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**

- 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**
Editing Leave Requests
Salaried Exempt & Non Exempt Staff
Version 5-23-17

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.
Step 4 (Calendar View)

Editing your Request

➢ Double Click on the box containing the Leave Request to be Edited
Step 5 (Calendar view)

Editing your Request

Make the edits to the sections you want to change and click OK
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.
Step 4 alternate (List View)

Editing your Request

- 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
Step 5 alternate (List View)

Editing your Request (List View)

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