



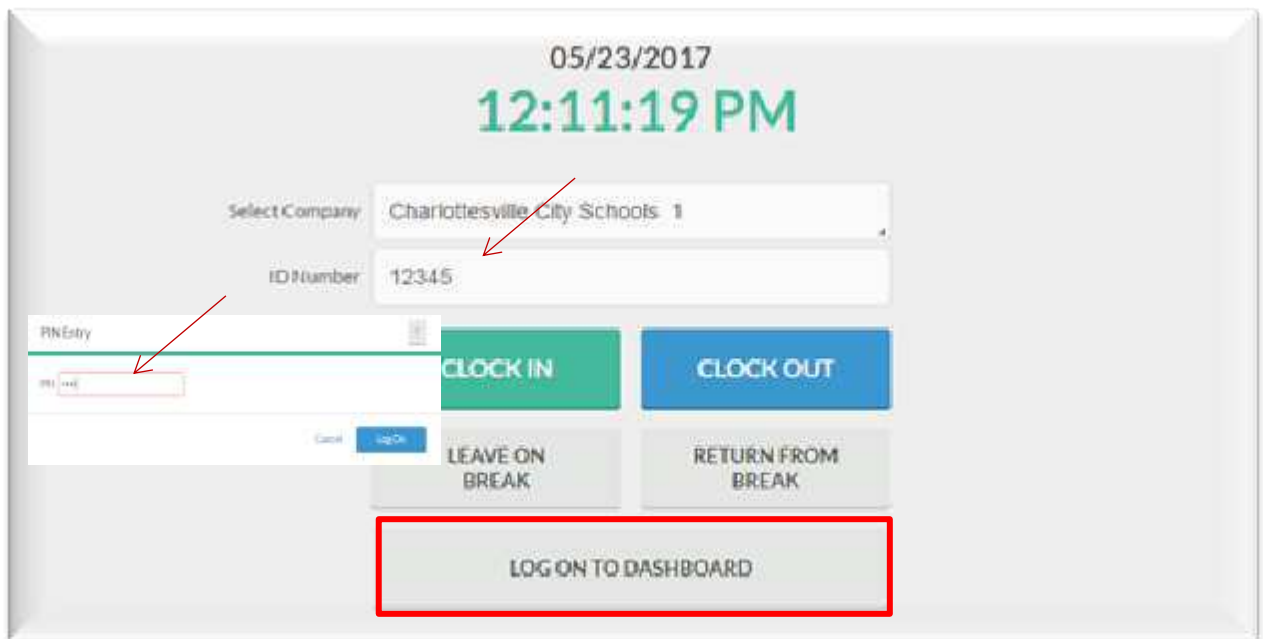
# Entering Leave Requests

Salaried Exempt & Non Exempt Staff

Version 5-23-17

In this guide, you will learn how to request leave (time off) from the Dashboard on WebClock. Leave requests are used when you want to use leave you have earned (accrued) to be off for vacation, sick, or personal absence.

## Step 1



05/23/2017  
12:11:19 PM

Select Company: Charlottesville City Schools: 1

ID Number: 12345

RN Entry

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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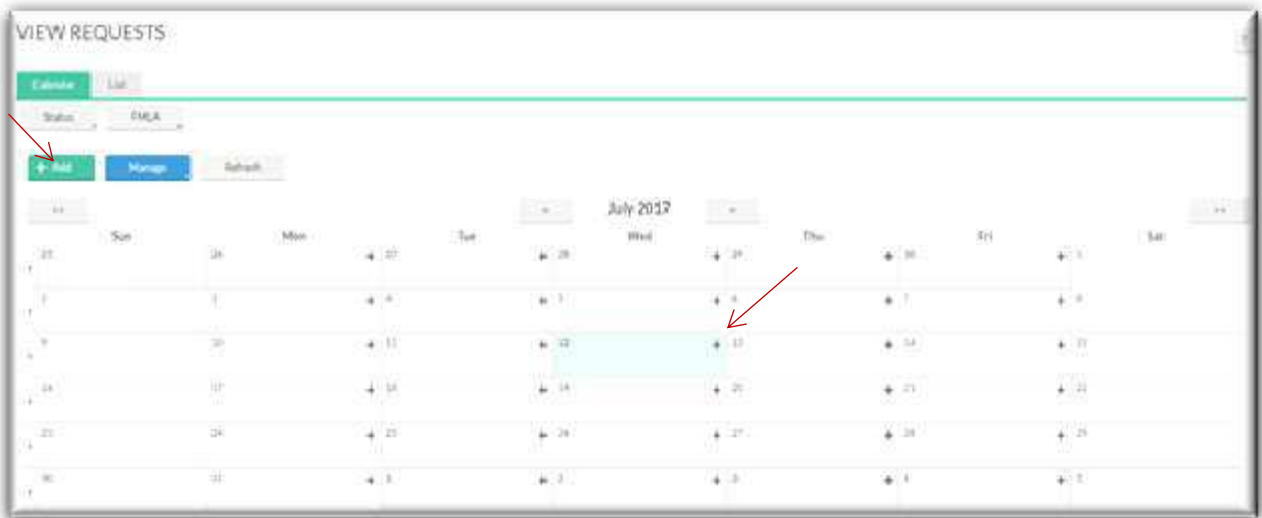
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## Step 2



