



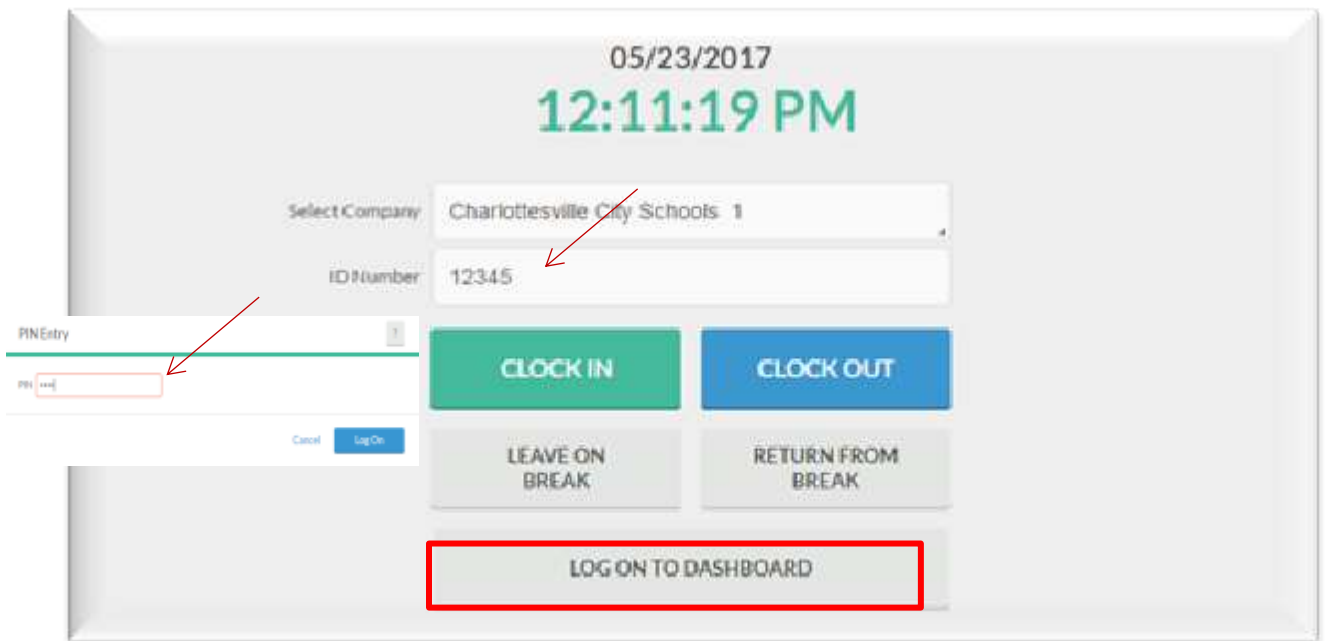
# Editing Leave Requests

Salaried Exempt & Non Exempt Staff

Version 5-23-17

In this guide, you will learn how to edit leave requests that you have entered. You can edit any request that has a status of Pending, which means it has not yet been approved by your Manager.

## Step 1



05/23/2017  
12:11:19 PM

Select Company: Charlottesville City Schools 1

ID Number: 12345

PIN Entry: [ ]

Cancel Log On

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

- Launch **WebClock** (Using the Kiosk or Web Browser from any computer) and enter your **Employee ID Number**
- Choose **LOG ON TO DASHBOARD**
- Enter Your **PIN** (Last 4 of Your Social Security Number) and Click **LOG ON**



