TimeClock Plus – Leave Requests

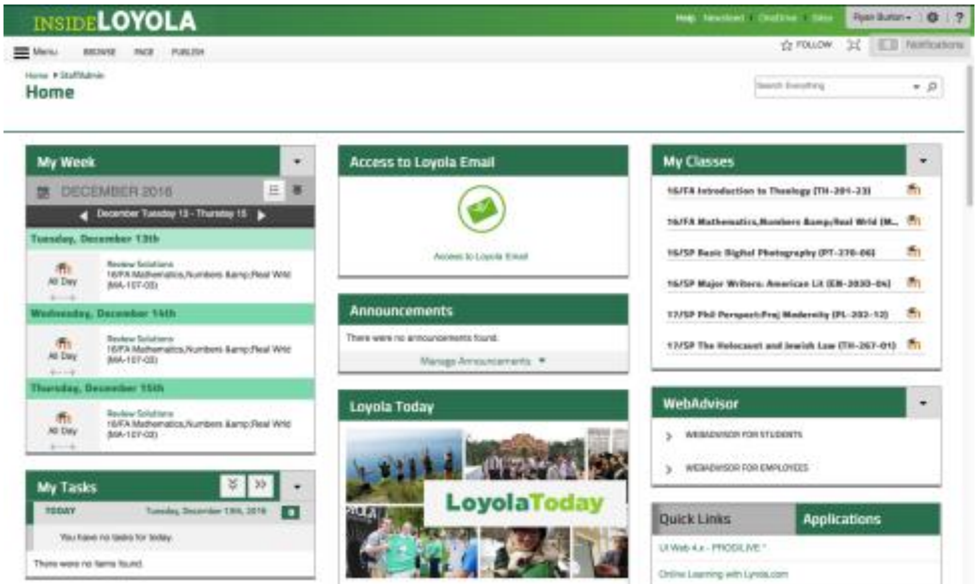
Purpose

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.

TimeClock Plus – Leave Requests

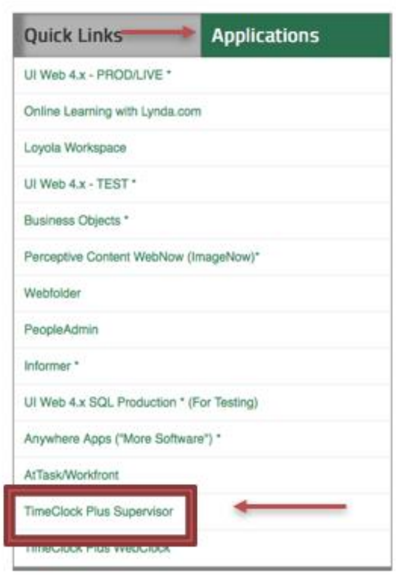
Log into TimeClock Plus Supervisor

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:



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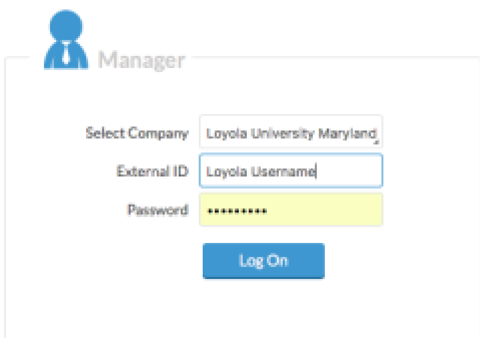
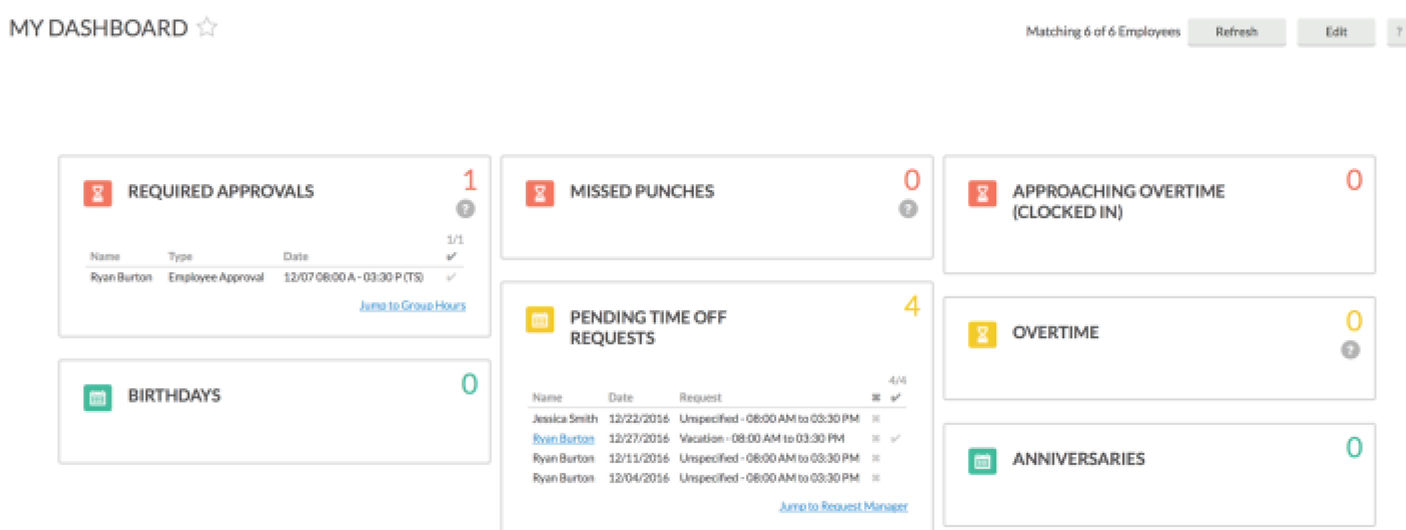
Enter your **Loyola Username** and **Password** and click **Log On**:



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



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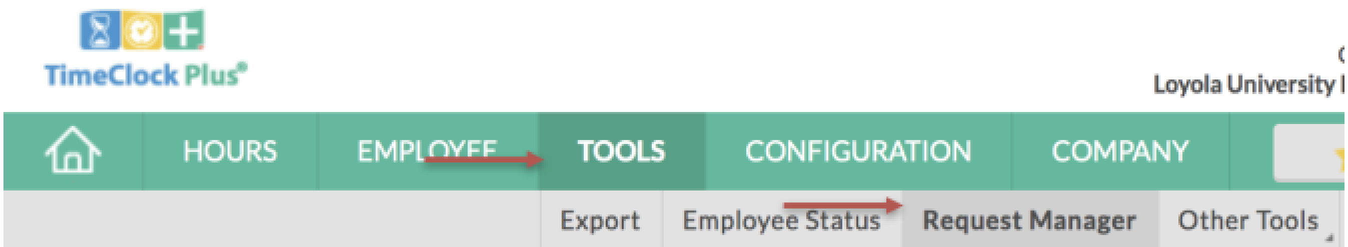
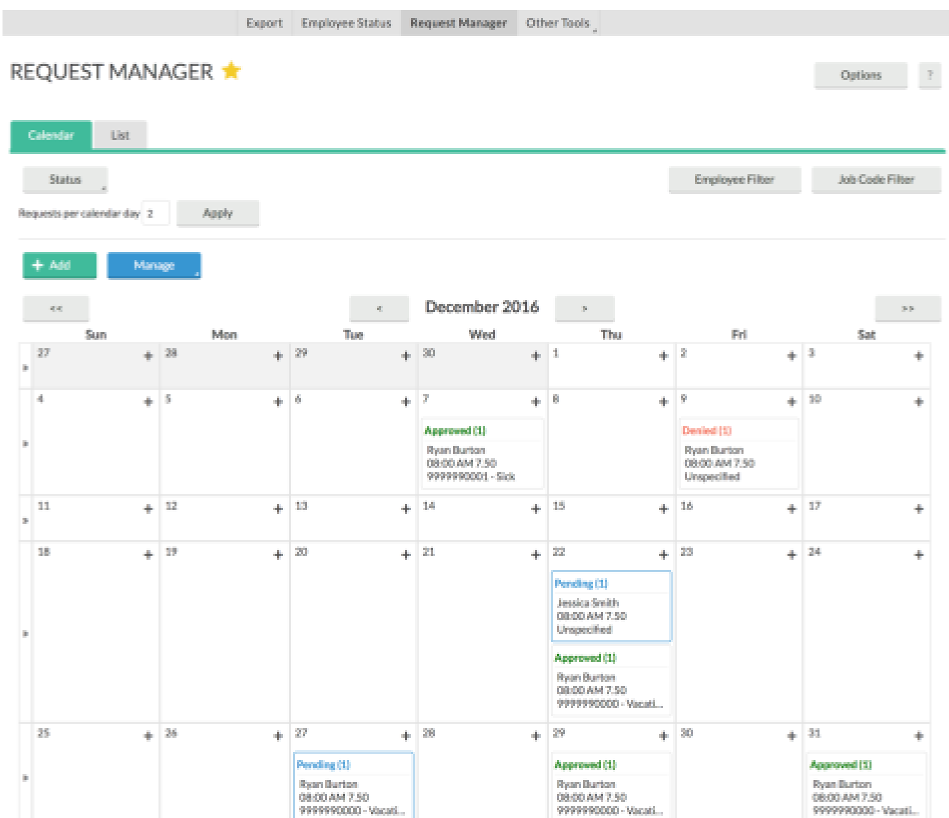
Request Manager

