



Request Time Off

It's simple to request time off with the Paylocity mobile app or your Self Service Portal!

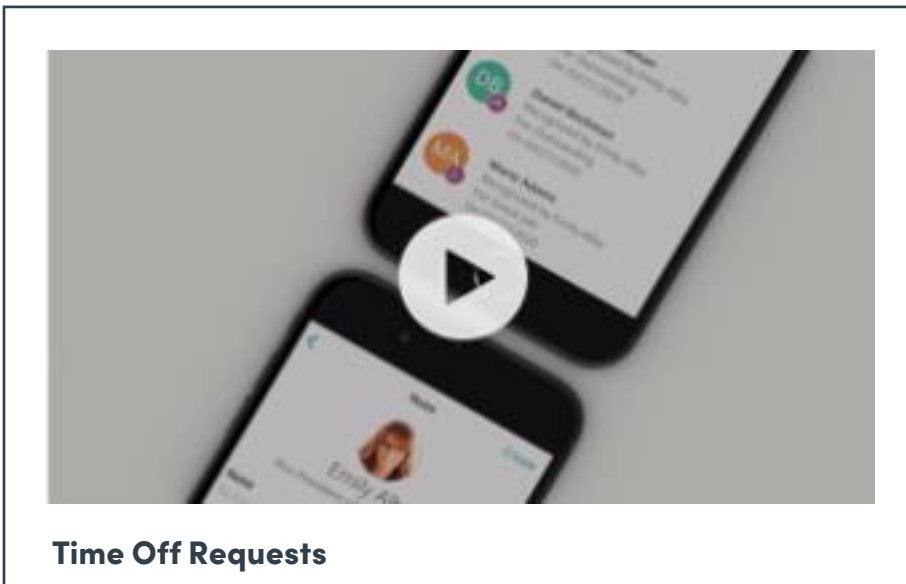


In the Paylocity mobile app tap **Time Off** to view your balances.



Tap **Request**, fill in the details, then tap **Confirm** and **Submit**.

Your request is instantly sent to your supervisor for approval. Check out our quick tutorial on time off requests for both mobile and your Self Service Portal in the below video.



Learn More

Click the image or scan the QR code for our tutorials on how easy it is to request time off with the mobile app or your Self Service Portal!

