

TimeClock Plus – Leave Requests

Purpose

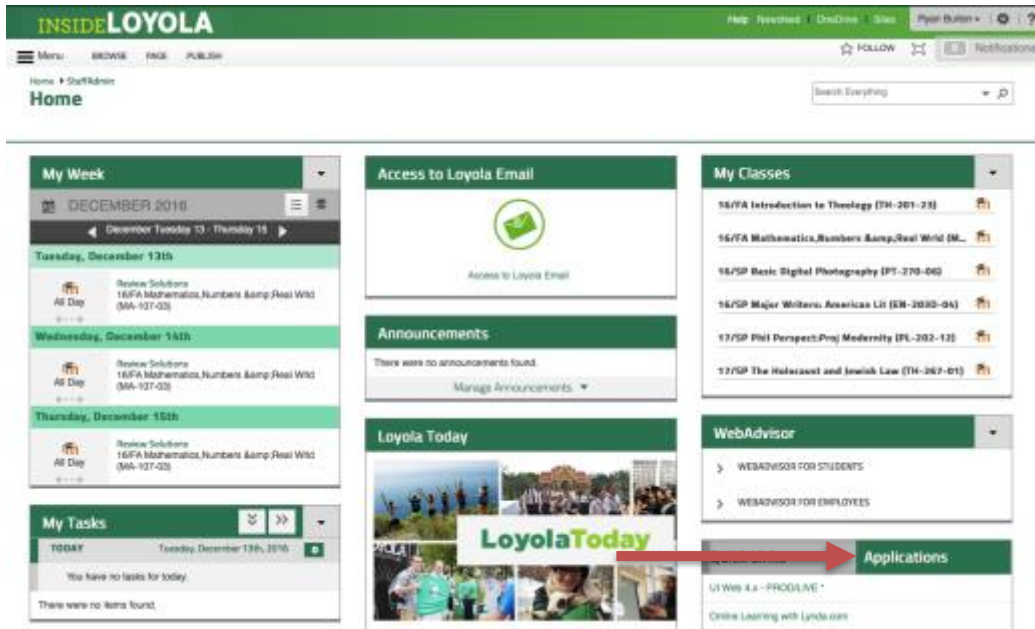
This document will walk you through the process for adding Leave Requests for time off, how to view your requests, as well as the approval process for submitting leave. You will be able to add leave requests, manage existing requests and view the status of your requests.

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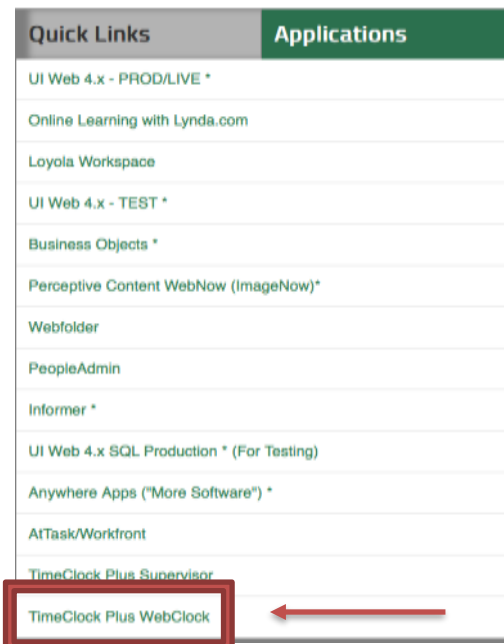
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Log into TimeClock Plus