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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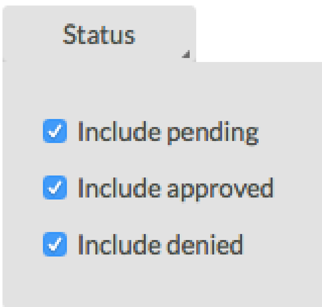
Status button

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:

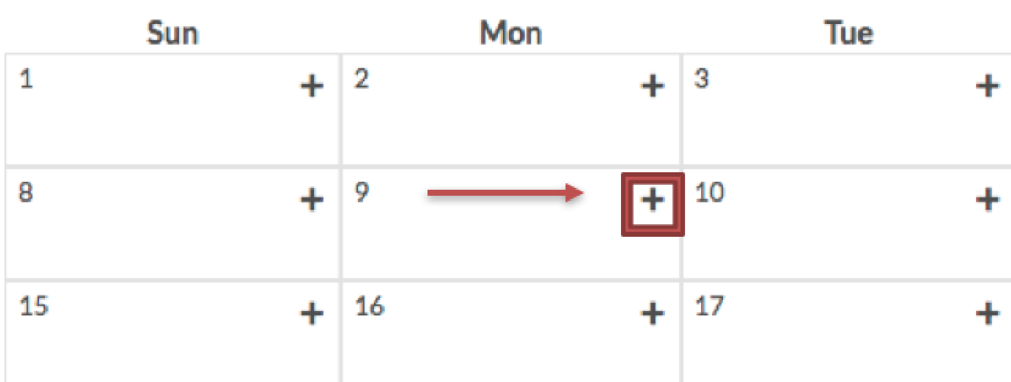


Entering a Request

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:



Leave request form

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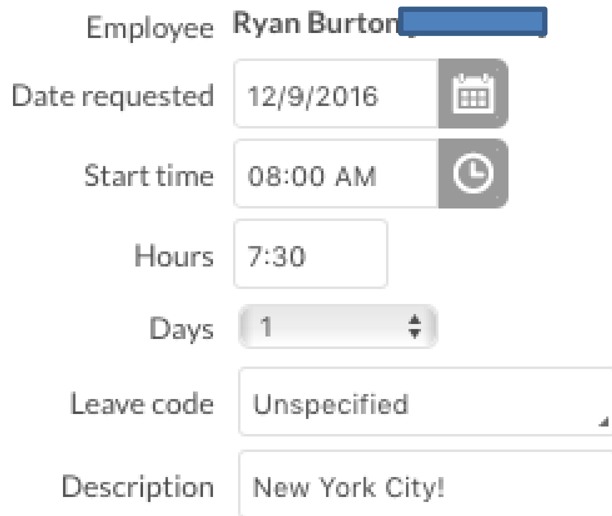
1. **Employee** – allows you to select the employee you wish to add a leave request for
2. **Date requested** – the day they are requesting off
3. **Start time** – is the time their shift would begin
4. **Hours** – shows the total number of hours for their shift
5. **Days** – total number of days they 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