- Click on the **Requests** tab

## Step 3



- Click the “ + ” sign in the top right corner of the date you wish to request off (fastest method) - or, click the green **ADD** button

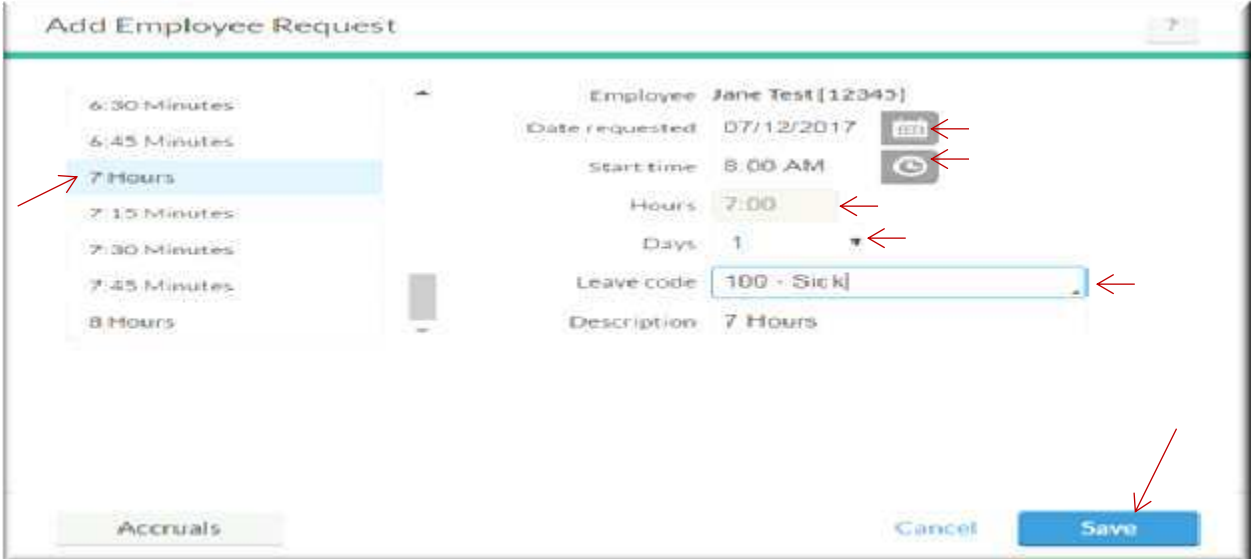


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## Step 4



The screenshot shows the 'Add Employee Request' form. On the left, a list of time options is displayed, with '7 Hours' selected. The main form fields are: Employee: Jane Test [12343], Date requested: 07/12/2017, Start time: 8:00 AM, Hours: 7:00, Days: 1, Leave code: 100 - Sick, and Description: 7 Hours. At the bottom, there are buttons for 'Accruals', 'Cancel', and 'Save'. Red arrows point to the Date requested, Start time, Hours, Days, Leave code, and Save button.

