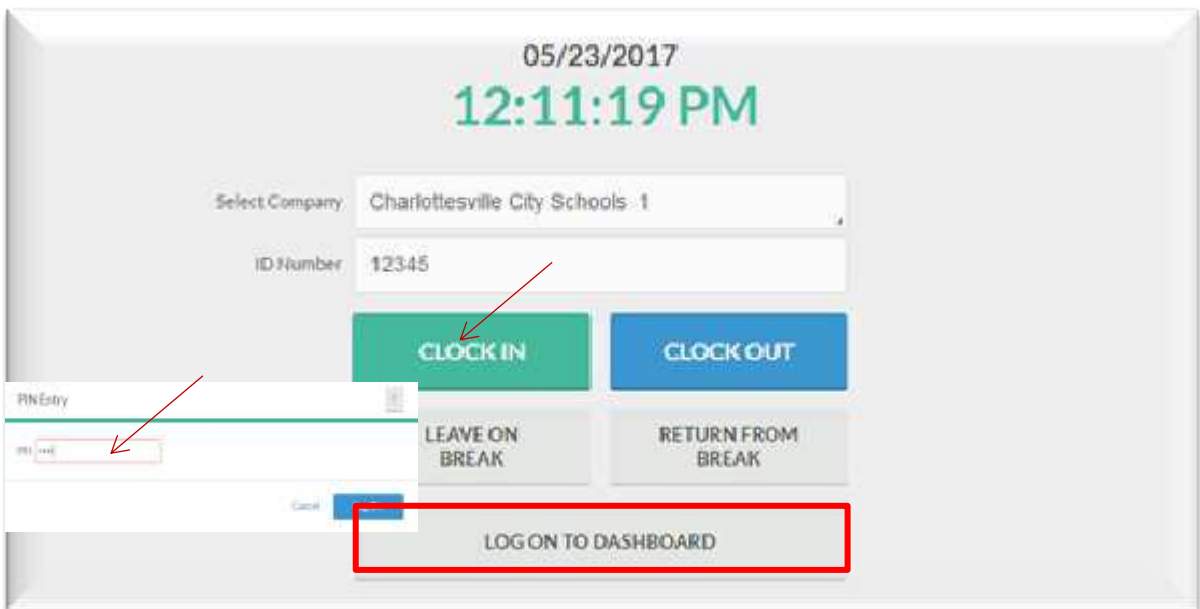# Viewing Leave Requests

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

05/23/2017
12:11:19 PM

Select Company — Charlottesville City Schools 1

ID Number — 12345

CLOCK IN   **CLOCK OUT**

PIN Entry

LEAVE ON BREAK   **RETURN FROM BREAK**

Cancel

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**
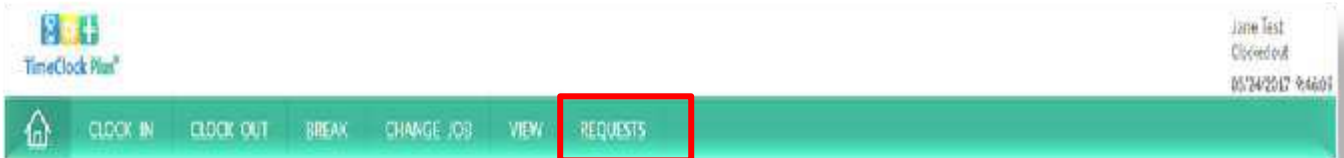
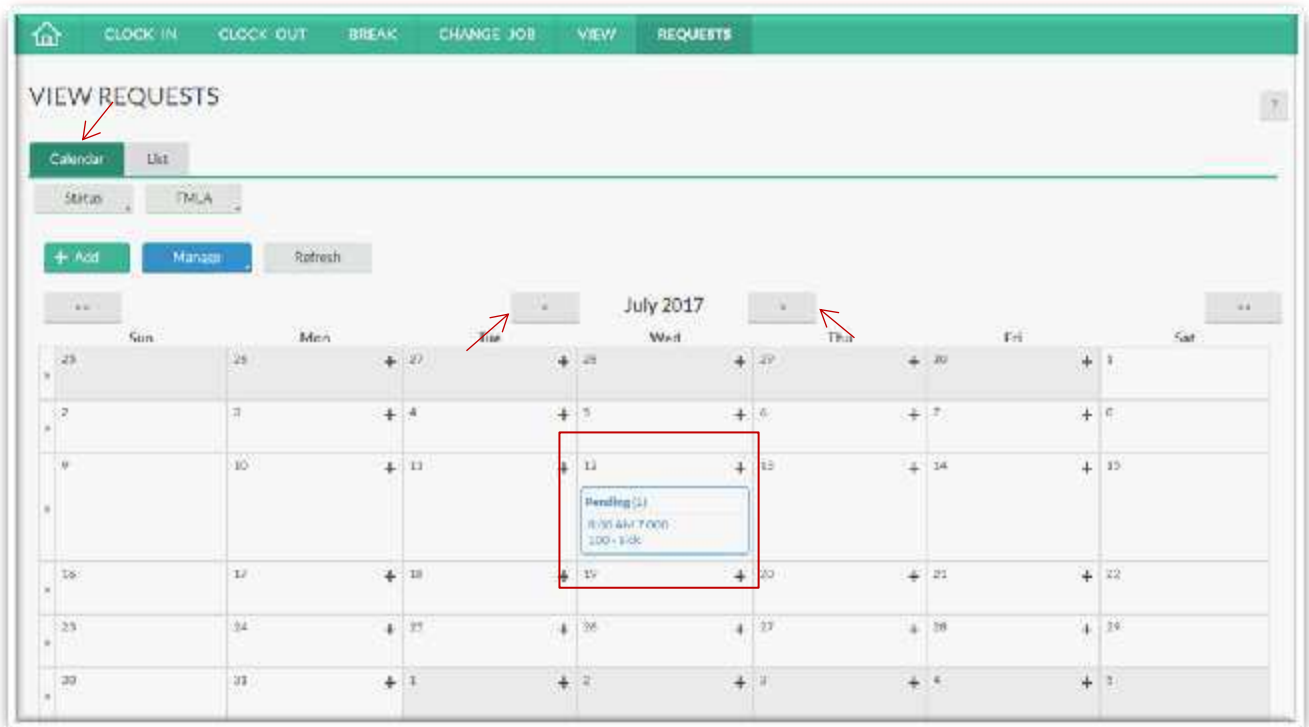# **Viewing Leave Requests**