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

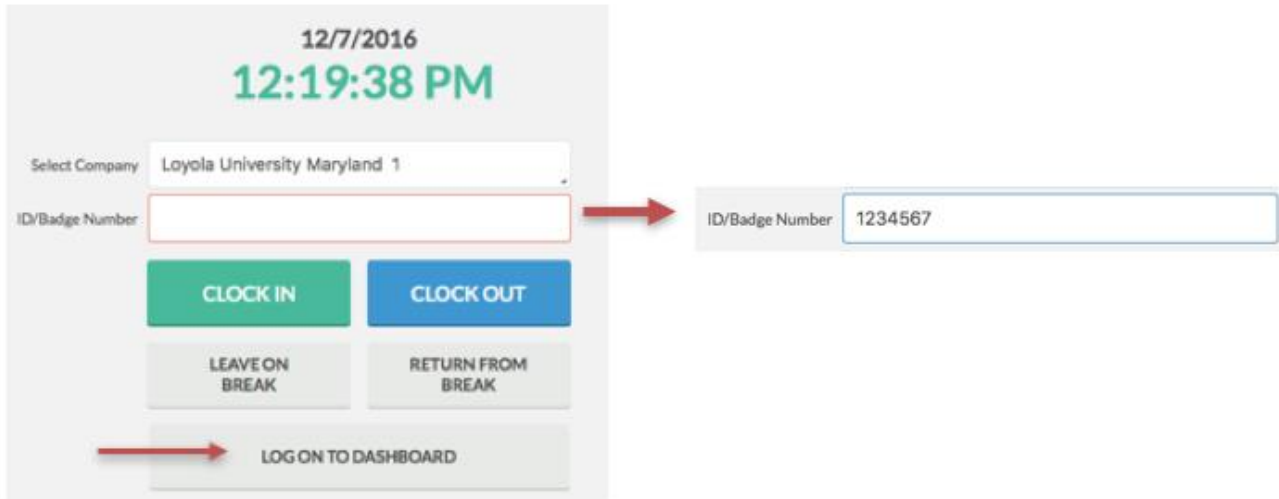


Click the **TimeClock Plus WebClock** link:



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Enter your Loyola ID Number (last seven digits of ID) and click **Log On To Dashboard**:



12/7/2016
12:19:38 PM

Select Company: Loyola University Maryland 1

ID/Badge Number:

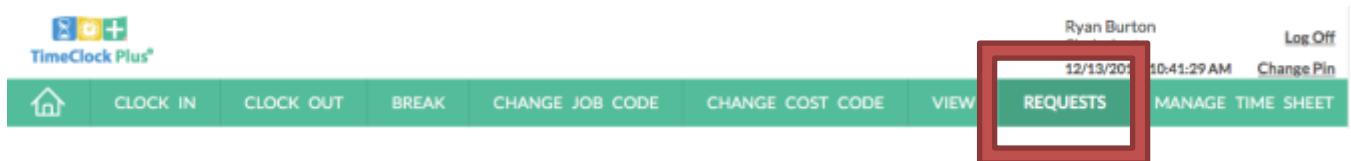
ID/Badge Number: 1234567

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

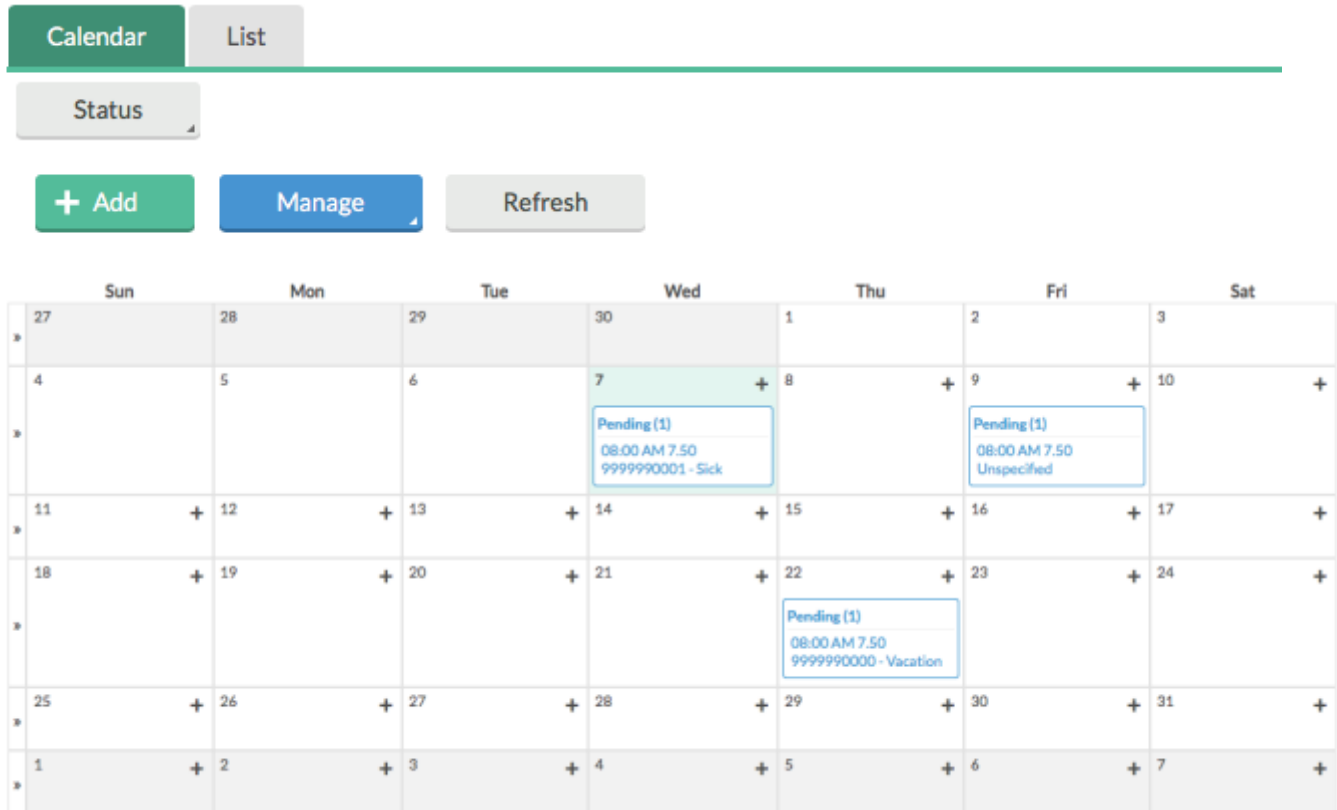
On the ribbon along the top, click on **REQUESTS**:



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Calendar

This brings you to the main page for **Requests** and the Calendar, which is the default view:

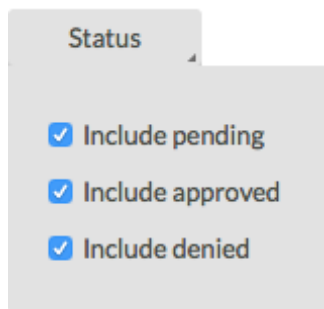


The screenshot shows the TimeClock Plus interface. At the top, there are two tabs: "Calendar" (selected) and "List". Below the tabs is a "Status" dropdown menu. Underneath are three buttons: "+ Add" (green), "Manage" (blue), and "Refresh" (grey). The main area is a calendar grid with columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. The grid shows dates from 27 to 31. There are three pending leave requests highlighted with blue boxes:

- On Wednesday, 30th: Pending (1) 08:00 AM 7:50 9999990001 - Sick
- On Friday, 2nd: Pending (1) 08:00 AM 7:50 Unspecified
- On Thursday, 22nd: Pending (1) 08:00 AM 7:50 9999990000 - Vacation

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:




The screenshot shows the "Status" dropdown menu with three options, all of which are checked:

- Include pending
- Include approved
- Include denied

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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  button or you can **click** the **+** icon on the day for which you would like to submit a leave request:


Sun		Mon		Tue	
1	+	2	+	3	+
8	+	9	→	+	10
15	+	16	+	17	+

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

Employee **Ryan Burton [1436887]**

Date requested 

Start time 

Hours

Days

Leave code

Description

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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

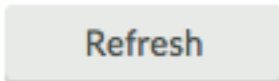
Green – Approved Status; supervisor has approved this request

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7 <div style="border: 1px solid blue; padding: 2px; width: fit-content;"> Pending (1) 08:00 AM 7:50 9999990001 - Sick </div>	8	9 <div style="border: 1px solid blue; padding: 2px; width: fit-content;"> Pending (1) 08:00 AM 7:50 Unspecified </div>	10
11	12	13	14	15	16	17
18	19	20	21	22 <div style="border: 1px solid blue; padding: 2px; width: fit-content;"> Pending (1) 08:00 AM 7:50 9999990000 - Vacation </div>	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

