

TimeClock Plus – Leave Requests

Purpose

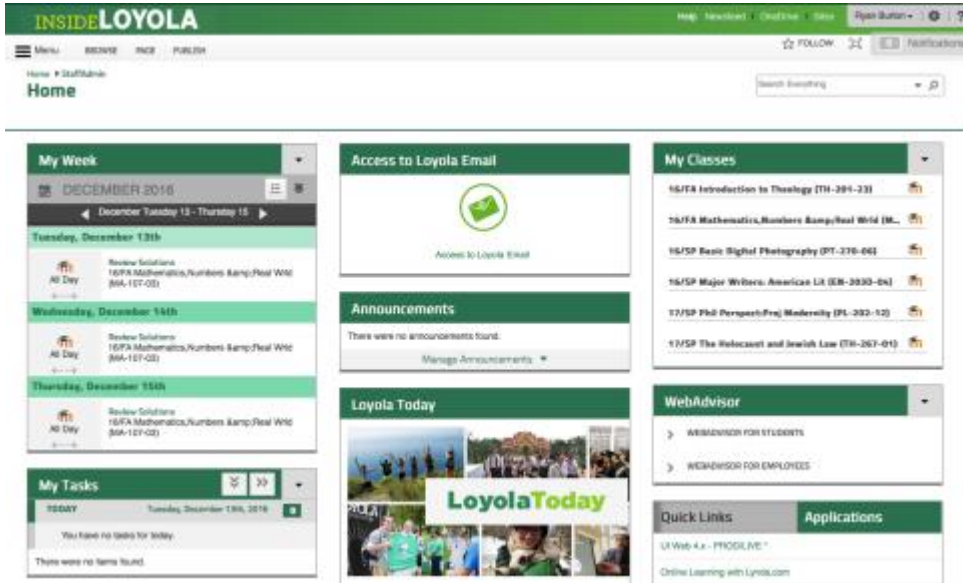
This document will walk users through adding Leave Requests for vacation as well as showing requests as well as the approval process for submitting leave. Users will be able to add leave requests, manage existing requests and view the status of the request.

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TimeClock Plus – Leave Requests

Log into TimeClock Plus Supervisor

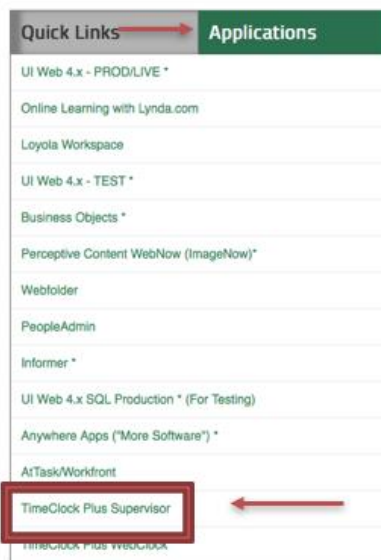
After logging into Inside Loyola, **click** on the **Applications** toggle on the right side of the Inside Loyola main page:



Screen shot of the portal with an arrow to Toggle and link

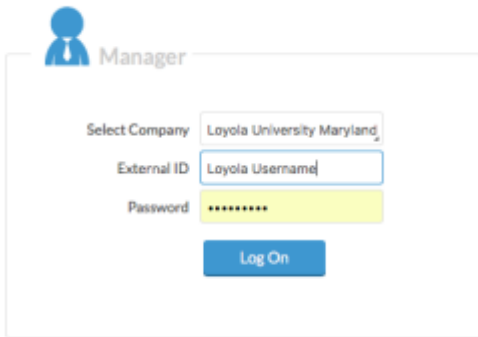


At the bottom **click** the **TimeClock Plus Supervisor** link:



TimeClock Plus – Leave Requests

Enter your **Loyola Username** and **Password** and click **Log On**:



Manager

Select Company: Loyola University Maryland

External ID: Loyola Username

Password: [Redacted]

Log On

From the Dashboard there are several ways to access your Leave requests:

MY DASHBOARD ☆ Matching 6 of 6 Employees Refresh Edit ?