Salaried Exempt & Non Exempt Staff

Version 5-23-17

TimeClock Plus®
a better sense of time

Step 2

TimeClock Plus®						Jane Test
						Clocked out
						05/24/2017 9:46:04

🏠   CLOCK IN   CLOCK OUT   BREAK   CHANGE JOB   VIEW   **REQUESTS**

➢ 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.
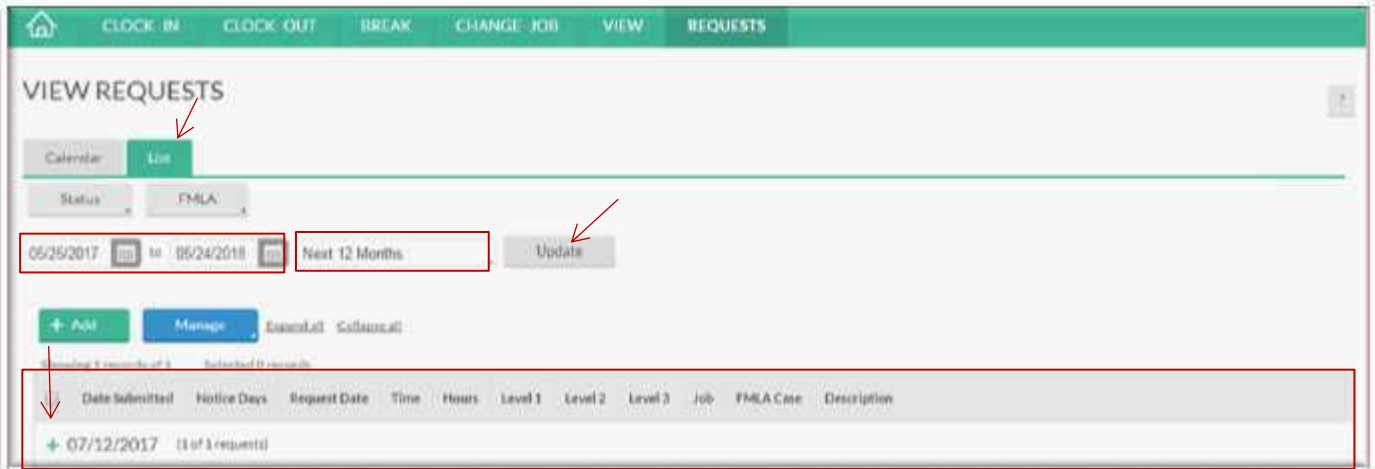
Viewing Leave Requests
Salaried Exempt & Non Exempt Staff
Version 5-23-17

Step 3 (List View)

| | | CLOCK IN | CLOCK OUT | BREAK | CHANGE JOB | VIEW | **REQUESTS** |

VIEW REQUESTS

Calendar | List

Status | FMLA

05/25/2017 to 05/24/2018 | Next 12 Months | Update

+ Add | Manage | Expand all Collapse all

| Date Submitted | Notice Days | Request Date | Time | Hours | Level 1 | Level 2 | Level 3 | Job | FMLA Case | Description |

+ 07/12/2017 (1 of 1 requests)

➢ 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.

Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Job	FMLA Case	Description

- 07/12/2017 (1 of 1 requests)

| 05/24/2017 | 49 | 07/12/2017 | 8:00 AM 7:000 | 7.000 | Pending | | | 100 - Sick | | 7 Hours |

➢ 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.