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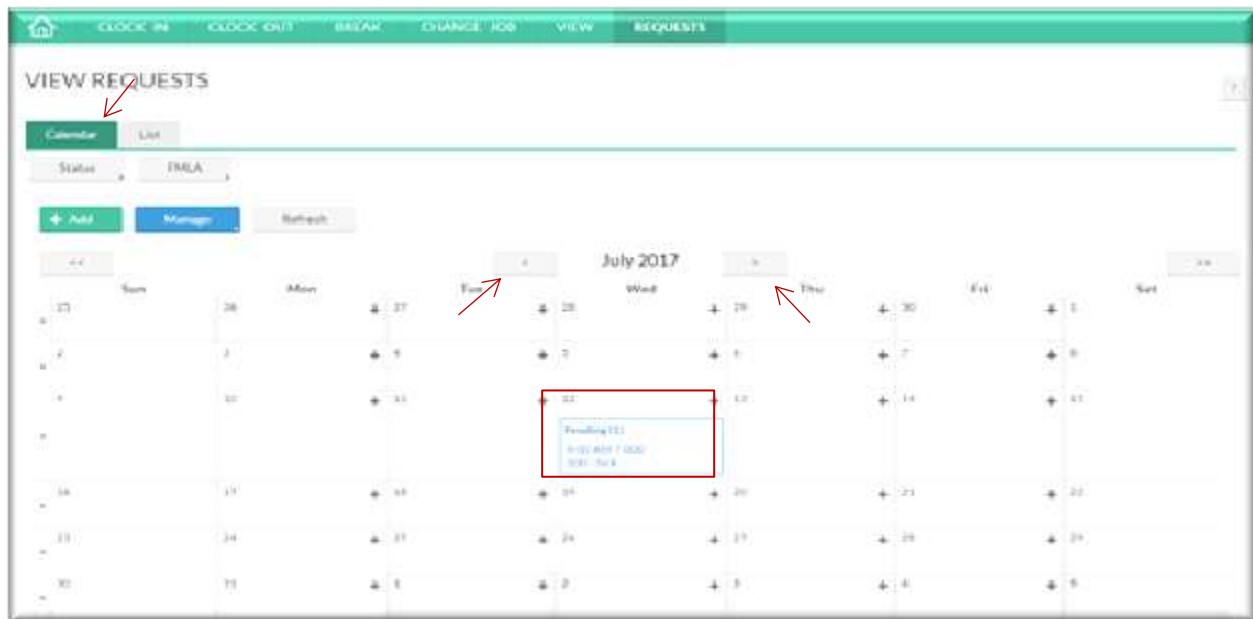
## Step 2



- Click on the **Requests Tab**
- Now you can choose to use the **Calendar** or **List** view tab

## Step 3 (Calendar View)

*Finding your Leave request in Calendar View*



- Find the request you want to edit by scrolling through the calendar using the arrows on each side of the month.



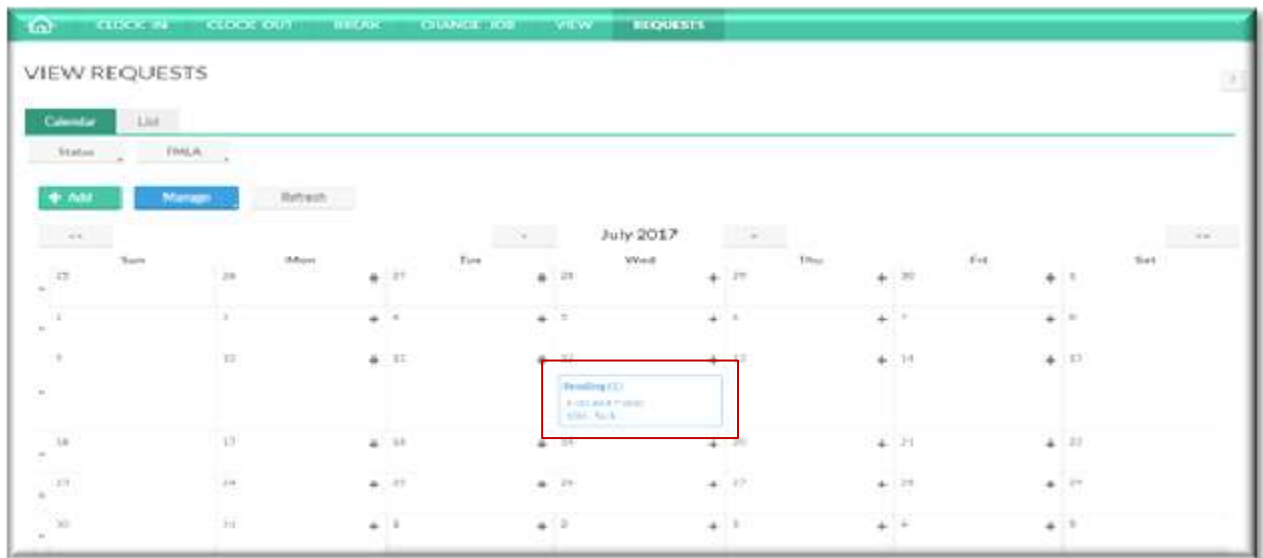
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## Step 4 (Calendar View)

