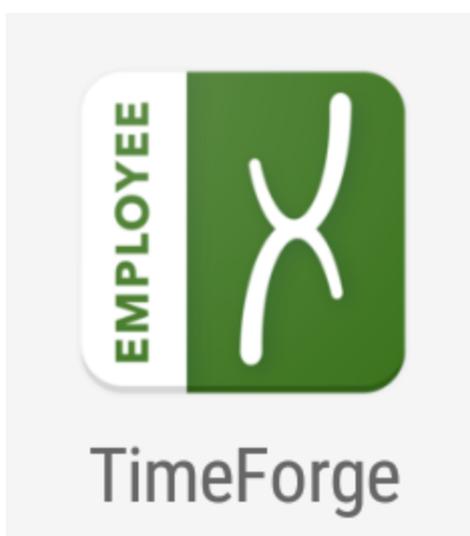


# Request time off or set your availability

The TimeForge Employee Mobile App now offers the ability to submit [availability requests](#) directly from your smart phone! This makes it easier than ever for employees to indicate their availability.

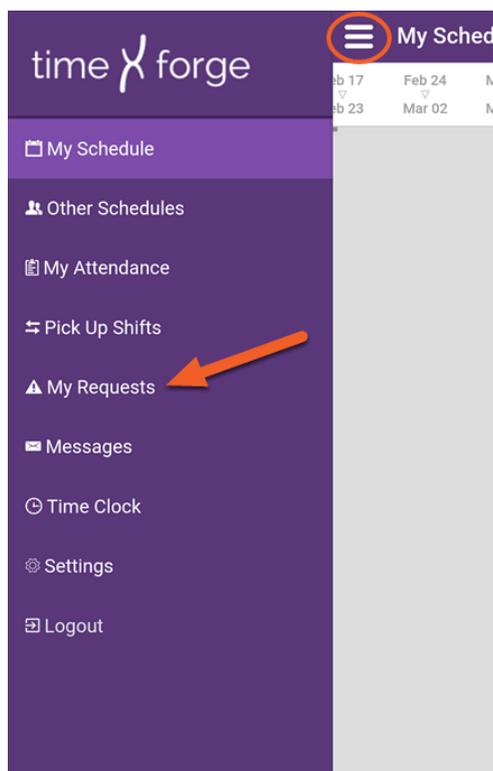
In order to make use of this feature, you'll need to have the latest version of the Employee Mobile App installed on your device. This app is free and is available for both iOS and Android. To download, simply visit the [Apple store](#) or Google Play store and search for "TimeForge Employee App."



## Open the My Requests page

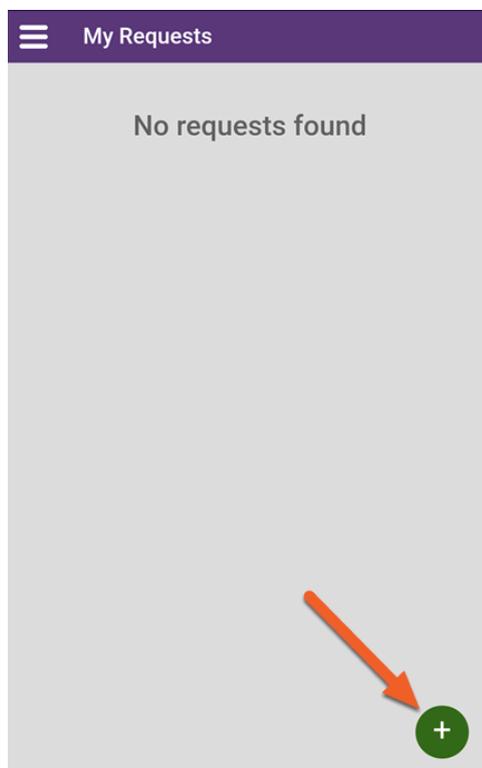
To begin, click on the **menu button** (three horizontal lines) in the upper left corner. This will open up the TimeForge menu.

Then, select **My Requests** from the list.