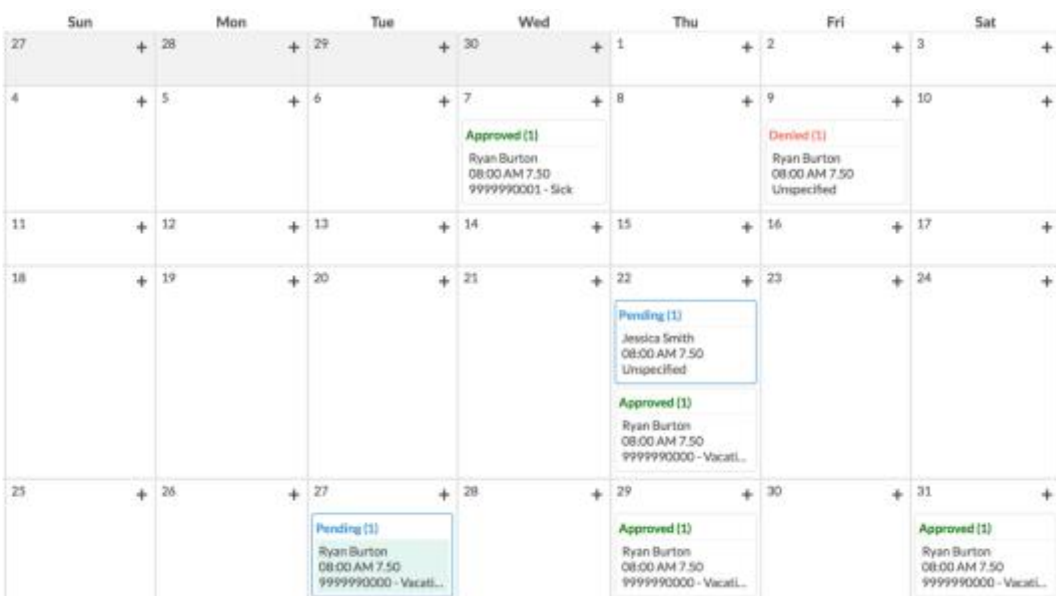
Request Status

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.



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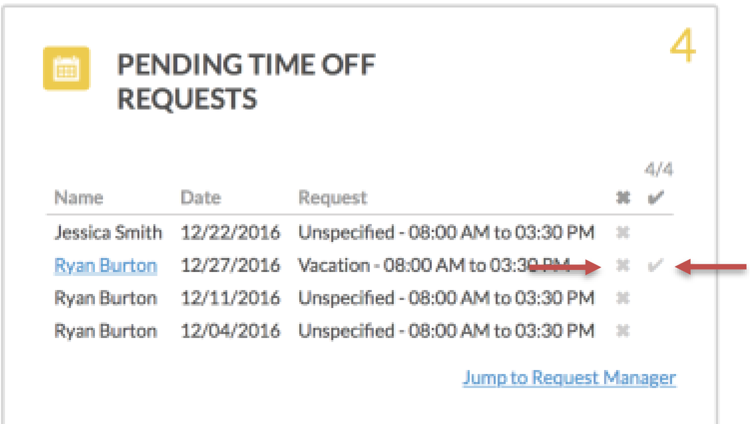
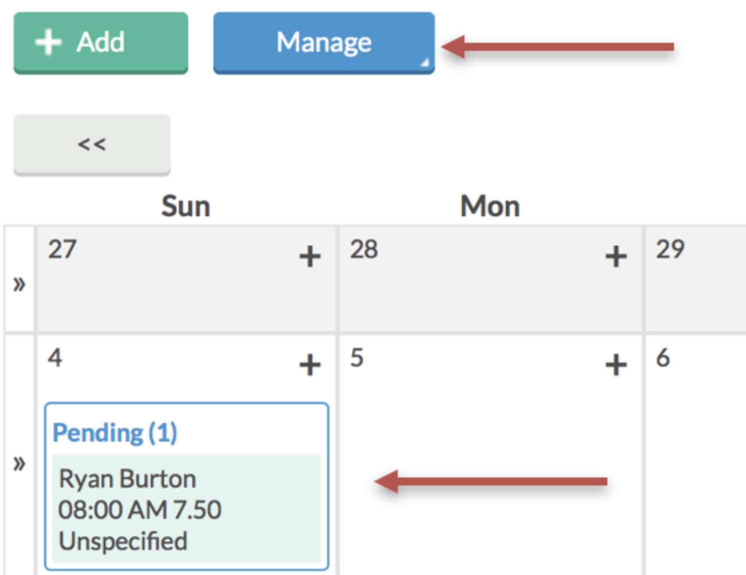
Approving/Denying

