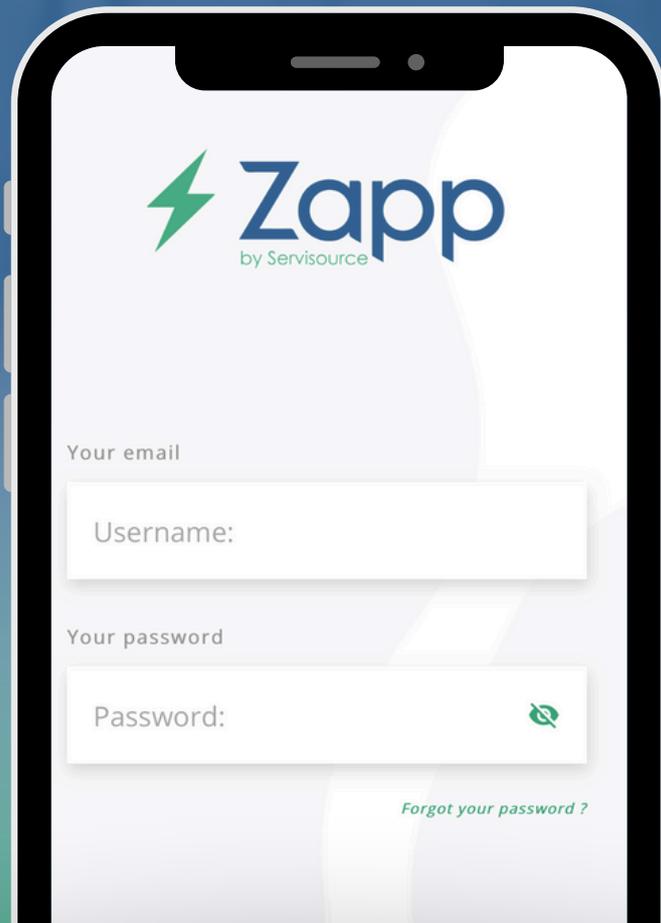




Zapp

by Servisource

Holiday Pay Guide



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servisource 

About the Guide

This step-by-step guide will help you navigate the ZAPP App to view, request, amend, or cancel your holiday pay.

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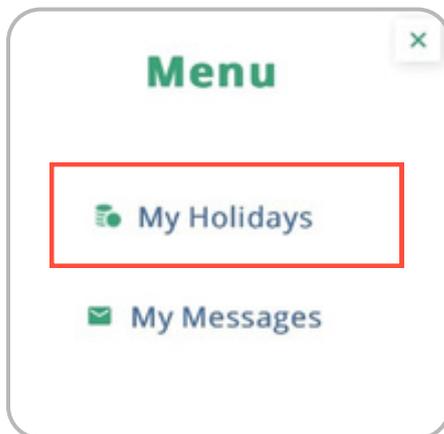
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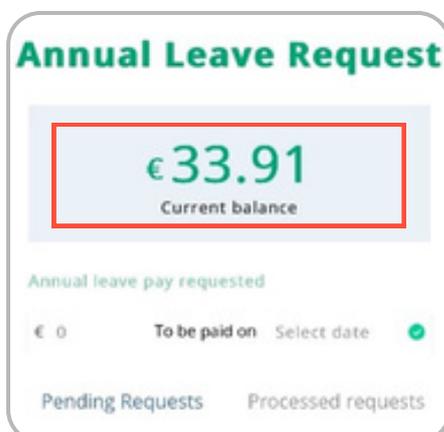
Accessing Your Holiday Pay

1 Open the ZAPP App and **log in**.

2 From the main menu, select "My Holidays."



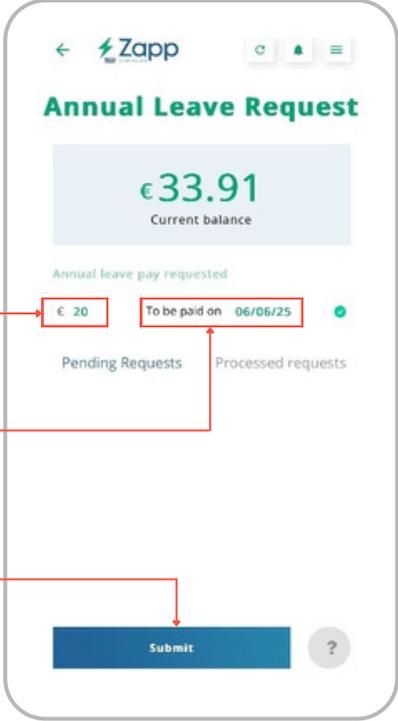
3 Your Holiday Pay balance will be displayed on this screen.



