# Submitting Leave Requests by MobileClock (MobileApp)
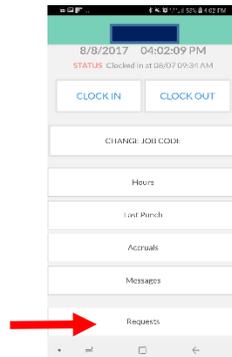


The TimeClock Plus® **MobileClock** app allows employees to log into TimeClock Plus to view hours, leave accruals, and submit leave requests via an app on Android™ or Apple® smartphones and tablet devices. This is useful in cases where employees may be working on-site without access to **WebClock** or a conventional clock device.

Functionally, MobileClock behaves just like the WebClock or an RDTg clock device, in that many of the same operations are available in the same layout.

If you need to return to the main screen, this can be accomplished with the gray **Home** button.

## Adding Requests

1. Select **Requests**.

2. To add a request, select the green circle that contains a **+** sign.

3. Choose any available templates, and/or enter the date, start time, hours, days, leave code, and description as needed. If you need to view your accrual balance(s), press the **Accruals** button.

4. Press **Save** to enter the request.

5. Other requests will be displayed line by line on the main **View Requests** screen. Press each request to expand it.

   - If you need to make any edits to a request, press **Edit**.

   - To delete a previously entered request, press **Delete**.