



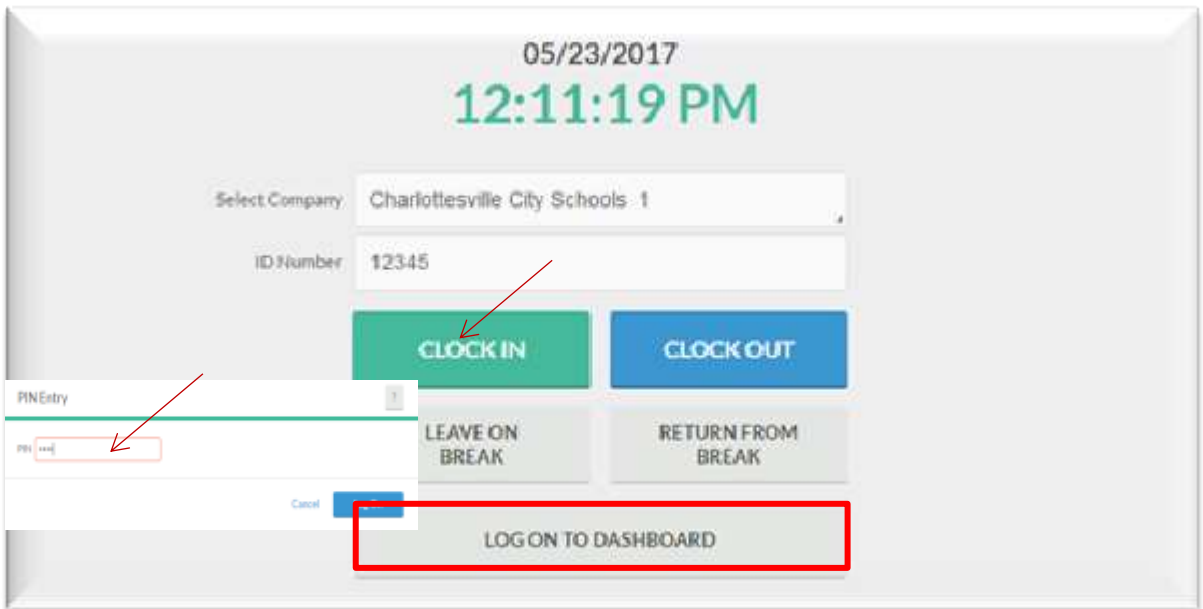
Viewing Leave Requests

Salaried Exempt & Non Exempt Staff

Version 5-23-17

In this guide, you will learn how to view and edit your leave (time off) requests, as well as check the status of your requests, in both the **Calendar** view and the **List** view.

