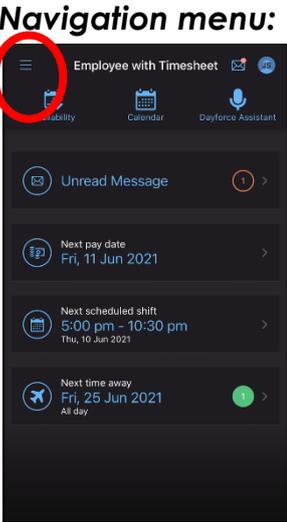
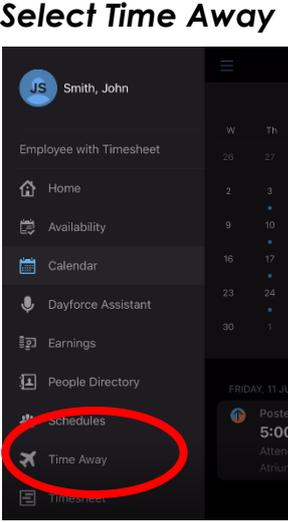
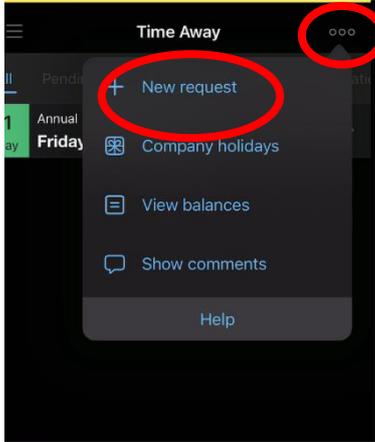
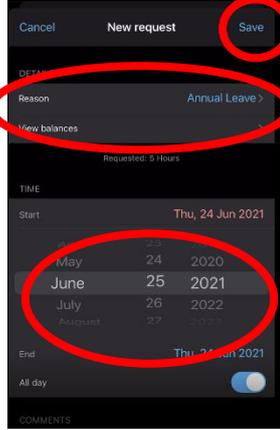
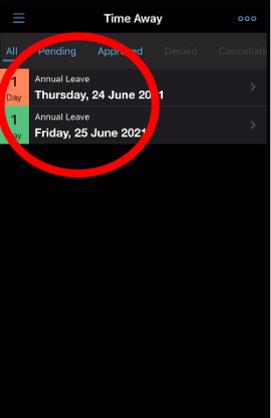


APPLYING FOR LEAVE – DAYFORCE APP

<p>1. Login</p>	
<p>2. From the home screen click the navigation menu to reveal the navigation panel and select <u>Time Away</u>.</p>	<div style="display: flex; justify-content: space-around;"> <div data-bbox="491 857 778 1379"> <p>Navigation menu:</p>  </div> <div data-bbox="1011 857 1299 1379"> <p>Select Time Away</p>  </div> </div>
<p>3. From the <u>Time Away</u> screen click the 3 dots to reveal the options and select <u>New Request</u>. For a new request select type of leave and dates and click <u>Save</u>.</p>	<p>Time Away screen will show all leave. Pending in Red & approved in Green.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="478 1462 853 1904">  </div> <div data-bbox="877 1556 1157 1986">  </div> <div data-bbox="1189 1568 1460 1986">  </div> </div>