REQUIRED APPROVALS 1

Name	Type	Date	1/1
Ryan Burton	Employee Approval	12/07 08:00 A - 03:30 P (TS)	✓

[Jump to Group Hours](#)

MISSED PUNCHES 0

APPROACHING OVERTIME (CLOCKED IN) 0

BIRTHDAYS 0

PENDING TIME OFF REQUESTS 4

Name	Date	Request	4/4
Jessica Smith	12/22/2016	Unspecified - 08:00 AM to 03:30 PM	⋮ ✓
Ryan Burton	12/27/2016	Vacation - 08:00 AM to 03:30 PM	⋮ ✓
Ryan Burton	12/11/2016	Unspecified - 08:00 AM to 03:30 PM	⋮
Ryan Burton	12/04/2016	Unspecified - 08:00 AM to 03:30 PM	⋮

[Jump to Request Manager](#)

OVERTIME 0

ANNIVERSARIES 0

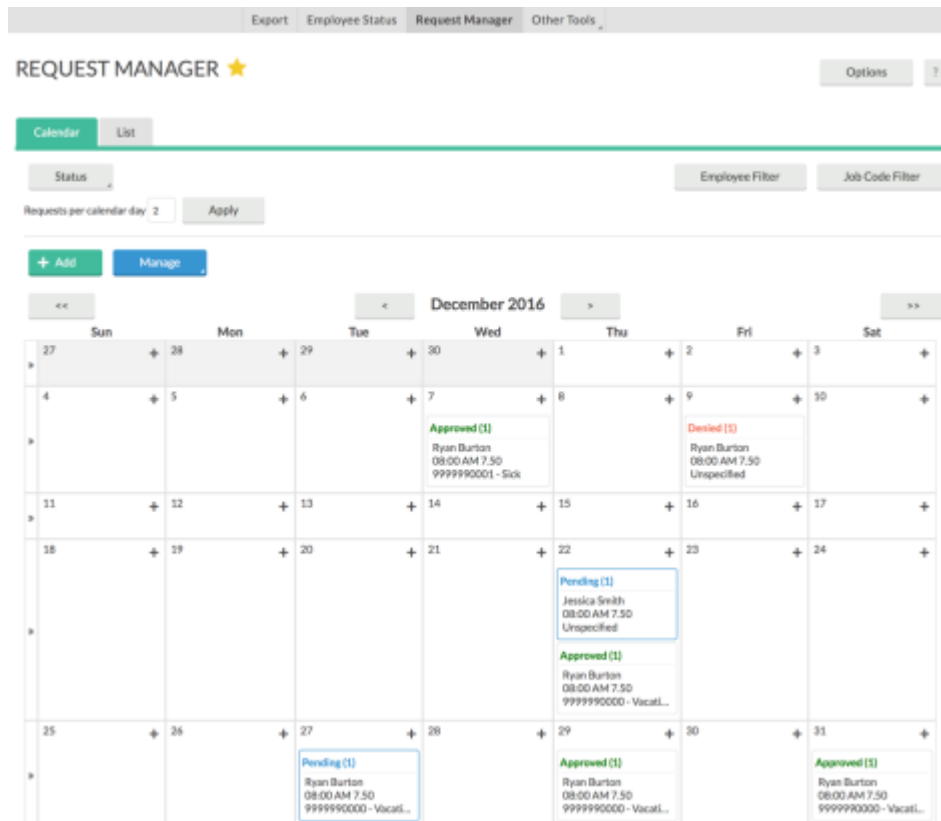
TimeClock Plus – Leave Requests

Request Manager

To navigate to **Request Manager** from the ribbon click on **Tools** then click **Request Manager**:



This will then bring up the Calendar view of all requests with three different statuses, **Pending** for requests that need approval, **Approved** for ones that have been approved and **Denied** for requests that were denied:



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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 the view:

Status

- Include pending
- Include approved
- Include denied

Entering a Request

You also have the ability to manually add a Leave request for an employee by following these steps:

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 you would like to submit a leave request for:


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


Leave request form

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1. **Employee** – allows you to select the employee you wish to add a leave request for
2. **Date requested** – the day they are requesting off
3. **Start time** – is the time their shift would begin
4. **Hours** – shows the total number of hours for their shift
5. **Days** – total number of days they are requesting
6. **Leave code** – select the appropriate code for the request (**Sick, Personal, Vacation, Floating Holiday, Etc.**)
7. **Description** – you can describe what the leave request is for

Employee **Ryan Burton**

Date requested 

Start time 

Hours

Days

Leave code

Description

Request Status

Requests will appear on calendar and will be colored depending on the current status of the request:

Blue – Pending status, awaiting Manager approval

Green – Approved Status, Manager has approved the request

Red – Denied status, Manger has denied this leave request.