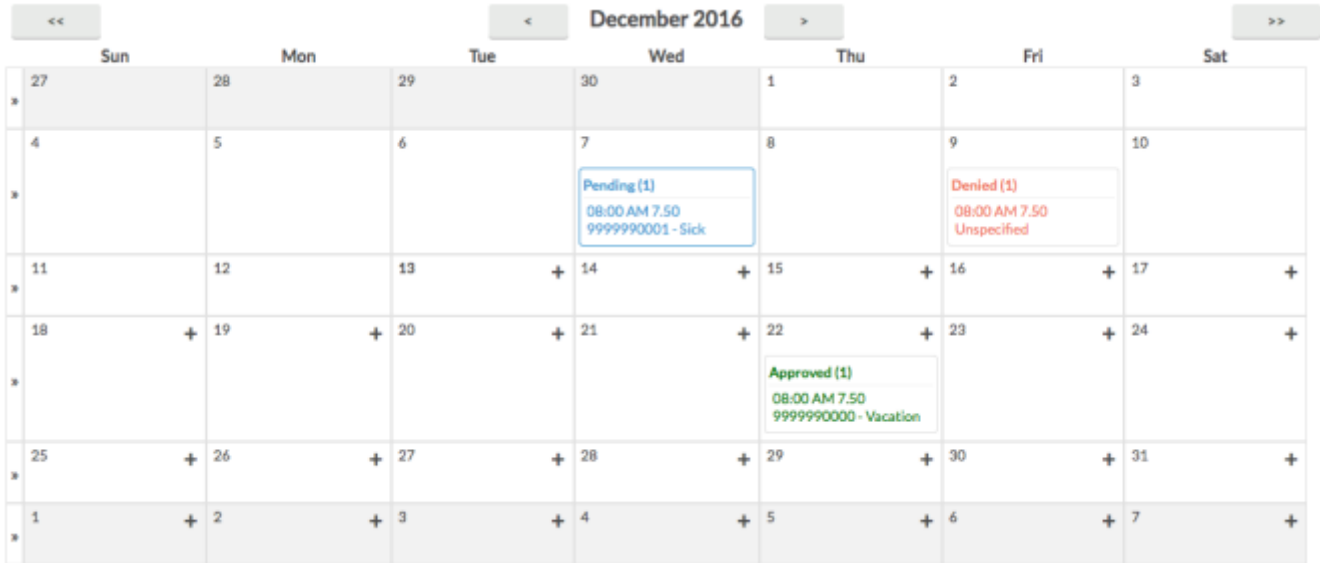
Update Calendar

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:



December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7 Pending (1) 08:00 AM 7.50 9999990001 - Sick	8	9 Denied (1) 08:00 AM 7.50 Unspecified	10
11	12	13	14	15	16	17
18	19	20	21	22 Approved (1) 08:00 AM 7.50 9999990000 - Vacation	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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.

Calendar
List

11/12/2016 to 12/9/2016
Open Weeks
Update

+ Add
Manage
Expand all
Collapse all

Showing 2 records of 2 Selected 0 records

<input type="checkbox"/>	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Job Code	Description
- 12/07/2016 (1 of 1 requests)										
<input type="checkbox"/>	12/07/2016	0	12/07/2016	08:00 AM 7.50	7.50	Pending	N/A	N/A	9999990001 - Sick	Sick as a Dog
- 12/09/2016 (1 of 1 requests)										
<input type="checkbox"/>	12/07/2016	2	12/09/2016	08:00 AM 7.50	7.50	Pending	N/A	N/A	Unspecified	New York City!

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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** ↓:

<input type="checkbox"/>	ID	Name	Date Submitted	Notice Days	Request Date ↑	Time	Hours	Level 1	Level 2	Level 3	Job Code	Description
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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:

<input type="checkbox"/>	ID	Name	Date Submitted	Notice Days	Request Date ↑	Time	Hours	Level 1	Level 2	Level 3	Job Code	Description
<input checked="" type="checkbox"/>	1436887	Ryan Burton	12/07/2016	0	12/07/2016	08:00 AM 7.50	7.50	Pending	N/A	N/A	9999990001 - Sick	Sick as a Dog

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:

< December 2016 >		
Tue	Wed	Thu
29	30	1
6	7	8
	Pending (1) 08:00 AM 7.50 9999990001 - Sick	

Click the **Manage** button above the list:



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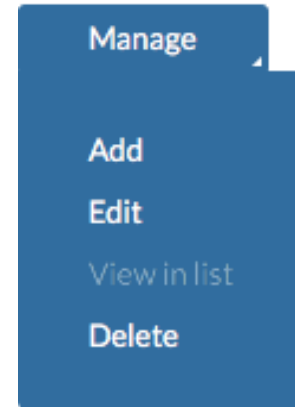
The drop-down menu gives you several options to edit your Leave Request:

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



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).

Assistance

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