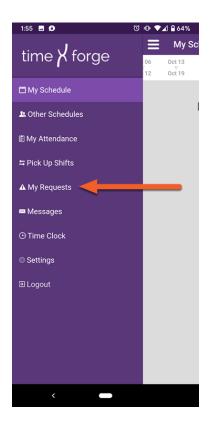
# View and edit requests for time off

You can easily view and edit your time off requests from within the Employee Mobile App. Here's how.

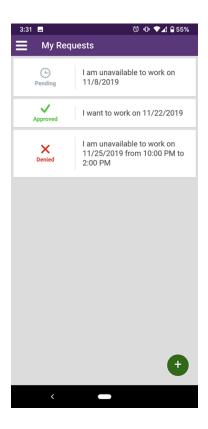
#### Select My Requests from the menu



### View your requests

Your requests will be listed in the order you submitted them, with the latest requests at the top of the page.

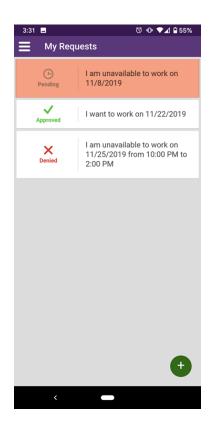
- Pending requests are those waiting on manager approval.
- Approved requests are those that have been approved by management.
- · Denied requests are those that have been denied.



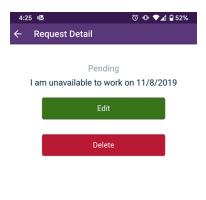
## Select a request to edit/delete

Pending requests can always be edited/deleted. Approved and denied requests may be inaccessible depending on how your employer has configured TimeForge.

Let's select the pending request:



## Tap the appropriate button to edit or delete





If you choose to **Delete**, you will be asked to confirm your choice by tapping the Continue button.



Keep reading this guide to learn more about creating and editing requests!