*Editing your Request*



➤ Double Click on the box containing the Leave Request to be Edited



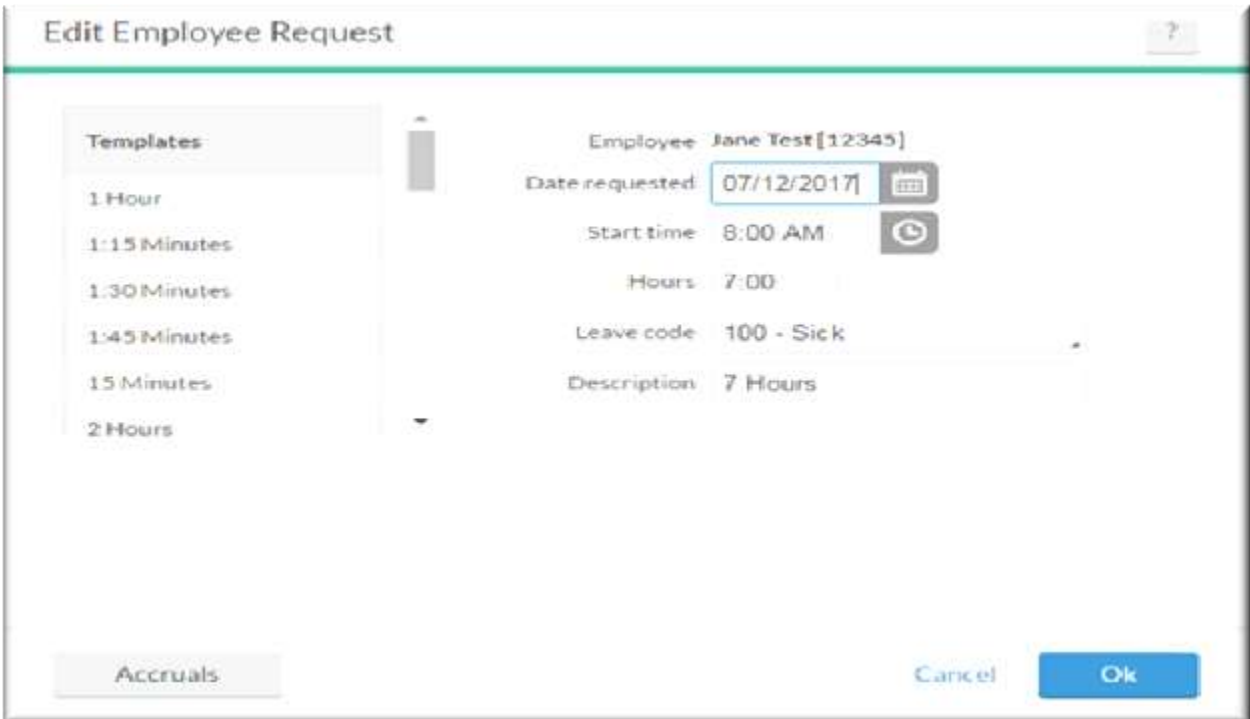
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## Step 5 (Calendar view)

*Editing your Request*



**Edit Employee Request** [?]

Employee: Jane Test [12345]

Date requested: 07/12/2017 [Calendar icon]

Start time: 8:00 AM [Clock icon]

Hours: 7:00

Leave code: 100 - Sick

Description: 7 Hours

Templates:

- 1 Hour
- 1:15 Minutes
- 1:30 Minutes
- 1:45 Minutes
- 15 Minutes
- 2 Hours

Accruals

Cancel Ok

➤ Make the edits to the sections you want to change and click OK



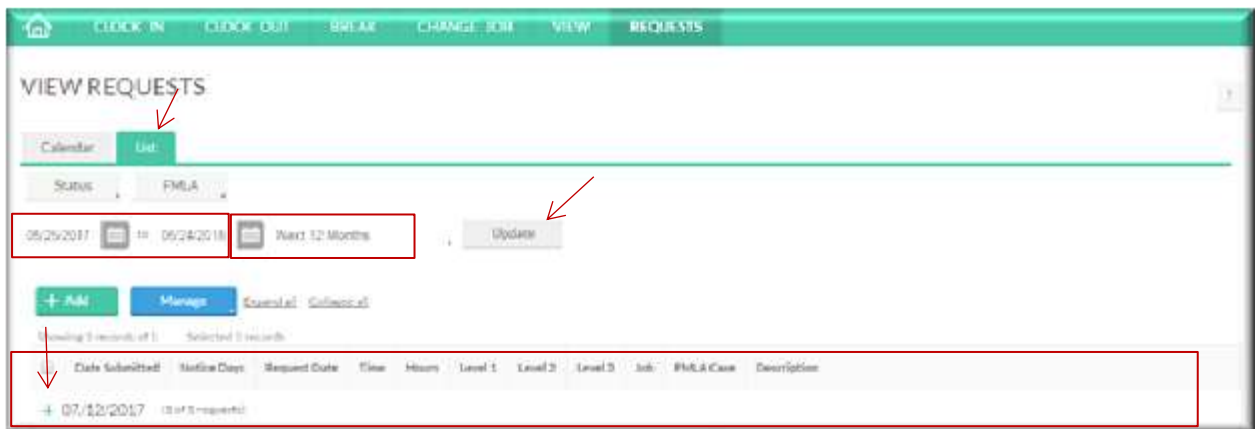
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## Step 3 alternate (List View)

*Finding Your Leave Request In List View*



- In the **LIST view**, find your leave request by choosing the date range and clicking update
- Find your request in the list and click the “ + ” beside the request date to view the request details.