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**

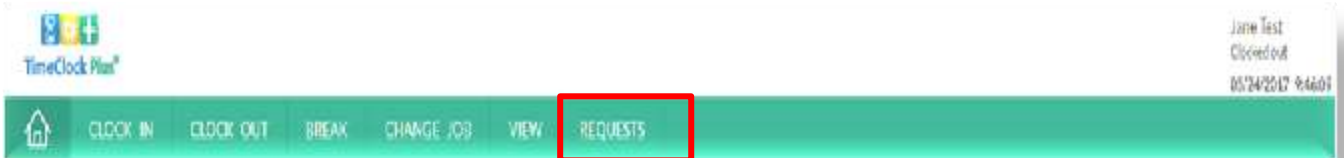


Viewing Leave Requests

Salaried Exempt & Non Exempt Staff

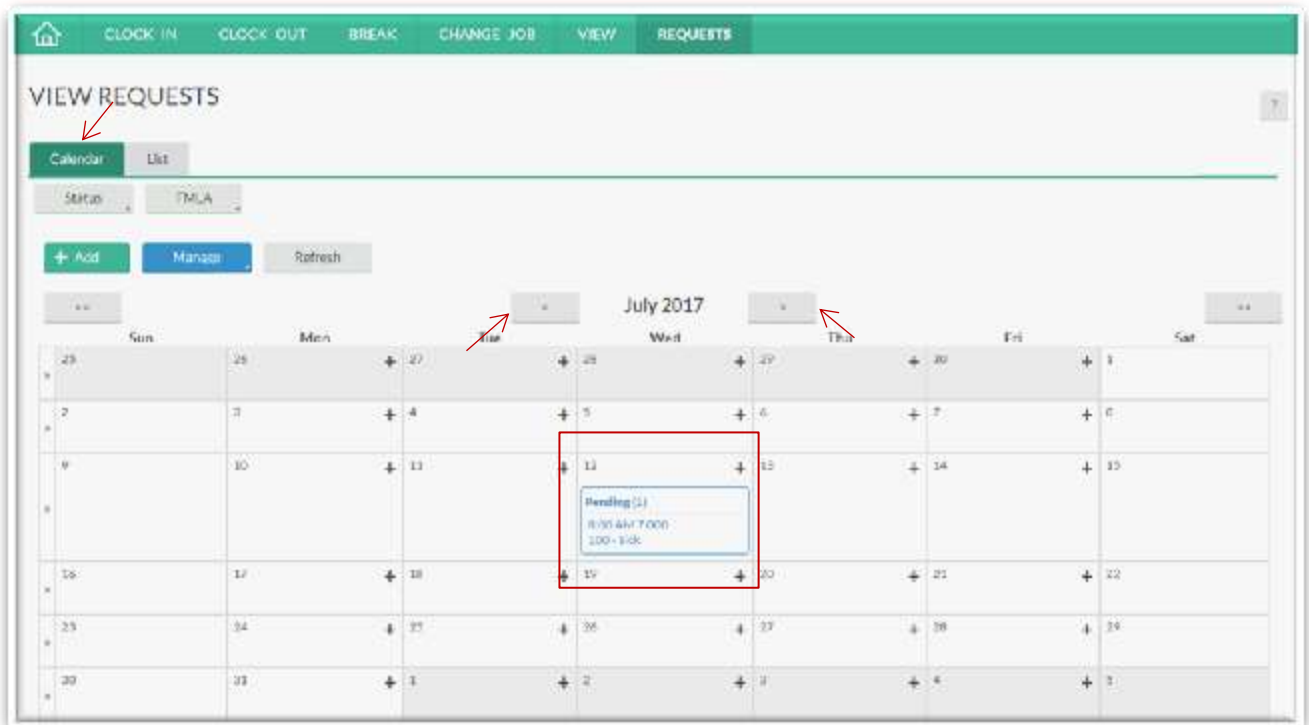
Version 5-23-17

Step 2



➤ Click on the **Requests Tab**

Step 3 (Calendar View)



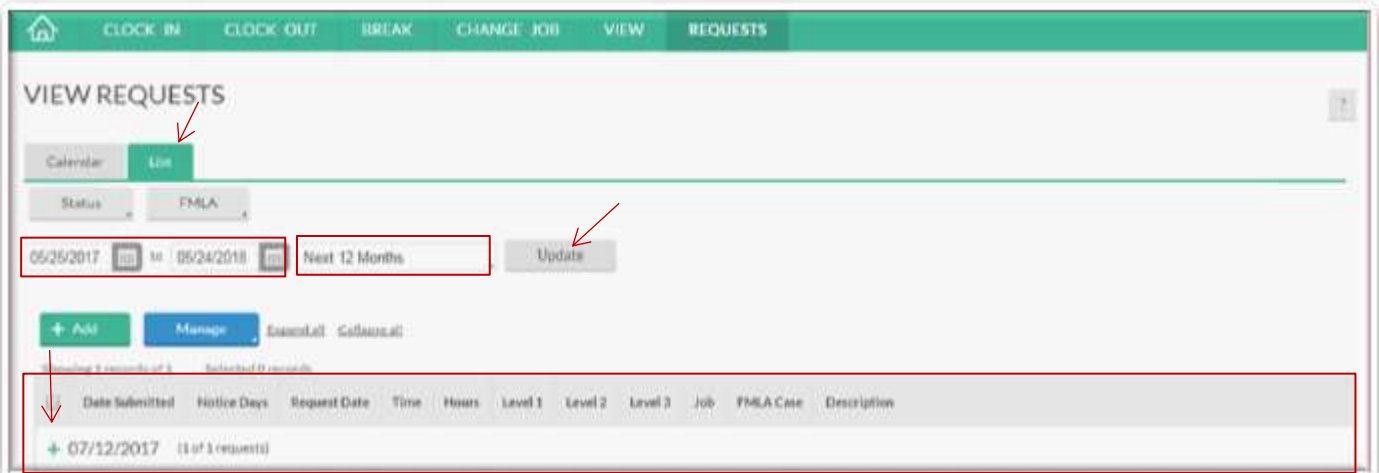
➤ In the **Calendar** view, you can review your leave requests by the calendar month. You can scroll to the next or previous month by clicking the arrows on either side of the month name.

Viewing Leave Requests

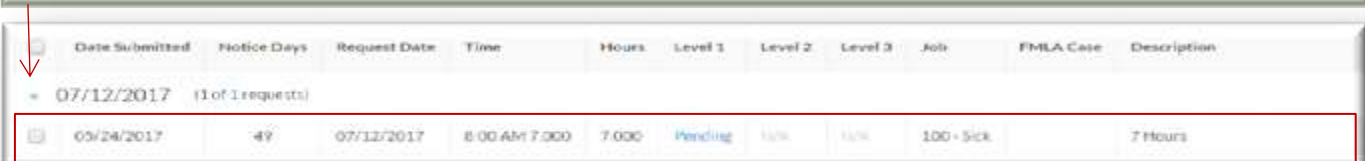
Salaried Exempt & Non Exempt Staff

Version 5-23-17

Step 3 (List View)



- In the **LIST** view, you can view your leave requests by choosing a specific date range or by choosing a pre-determined date range.
- To look at a specific date range, either enter the dates in the search boxes, or click on the calendar icon to choose the each date for the range
- To choose a pre-determined date range (Ex. Next 12 Months) simply click the search box the to the right of the dates and scroll until you find the range you want. Click **Update** and all requests in that date range will appear in a list below.



- To see details of a request, click the “+” next to the date you want to view. To collapse the detail, simply click what now appears to be a “-” next to the date.