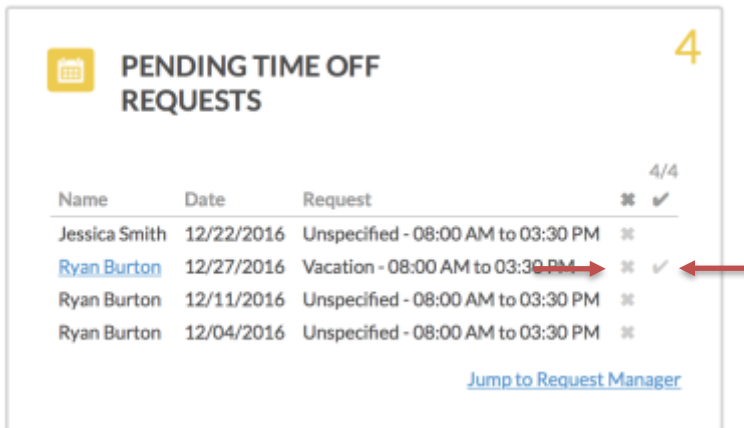
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27 +	28 +	29 +	30 +	1 +	2 +	3 +
4 +	5 +	6 +	7 + Approved (1) Ryan Burton 08:00 AM 7:50 999990001 - Sick	8 +	9 + Denied (1) Ryan Burton 08:00 AM 7:50 Unspecified	10 +
11 +	12 +	13 +	14 +	15 +	16 +	17 +
18 +	19 +	20 +	21 +	22 + Pending (1) Jessica Smith 08:00 AM 7:50 Unspecified	23 +	24 +
				25 + Approved (1) Ryan Burton 08:00 AM 7:50 999990000 - Vacati...	26 +	27 +
25 +	26 +	27 + Pending (1) Ryan Burton 08:00 AM 7:50 999990000 - Vacati...	28 +	29 + Approved (1) Ryan Burton 08:00 AM 7:50 999990000 - Vacati...	30 +	31 + Approved (1) Ryan Burton 08:00 AM 7:50 999990000 - Vacati...

TimeClock Plus – Leave Requests

Approving/Denying

There are several options when it comes to handling requests, these walk through how to approve/deny those requests:

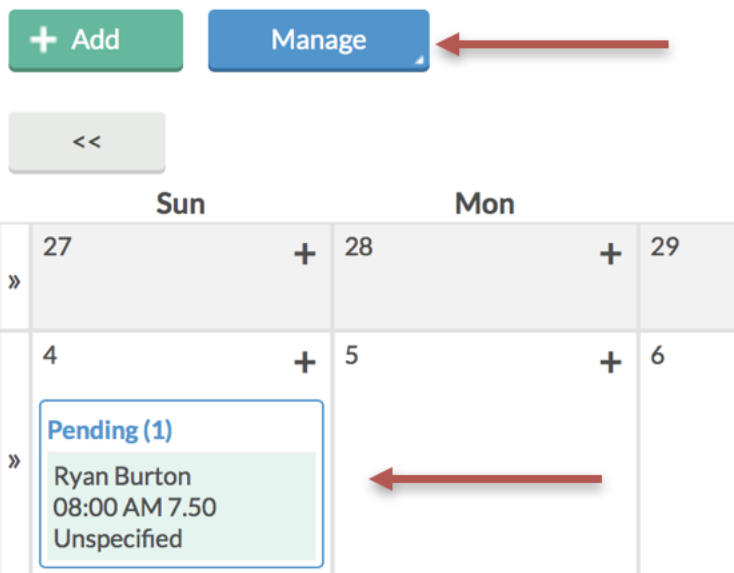
From the Dashboard (home screen) you can click the ✓ to Approve the request or the ✖ to Deny the request:



Name	Date	Request	✖	✓
Jessica Smith	12/22/2016	Unspecified - 08:00 AM to 03:30 PM	✖	
Ryan Burton	12/27/2016	Vacation - 08:00 AM to 03:30 PM	✖	✓
Ryan Burton	12/11/2016	Unspecified - 08:00 AM to 03:30 PM	✖	
Ryan Burton	12/04/2016	Unspecified - 08:00 AM to 03:30 PM	✖	

[Jump to Request Manager](#)

You can also click on the appointment to highlight it then click the Manage button to get the same menu options as above:



+ Add
Manage

<<

Sun	Mon	Tue
27 +	28 +	29
4 +	5 +	6

Pending (1)

Ryan Burton
08:00 AM 7.50
Unspecified

From the Leave Request tab you can right click on any appointment to receive the menu of options you will have two choices to either Approve or Deny the request:

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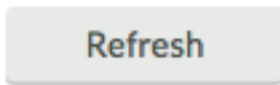
Add – will allow you to add another leave request

