When an employee requests Time Off in TimeClock Plus, you will receive an email with the subject “Time Off Request Created.”

A time-off request "Going on a Cruise" on 02/20/2018 from 08:45 AM to 03:45 PM for VAC-Vacation has been CREATED by Test Employee.

Follow the steps below to act on the request.

1. Log Into TimeClock Plus.

2. From the 'Tools’ menu, choose ‘Request Manager.’

3. Choose the 'List' tab

4. Navigate to the time period referenced in the email notification you received from the employee select ‘Update’ and then ‘Expand All.’

Example Email Notification:

A time-off request "Going on a Cruise" on 02/20/2018 from 08:45 AM to 03:45 PM for VAC-Vacation has been CREATED by Test Employee.

TCP Navigation:

2. Update
3. Expand all
5. To approve or deny all the dates requested.
   a. Select the dates
   b. Choose your decision from the ‘Manage’ menu.
   c. Select ‘Ok’ if asked to confirm.
   d. Click ‘Ok’ after processing reaches 100%