- Verify the **Date requested**. To change, click on the Calendar and choose the correct date
- Select the **Start time** of your Request. (For a full day, use your Work Schedule Start Time)
- You can change the **Start Time** by clicking in the box and typing the correct time, OR you can click on the **CLOCK** and choose the digits that make up the correct time. For example, for 7:30 AM, you would click 7-3-0-AM. **TIP:** Don't forget to Select **AM** or **PM** when entering times
- Select the number of **Hours** you are requesting off from the pre-defined options in the **list on the left side of the screen**. (Scroll up/down the list of hours if needed).
- Select the number of **Days** you are Requesting
- Choose the type of Leave being requested by clicking in the **Leave code** box and choosing the appropriate **Leave Code**
- Choose **Save** and you have completed your leave request!



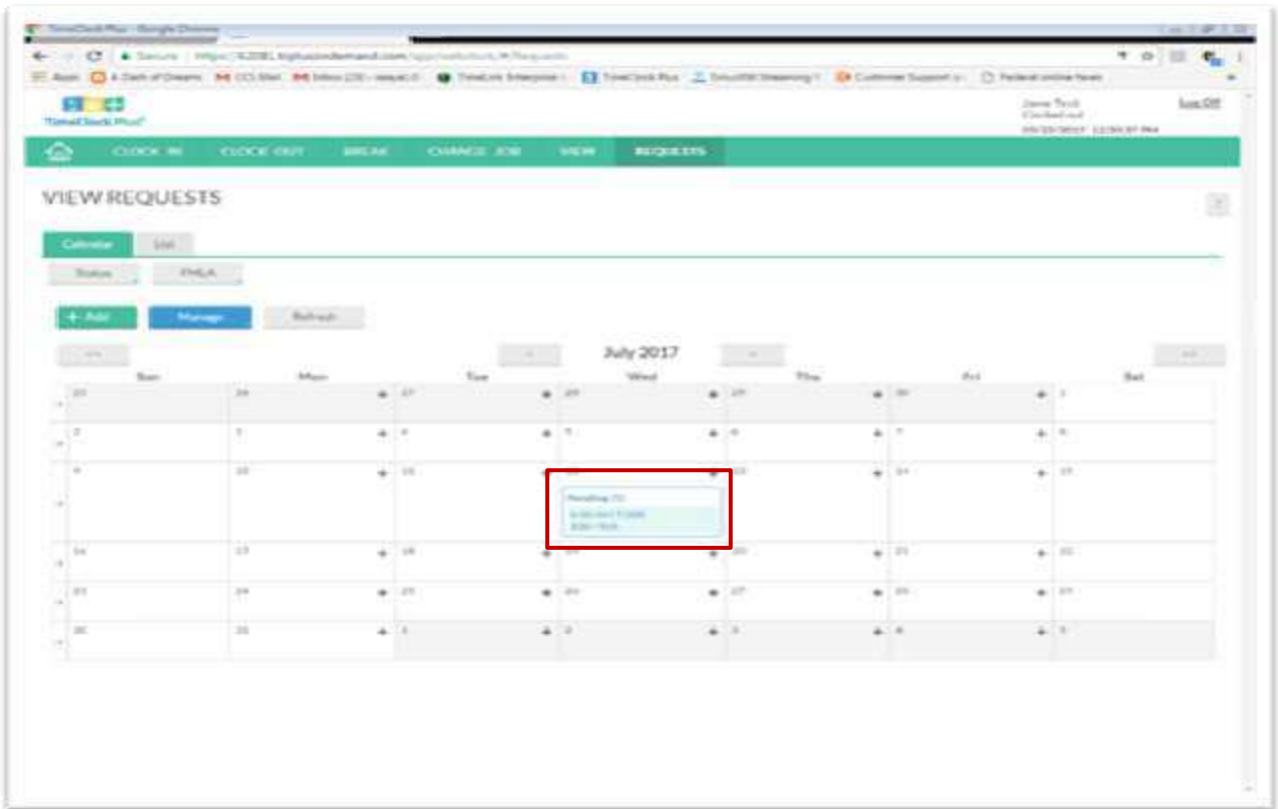
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## Step 5

*Additional Information*



- You will see your leave request on the calendar as Pending
- Verify the information shown on your request
- Your Manager will receive a notification of your pending request
- When your Manager changes the status of the request from Pending to Approved/Denied, you will receive notification of the status change by Email, on the message screen when clocking in/out, and/or by logging back into TimeClock Plus to View Request.