Requesting PTO with WorkView App

Purpose

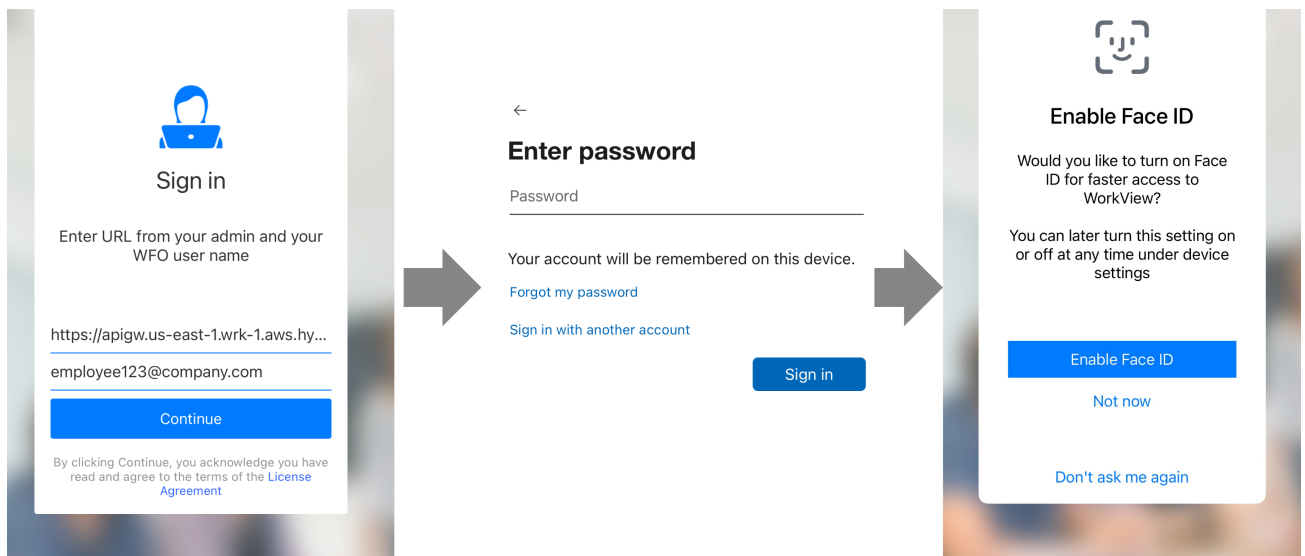This document explains how employees request paid time off (PTO) in WorkView's mobile app.

Requirements

Completing this task requires:

- An internet-connected Apple or Android mobile device

- WorkView app downloaded from the Google Play Store or Apple's App Store
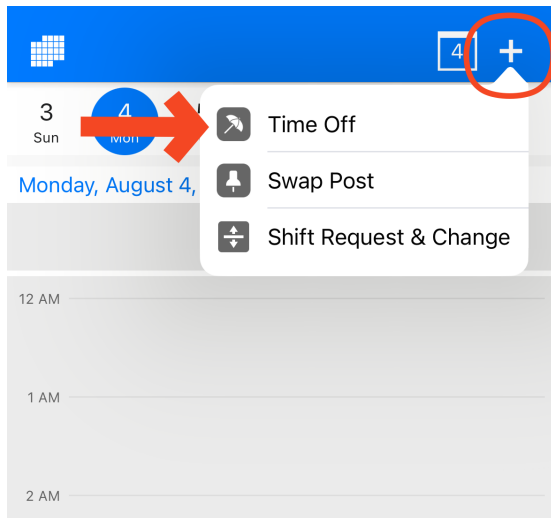
- Company login credentials

Procedure

1. Log in to the WorkView app with your credentials.


   Note: Enable biometric logins when prompted to speed up future logins.

