

Time Clock Plus

USER INSTRUCTIONS

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July 26, 2017

Chapter 1 Request Leave

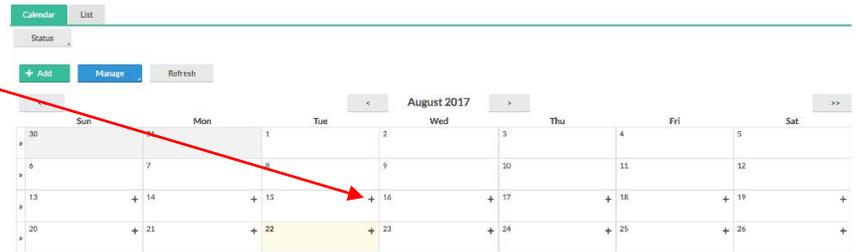
Log into Time Clock Plus

Select "Requests"



VIEW REQUESTS

Select the + for the requested day



Select a template

Add Employee Request

Employee **John Baker [1039]**

Date requested: 8/31/2017

Start time: 08:00 AM

Hours: 8:00

Days: 1

Leave Code: 30 - Vacation

Description: Gone Fishin!

Accruals

Cancel Save

The form displays a list of request templates on the left. A red arrow points from the text 'Select a template' to the 'Vacation Full Day' option, which is highlighted in blue. The form also includes fields for 'Date requested', 'Start time', 'Hours', 'Days', 'Leave Code', and 'Description'. At the bottom, there are buttons for 'Accruals', 'Cancel', and 'Save'.

Verify the date or change it

Select your start time if different from the time displayed

Change the number of days to the appropriate amount, if consecutive

Enter a different description if preferred

Select the "Save" button

Add Employee Request ?

Employee: John Baker [1039]

Date requested: 8/31/2017

Start time: 08:00 AM

Hours: 8:00

Days: 1

Leave Code: 30 - Vacation

Description: Gone Fishing

Buttons: Accruals, Cancel, Save

The requested day(s) off should then appear in your calendar with a "Pending" title.

Your supervisor will then be notified of your time off request.

It will show "Approved" if your supervisor approves it.

VIEW REQUESTS

Calendar | List

Status: [Dropdown]

+ Add | Manage | Refresh

Calendar for August 2017 showing a pending request on 8/31.

30
Approved (1)
08:00 AM 8:00
30 - Vacation

Done!

Chapter 2 View Leave Balances

Select "View"

Pay careful attention to the forecast date. It should be on the current day for current balances.

Important Note!

Remaining days are based on 8 hour days.

Done!

VIEW | REQUESTS | MANAGE TIME SHEET

Hours | Last Punch | Accruals | Messages

ACCRUALS

Select forecast date: 8/22/2017 | Update

Showing 2 records of 2

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining Hours	Remaining Days
12 Mth Sick	1544.0000	0.0000	48.0000	0.0000	1496.0000	187
12 Mth Vacation	184.0000	0.0000	120.0000	0.0000	64.0000	8

Chapter 3 Timesheets for Non-Exempt Employees

Select "Manage Time Sheet"



Verify the week is correct

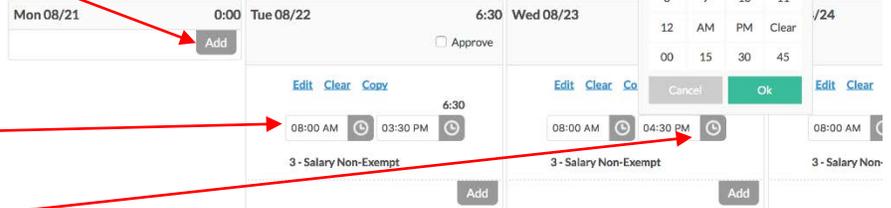
MANAGE TIME SHEET



Display weekends if necessary

Select "Add" for each day worked.

08/20 - 08/26 Approve Week



A default set of hours will be added
8am to 3:30pm with 1 hour lunch.

Modify the hours if changes occurred in
work hours

If you are entering a single day
Select "Accept"



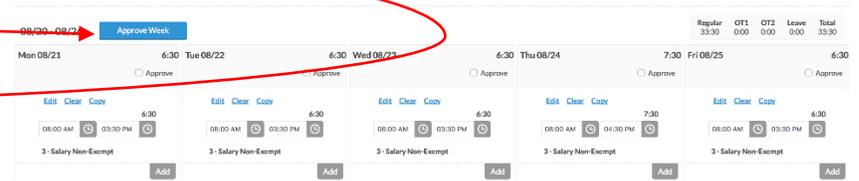
MANAGE TIME SHEET



If you are completing the week,
Select "Approve Week"

Then

Select "Accept"



Done!