TimeClock Plus – Leave Requests

Purpose

This document will walk you through the process for adding Leave Requests for time off, how to view your requests, as well as the approval process for submitting leave. You will be able to add leave requests, manage existing requests and view the status of your requests.
Log into TimeClock Plus

After logging into Inside Loyola, click on the Applications toggle on the right side of the Inside Loyola main page:

Click the TimeClock Plus WebClock link:
Enter your Loyola ID Number (last seven digits of ID) and click Log On To Dashboard:

On the ribbon along the top, click on REQUESTS:
Calendar
This brings you to the main page for Requests and the Calendar, which is the default view:

- Add
- Manage
- Refresh

Status button
The status button allows you to filter the calendar by the type of request. There are three options: pending, approved or denied. You can choose to view all or uncheck an option to remove it from view:
Entering a Request

When entering a request, your supervisor will be notified. You will see the appointment show on your calendar as pending until they have either approved or denied the appointment. Once your supervisor makes this decision, you will receive an email notifying you.

There are two different ways to enter a request into the calendar; you can click the + Add button or you can click the + icon on the day for which you would like to submit a leave request:

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Leave request form

1. **Employee** – auto populates your name and ID number
2. **Date requested** – the day you are requesting time off
3. **Start time** – is the time your shift would begin
4. **Hours** – shows the total number of hours for your shift
5. **Days** – total number of days you are requesting
6. **Leave code** – select the appropriate code for your request (Sick, Personal, Vacation, Floating Holiday, Etc.)
7. **Description** – you can describe what the leave request is for
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Request Status
Requests will appear on the calendar and will be colored depending on the status of the request:

Blue – Pending status; awaiting supervisor approval

Green – Approved Status; supervisor has approved this request

Red – Denied status; supervisor has denied this leave request.

Update Calendar
If your supervisor has approved a request but it still does not show as approved on the calendar, click the Refresh button to update the calendar:
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After refreshing the calendar, if there are changes you will see that they have been updated:

List View
List view allows you to see an itemized list of your leave requests that is sortable. You can also view the status of the request, create a new request or manage an existing request. List view allows you to view your annual leave report without going month by month.
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To sort the list by a particular column, click the field at the top you would like to sort by. You then have the option to click the same field a second time to sort either ascending or descending:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Date Submitted</th>
<th>Notice Days</th>
<th>Request Date</th>
<th>Time</th>
<th>Hours</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Job Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1436887</td>
<td>Ryan Burton</td>
<td>12/07/2016</td>
<td>0</td>
<td>12/07/2016</td>
<td>08:00 AM 7:30</td>
<td>7:30</td>
<td>Pending</td>
<td>N/A</td>
<td>N/A</td>
<td>9999990001 - Sick</td>
<td>Sick as a Dog</td>
</tr>
</tbody>
</table>

Manage a Leave Request
Managing a request allows you to make changes to an existing Leave Request. Start by selecting the item you would like to edit by checking the box to the left of your ID number.

List View:
Click the next to the appointment you would like to edit:

Click the Manage button above the list:

Calendar View:
Click on the bottom half of your leave request in the calendar so that its highlighted:

Click the Manage button above the list:
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The drop-down menu gives you several options to edit your Leave Request:

**Add**: allows you to add additional requests

**Edit**: allows you to edit the selected request

**View in list**: allows you to view the request in List view

**Delete**: allows you to delete the request

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**Email Notification**

You will receive an email notification from your Supervisor that will state whether the request was Approved or Denied:

Your time-off request on 12/22/2016 from 08:00 AM to 03:30 PM has been APPROVED by (Supervisors Name).

Your time-off request on 12/09/2016 from 08:00 AM to 03:30 PM has been DENIED by (Supervisors Name).

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**Assistance**

For now all calls should be routed to the Help Center but we are still determining the process for Support for TimeClock Plus.