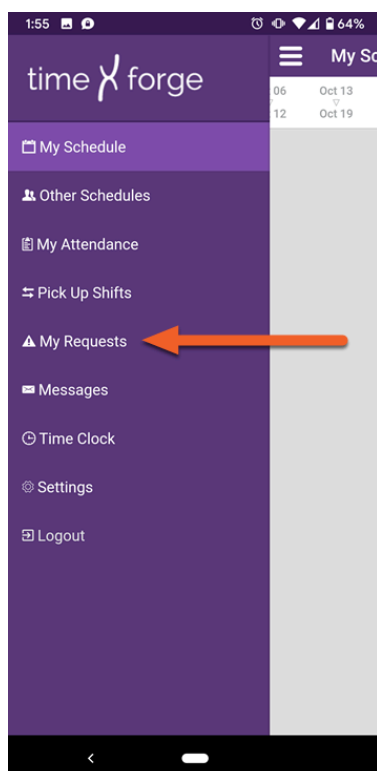


View and edit requests for time off

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

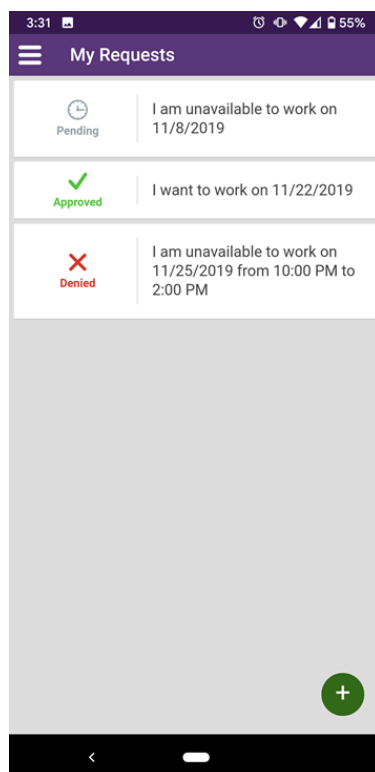
Select My Requests from the menu



View your requests

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

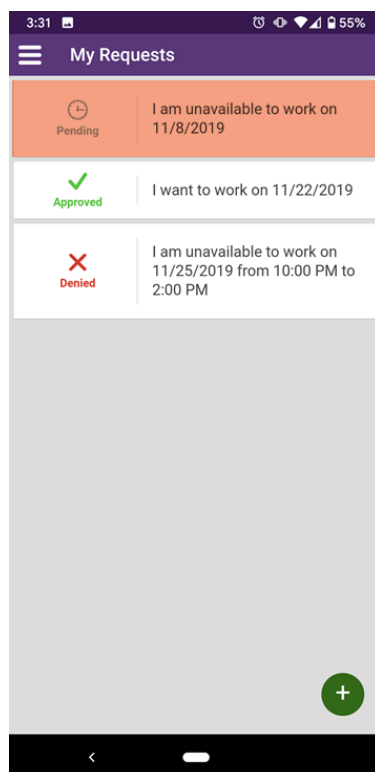
- Pending requests are those waiting on manager approval.
- Approved requests are those that have been approved by management.
- Denied requests are those that have been denied.



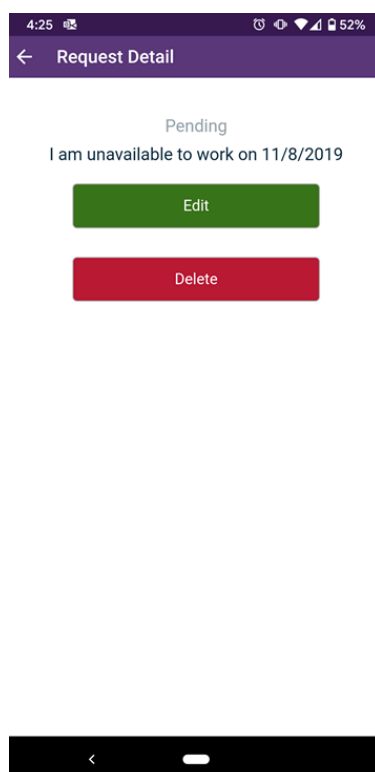
Select a request to edit/delete

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

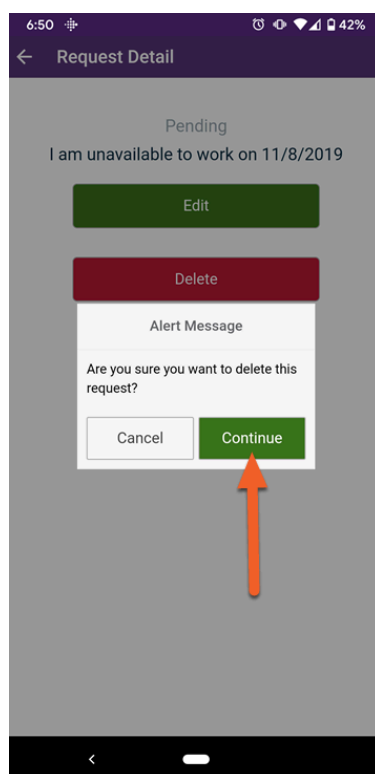
Let's select the pending request:



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!