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## Step 4 alternate (List View)

*Editing your Request*

VIEW REQUESTS

Calendar **List**

Status **FMLA**

07/01/2017 to 07/28/2017 Manual

Showing 1 records of 1 Selected 1 records

<input checked="" type="checkbox"/>	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Job	FMLA Case	Description
<input checked="" type="checkbox"/>	05/24/2017	40	07/12/2017	8:00 AM 7:000	7:000	Pending			100 - Sick		7 Hours

- Click the check box beside the date of the leave request you want to edit
- Click the Blue **MANAGE** Button and then click Edit - OR double click on the leave request



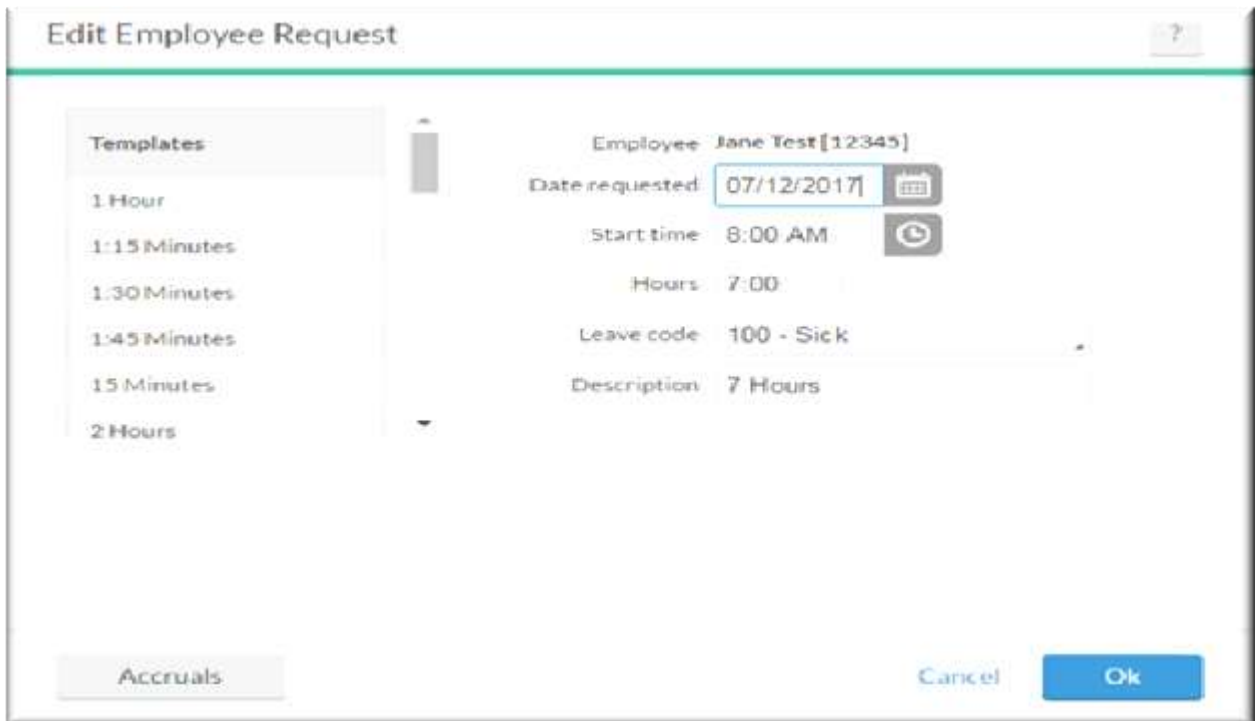
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## Step 5 alternate (List View)

*Editing your Request (List View)*



The screenshot shows a dialog box titled "Edit Employee Request" with a help icon in the top right corner. On the left side, there is a "Templates" list with the following options: 1 Hour, 1:15 Minutes, 1:30 Minutes, 1:45 Minutes, 15 Minutes, and 2 Hours. Below this list is an "Accruals" button. On the right side, the "Employee" is set to "Jane Test [12345]". The "Date requested" is "07/12/2017" with a calendar icon. The "Start time" is "8:00 AM" with a clock icon. The "Hours" is "7:00". The "Leave code" is "100 - Sick". The "Description" is "7 Hours". At the bottom right, there are "Cancel" and "Ok" buttons.

➤ Edit the sections that need to be changed and click OK