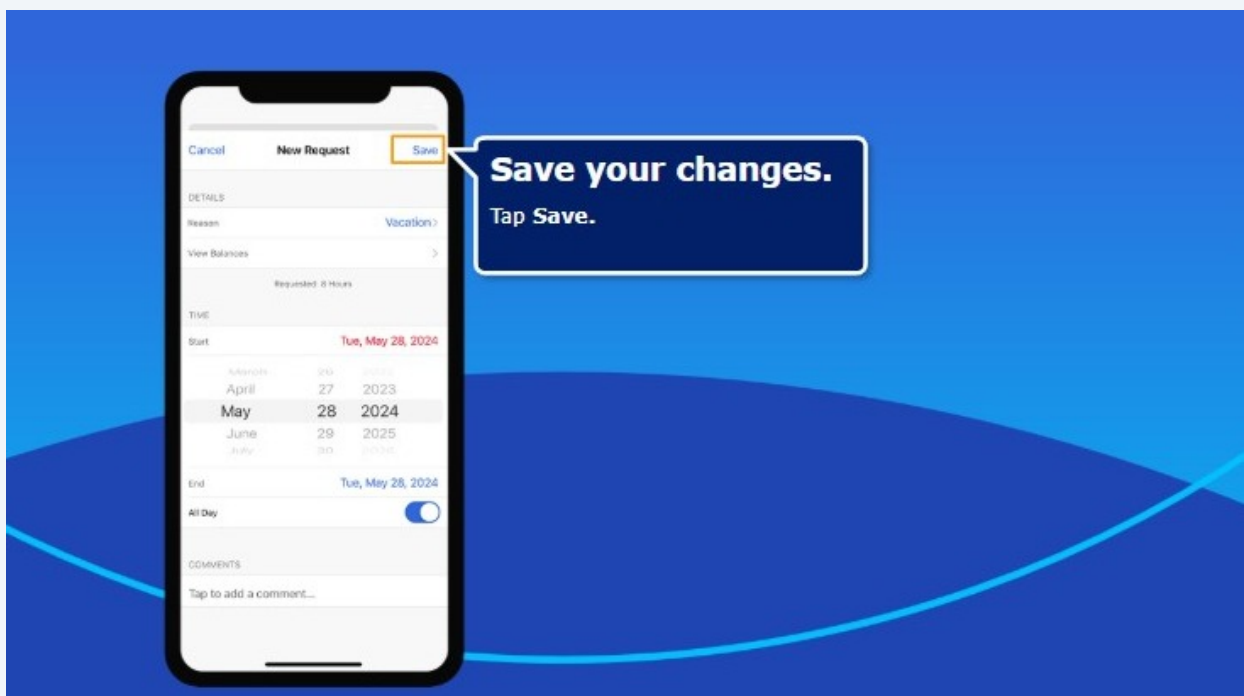
7 Select Your Start Day



8 Select Your End Day



9 Always Save



10 You've Successfully Created a new time away request

