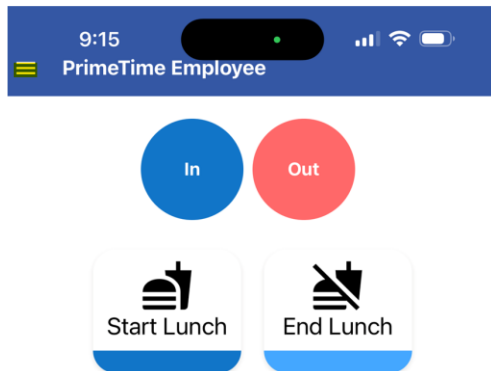
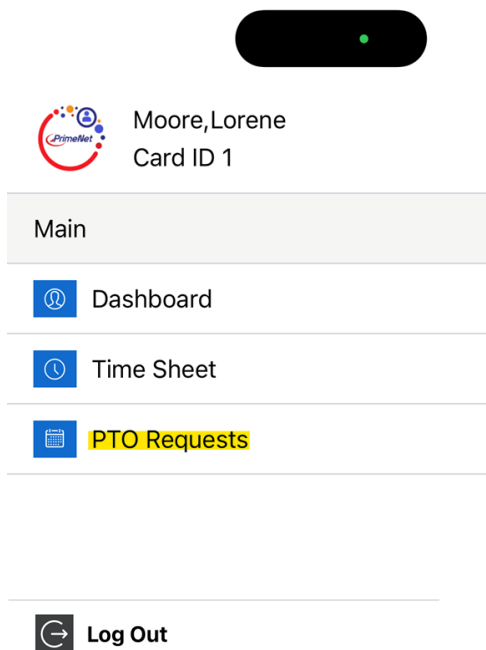


ATA Mobile APP – Employee PTO Requests

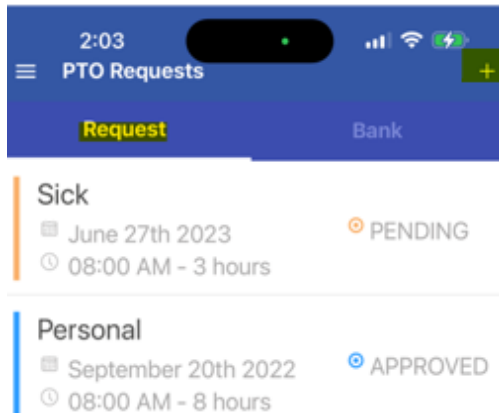
After Logging into the Employee App, you will see the sandwich, (3 lines) in the top left corner of the app, if you click on the sandwich, it will pull out a window that lists Dashboard, Time Sheet, and PTO Requests.



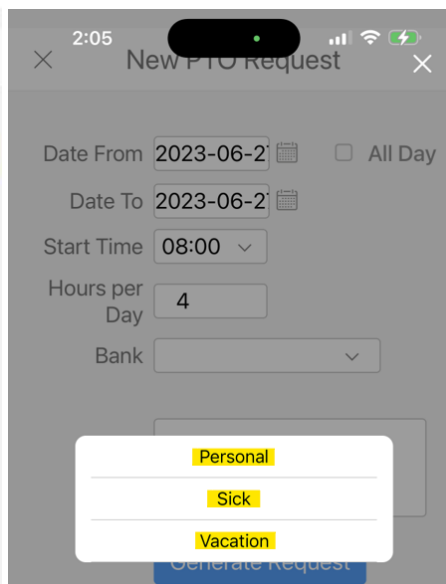
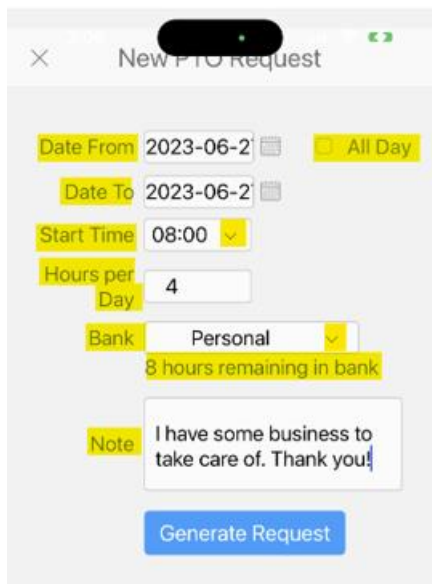
Click on PTO Requests



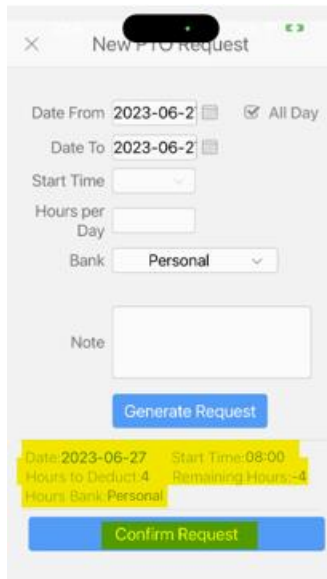
(By default, you will be on the Request tab) Click on the + sign at the upper right corner to add a request.



