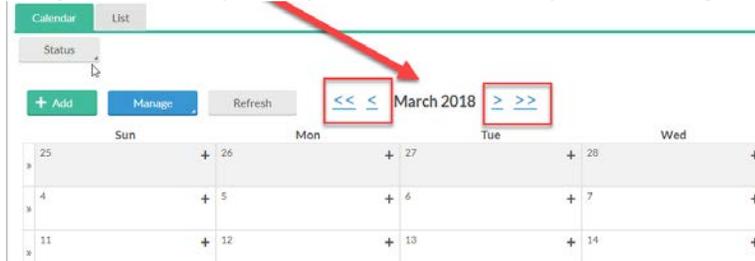


Requesting Time Off In Time Clock Plus - Employee

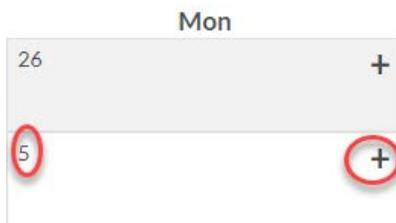
1. Log Into TimeClock Plus
2. Choose 'Requests' from the top menu.



3. Navigate to the day/days you would like to request off using the Calendar navigation:



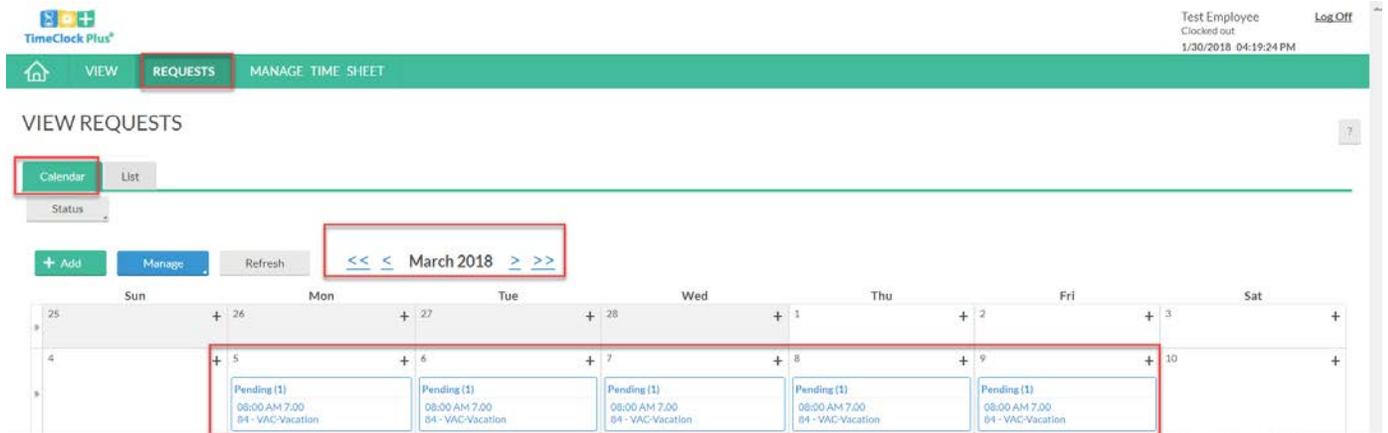
4. Click the '+' icon next to the corresponding date to start a new request.



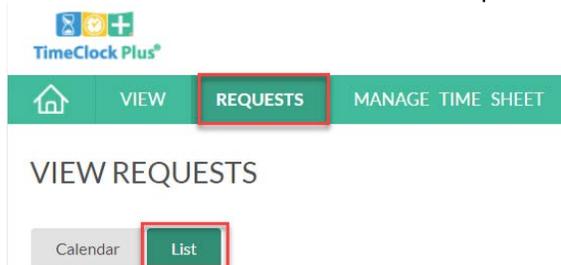
5. In the 'Add Employee Request' window indicate the following: (See the following screenshot)
 - a. **Date Requested**
 - b. **Start Time**
 - c. **Hours** (usually 7 for a full day)
 - d. **Days** - number of consecutive days being used within the same week. (Non-Consecutive days should be done as a separate request)
 - e. **Leave Code** (Vacation, Sick, Floating Holiday, or Volunteer Leave)
 - f. **Description (optional)** – this can be used for comments and/or notes.
 - g. **Accruals** (Use this to View your accrual balances)
 - h. **Click 'Save'**

The screenshot shows the 'Add Employee Request' window. The 'Date requested' field is set to 2/20/2018, 'Start time' is 08:45 AM, 'Hours' is 7:00, 'Days' is 1, and 'Leave Code' is 04 - VAC-Vacation. The 'Description' field contains 'Going on a Cruise'. The 'Accruals' button is highlighted with a green box, and a red box highlights the 'Save' button. A text box with a green border and arrow points to the 'Accruals' button, containing the text: 'Select here to view accruals as of the last paid date.'

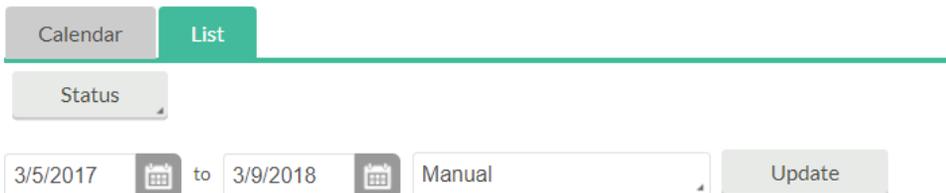
- Once you click 'Save,' your manager will receive an email with your request details. You will receive an email once your manager approves/denies your request. You may also view the status of the request on the request calendar. (See below screenshot).



- To delete a Pending request:
 - Click on the 'List' tab from the 'View Requests' menu.



- Update the range of dates to the period you requested off and click 'Update'

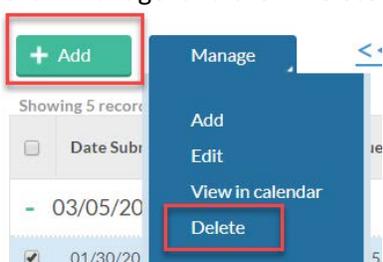


- Click the '+' sign and select the date(s) you would like to delete. (Note: only pending requests can be deleted, please ask your manager to delete/cancel approved requests).

Showing 5 records of 5 Selected 1 records

<input type="checkbox"/>	Date Submitted	Notice Days	Request Date	Time	Hours	Level 1	Level 2	Level 3	Request Type	Request Detail	Description
<input type="checkbox"/>	03/05/2018	(1 of 1 requests)									
<input checked="" type="checkbox"/>	01/30/2018	34	03/05/2018	08:00 AM 7:00	7.00	Pending	N/A	N/A	Leave Code	84 - VAC-Vacation	Vacation

- Click 'Manage' and then 'Delete.'



11. Click 'OK' if a warning message appears



You have selected 1 request(s) that can be deleted. Are you sure you want to delete the selected requests?

Cancel

Ok

12. Once your request is approved or denied you will receive an email similar to the one below:



Fri 2/2/2018 5:04 PM

[Redacted]@shu.edu>

Time Off Request Approved

To



[Redacted]

[LinkedIn](#)

[Report Phish](#)

Your request for time off has been approved by [Redacted] Please see the below details:

VAC-Vacation 03/26/2018 - 03/30/2018 7.00

****Please note if you have requested multiple days off, you may receive an email notification for each day requested.**

Please contact [HRIS](#) or humanres@shu.edu if there are any questions.