Detail – will show you the details of the request

Delete – allows you to delete the request

Update Calendar

If you have approved a request but it still does not show as approved on the calendar, **click** the **Refresh** button to update the calendar:



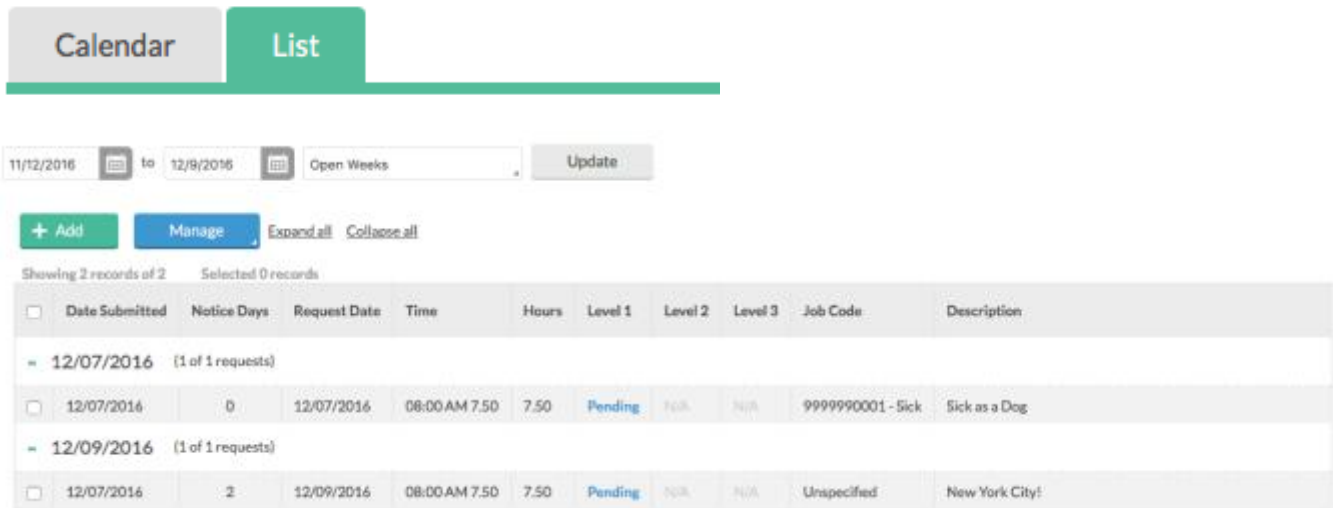
After refreshing the Calendar if there are changes you will them updated as compared to the previous calendar where they all showed pending:

<<		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	+	+	+	+	+	+	
18	+	+	+	+	+	+	+	+	
25	+	+	+	+	29 Approved (1) 08:00 AM 7.50 9999990000 - Vacation	+	+	+	
1	+	+	+	+	+	+	+	+	

TimeClock Plus – Leave Requests

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. List view allows you to view your annual leave report without going month by month.



<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!

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

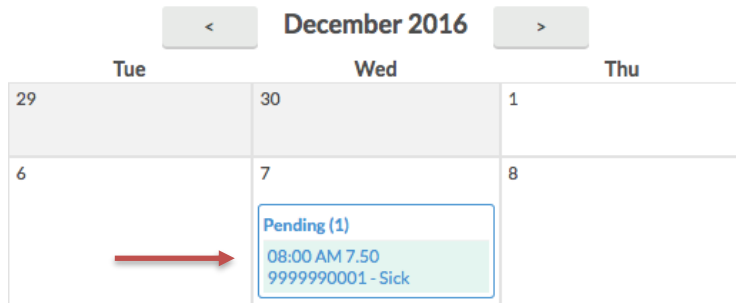
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Click the **Manage** button above the list:



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:



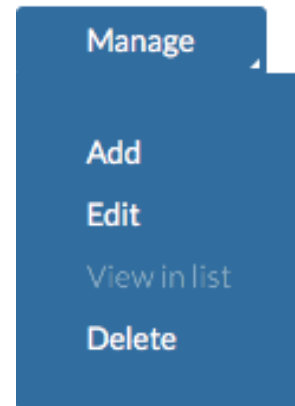
The drop-down menu gives you several options to edit your Leave Request:

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 (DAVE DOES THIS WORK)

Delete – allows you to delete the request





TimeClock Plus – Leave Requests

Email Notification

Your employees will receive an email notification from you 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

Technical Support at this time will be directed to training@loyola.edu or ext. 6553 until we have created a tier support for TimeClock Plus.