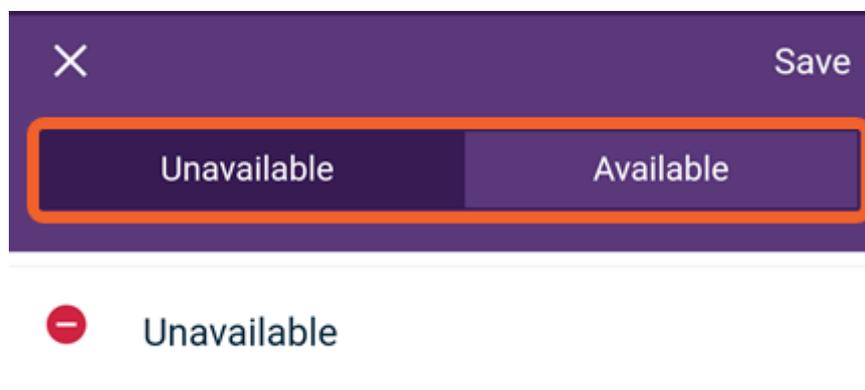
## Click the + plus sign in the lower right

Click the plus sign to start a new time off or availability request.



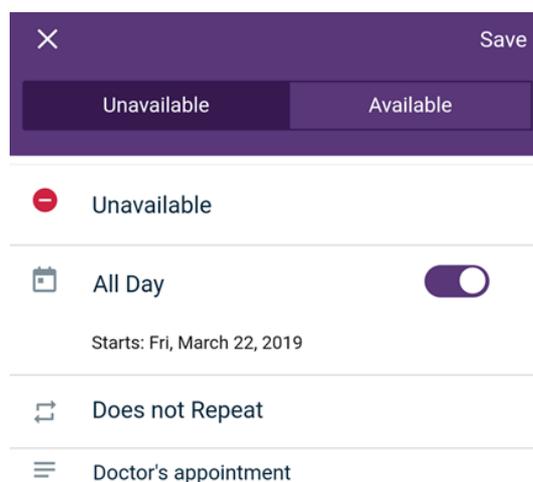
## Select Available or Unavailable, then fill out the request

At the top of the screen, you'll see two options: Unavailable and Available. If this is a request for time off, select **Unavailable**. Otherwise, select **Available**.



Then, select the options for date, time, whether the request should be recurring (repeat), and any comments you'd like to provide to your manager.

Here's an example of a request to take a full day off from work:



And here's an example of a request to let your manager know that you're available all day every Monday:

× Save

Unavailable  Available

 Available

---

 All Day

Starts: Mon, March 25, 2019

---

 Repeat Weekly

---

 Every 1 Week

S M T W T F S

---

 Never Ends

---

 Add Comments

## Click Save in the upper right

Click **Save** to submit your request to a Supervisor or Manager for approval.

× Save

Unavailable  Available

 Available

---

 All Day

Starts: Mon, March 25, 2019

---

 Repeat Weekly

---

 Every 1 Week

S M T W T F S

---

 Never Ends

---

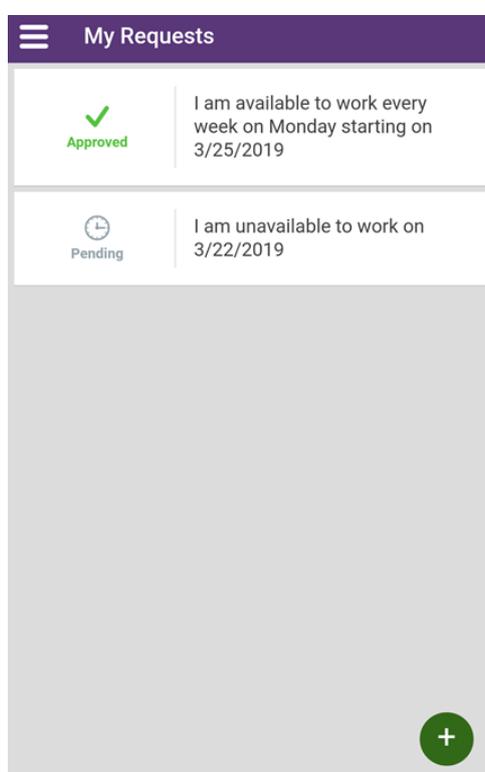
 Add Comments

 If you are a Supervisor or Manager with permissions to approve your own requests, your request will be immediately approved when you press Save.

## View or edit your existing requests

When you hit save, you'll be returned to your list of existing availability and time off requests. Each one will be clearly marked to show its status.

For example, this person has an approved availability request but their time off request is still being considered:



Clicking on a request in your list will provide you with additional options to **edit** or **delete** the request.

← Request Detail

Pending

I am unavailable to work on 3/22/2019

Edit

Delete