2. Click the plus sign in the top right corner when the calendar screen loads.

3. Select **Time off**.

4. Switch **All Day** off if it's enabled.

5. Use the provided fields to enter your starting and ending dates and times for PTO.

6. Optional: Turn **Waitlist** on to join a waitlist for PTO requests unable to be approved upon submission.

7. Tap **Type** to expand its options. Choose "Claims ABS Unscheduled" for unplanned sick time or "Claims ABS Scheduled" for planned vacation.
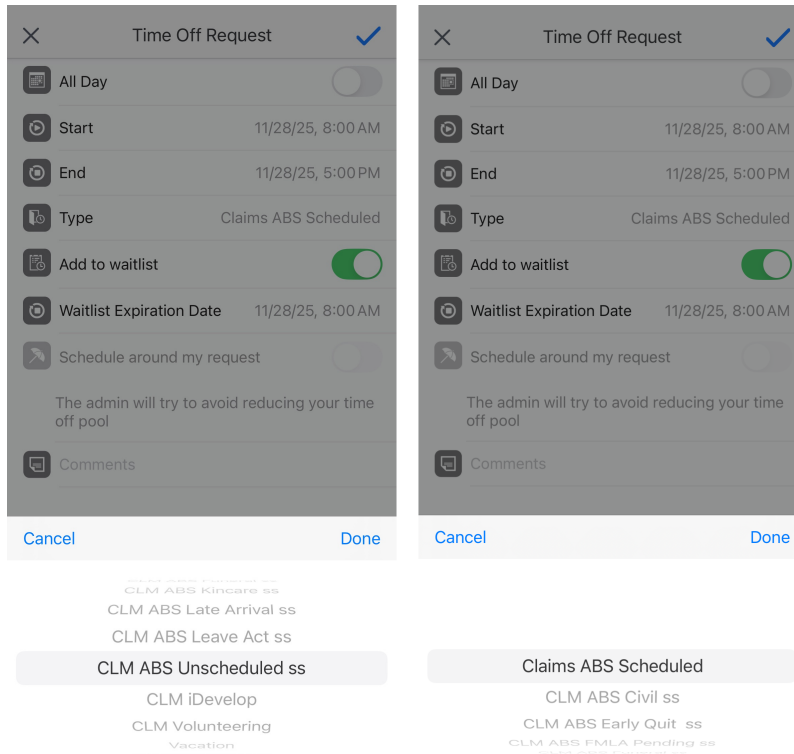
8. Verify all your inputs are correct before submitting.

9. Tap the blue check in the top right corner.

10. You'll return to your calendar, where you will see your PTO requests displayed as:

- Approved

- Denied

- Waitlisted
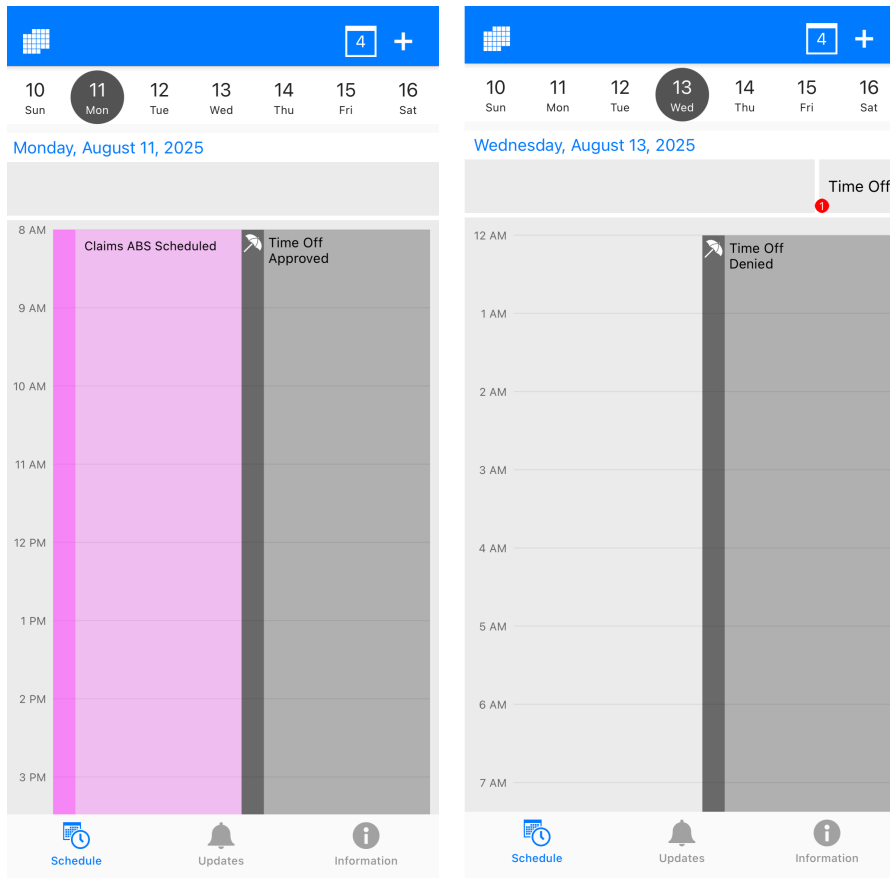
11. Confirm your PTO approvals:

- In your company email inbox

- On your updated calendar

Troubleshooting

PTO Request Denied

Tap the denied request on your calendar to expand and review denial comments.

❌ **Denied**

Start	Aug 13, 2025, 8:00 AM
End	Aug 15, 2025, 5:00 PM
Type	Claims ABS Scheduled
Add to Waitlist:	False
	Don't schedule around my request

Comments:

> Created
>
> 8/4/25, 10:31 PM

Automatically denied.
The duration of the time off request choice, between 08/13/2025 8:00 AM and 08/15/2025 5:00 PM, is greater than the maximum allowed.

8/4/25, 10:31 PM

Account Locked

Your account locks after four failed login attempts. Contact your company's IT Help Desk at 1-888-555-1234 ext 3 for resolution.