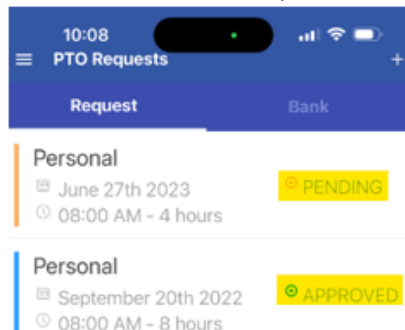
If you remove the check from All Day, it will allow you to set the start time, add the number of hours for the day, what bank of hours, (depending on your company policy) to take the time from, (it also shows how many hours you have left in each bank) and add a note.



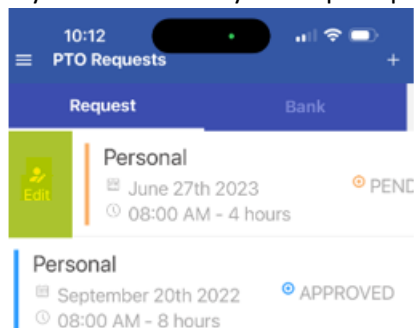
When you have completed the information, click on Generate Request at the bottom. You will see the date, start time, hours to be deducted, your remaining balance of hours and the bank it is being deducted from. If it appears correct, click on Confirm Request at the bottom and your request will be submitted to your manager for approval.



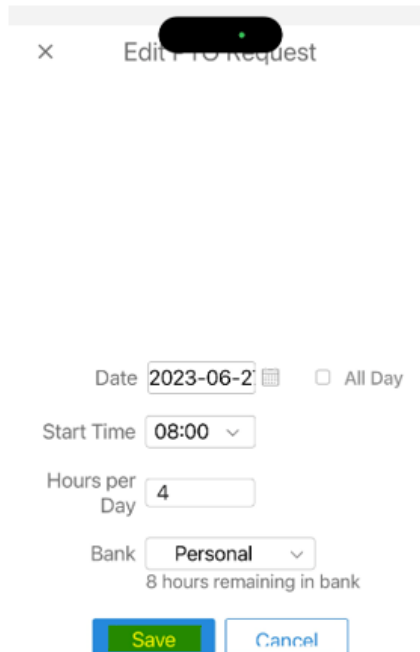
You will be able to see your Pending and Approved requests.



If you need to edit your request prior to approval, slide the request to the right and click on Edit.



Make your changes and click on Save.

A screenshot of a mobile app interface for editing a PTO request. At the top, there is a header bar with a close button (X) and the text "Edit PTO Request". Below this, the form includes a date picker set to "2023-06-2", an "All Day" checkbox, a start time dropdown set to "08:00", a text input for "Hours per Day" with the value "4", and a bank dropdown set to "Personal". Below the bank dropdown, it says "8 hours remaining in bank". At the bottom, there are two buttons: a green "Save" button and a blue "Cancel" button.

× Edit PTO Request

Date 2023-06-2 ☐ All Day

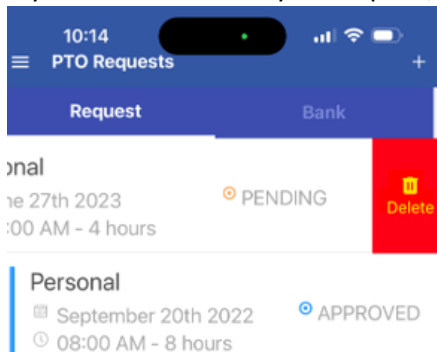
Start Time 08:00 ▾

Hours per Day 4

Bank Personal ▾
8 hours remaining in bank

Save Cancel

If you want to remove your request, slide the request to the left and click on delete.

A screenshot of a mobile app interface showing a list of PTO requests. The top bar shows the time "10:14" and the title "PTO Requests". Below the title, there are two tabs: "Request" and "Bank". The "Request" tab is selected. The list shows two requests. The first request is for "Personal" time on "September 27th 2023" from "8:00 AM - 4 hours", with a status of "PENDING" and a red "Delete" button. The second request is for "Personal" time on "September 20th 2022" from "8:00 AM - 8 hours", with a status of "APPROVED".

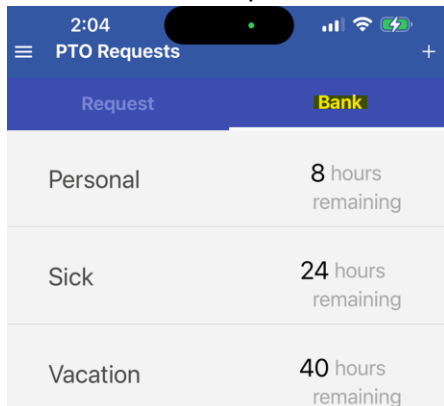
10:14 PTO Requests

Request Bank

Personal
September 27th 2023
8:00 AM - 4 hours
PENDING
Delete

Personal
September 20th 2022
8:00 AM - 8 hours
APPROVED

You can also review your available time by clicking on Banks.

A screenshot of a mobile app interface showing the "Banks" screen. The top bar shows the time "2:04" and the title "PTO Requests". Below the title, there are two tabs: "Request" and "Bank". The "Bank" tab is selected. The screen displays a list of available time banks with their remaining hours.

Bank	Remaining Hours
Personal	8 hours remaining
Sick	24 hours remaining
Vacation	40 hours remaining