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

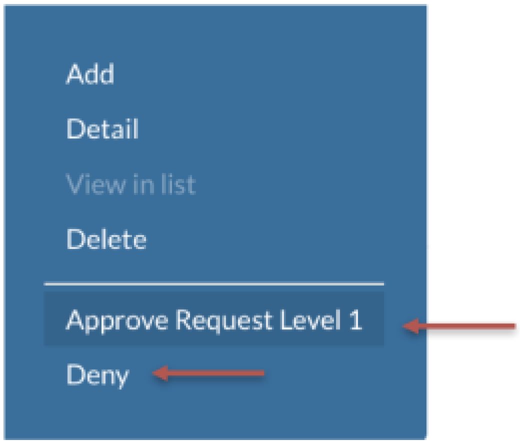
From the Dashboard (home screen) you can click the ✔ to Approve the request or the ✖ to Deny the request:



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



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:



Add – will allow you to add another leave request

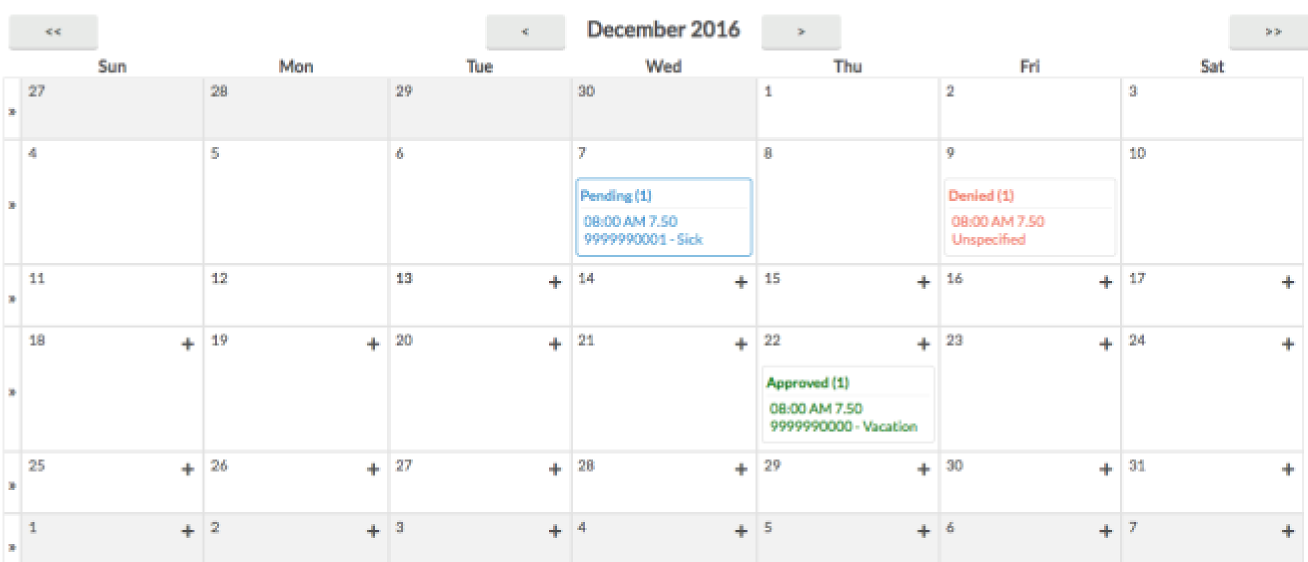
Detail – will show you the details of the request

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:



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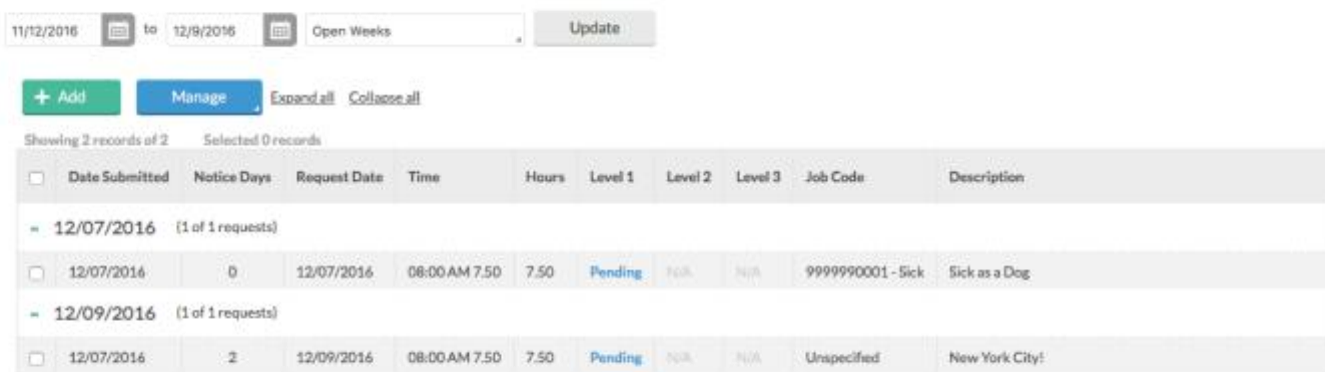
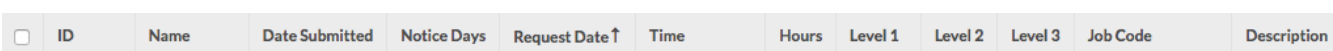
List View

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.



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** ↓:

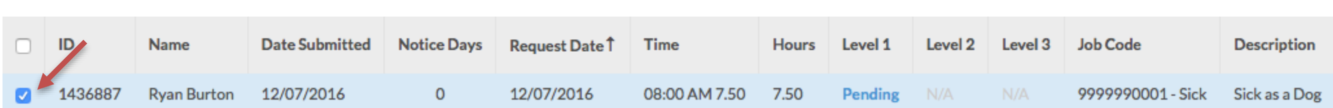


Manage a Leave Request

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:



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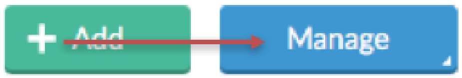
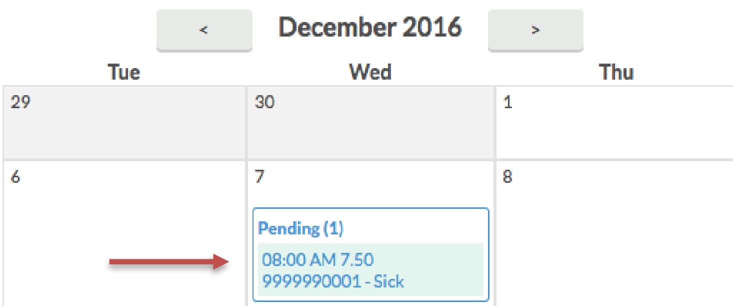
Click the **Manage** button above the list:

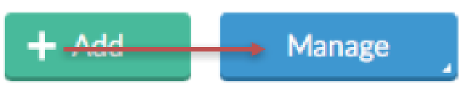


Calendar View:

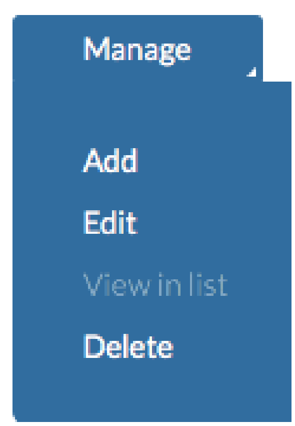
Click on the bottom half of your leave request in the calendar so that its highlighted:



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

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.