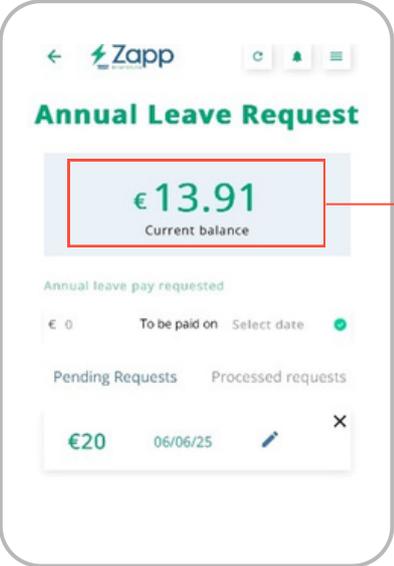
Requesting Holiday Pay for Payment

You can request to have your holiday pay verified for payment:

- 1 Go to the "My Holidays" section.
- 2 Enter the amount of holiday pay you'd like to request.
- 3 Select the desired payment date.
- 4 Tap Submit.



The screenshot shows the 'Annual Leave Request' screen in the Zapp app. At the top, the current balance is €33.91. Below that, the 'Annual leave pay requested' section shows a value of € 20 and a 'To be paid on' date of 06/06/25. There are two tabs: 'Pending Requests' and 'Processed requests'. At the bottom, there is a blue 'Submit' button and a help icon.



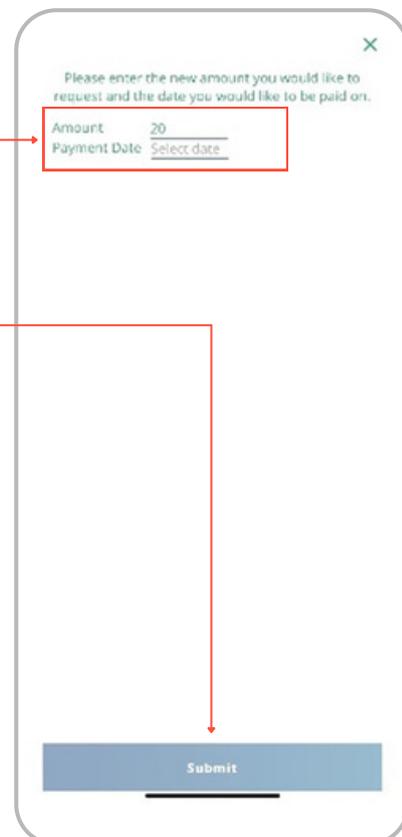
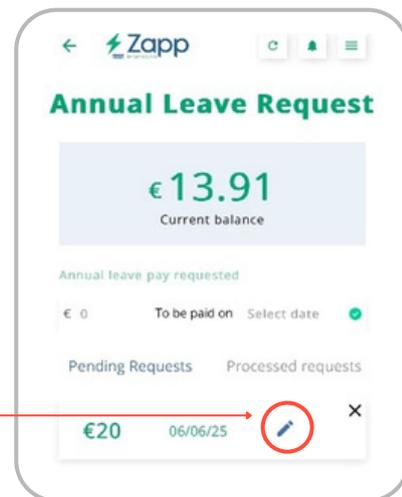
The screenshot shows the 'Annual Leave Request' screen after submission. The current balance has updated to €13.91. The requested amount of €20 and the payment date of 06/06/25 are shown in a list view at the bottom.

Your holiday pay balance will update **automatically** to reflect the deduction.

Amending a Holiday Pay Request

To change the date or amount of a holiday pay request:

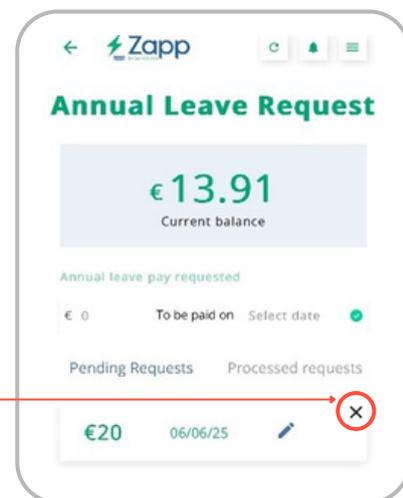
- 1 Locate the pending request in the “My Holidays” section.
- 2 Tap the  (pencil icon) next to the request you wish to change
- 3 Update the amount or payment date.
- 4 Press Submit.



Cancelling a Holiday Pay Request

You can cancel a request as long as the amendment deadline has not passed:

- 1 Go to "My Holidays" in the app.
- 2 Scroll to the bottom of the page to view your pending requests.
- 3 Tap the **X** (X icon) next to the request you want to cancel.



- 4 A confirmation box will appear, **select OK to proceed.**

The request will be removed, and your holiday pay balance will reflect the change.

