

# Time Off Request

## TCP

### Instructions

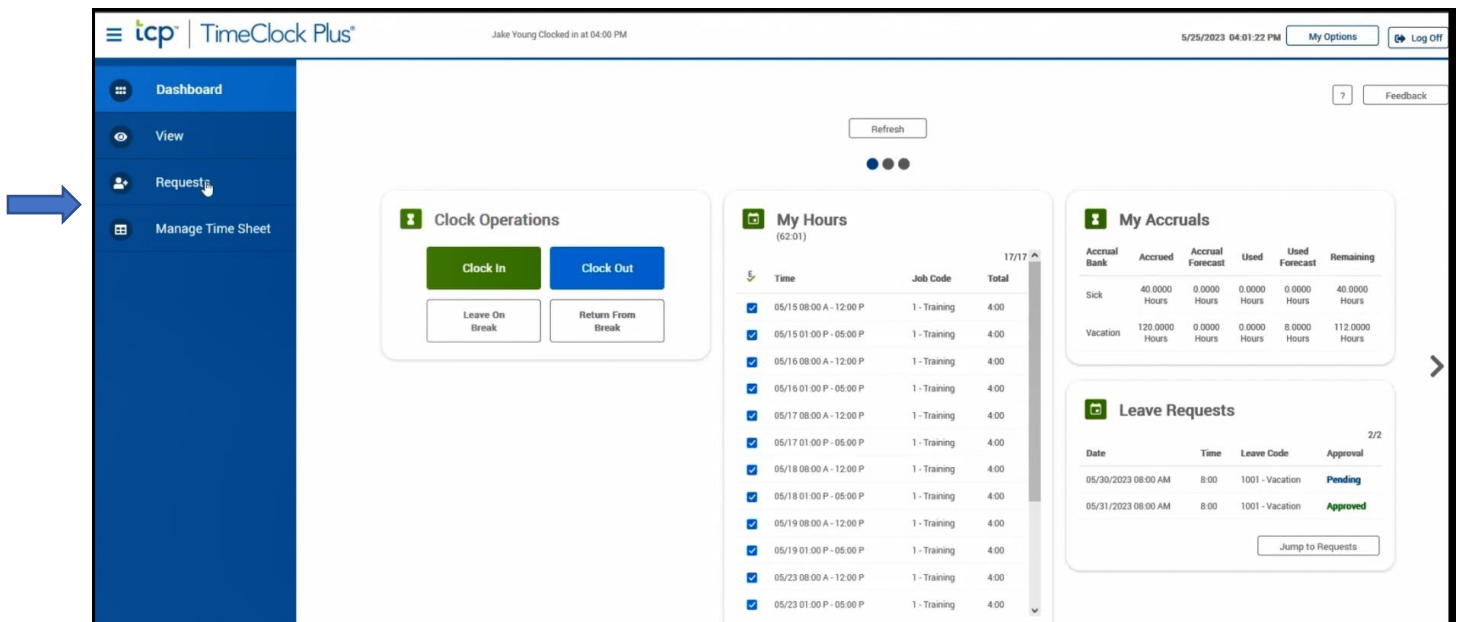
**Step 1:** Log in to Time Clock Plus Employee using the link provided on the INTRANET – Info For – Faculty & Staff - Employee Links – Time Clock Plus Employee Login.

<https://333799.tcplusondemand.com/app/webclock/index.html#/Dashboard>

**Note** - This link is a single sign-on and will take you directly to your dashboard.

**Step 2:** Locate the Request Tab in the left-hand corner of your Dashboard.

Click Request



The screenshot shows the TimeClock Plus dashboard interface. The left-hand navigation menu is highlighted in blue and contains the following items: Dashboard, View, Requests, and Manage Time Sheet. A blue arrow points to the 'Requests' tab. The main content area is divided into three sections: 'Clock Operations' with 'Clock In' and 'Clock Out' buttons, 'My Hours' with a table of clocked-in times, and 'My Accruals' with a table of accrued and used hours. Below the 'My Accruals' section is a 'Leave Requests' section with a table of pending and approved requests.

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Sick	40.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	40.0000 Hours
Vacation	120.0000 Hours	0.0000 Hours	0.0000 Hours	8.0000 Hours	112.0000 Hours

Date	Time	Leave Code	Approval
05/30/2023 08:00 AM	8:00	1001 - Vacation	Pending
05/31/2023 08:00 AM	8:00	1001 - Vacation	Approved

**Step 3:** From the Calendar, select the (+) on the date that you wish to take off. You may also choose the date and click the add button in the left-hand corner.

Calendar interface for January 2025. The calendar shows days from 29 to 8. A blue arrow points to the 'Add' button in the top left. A date picker is open for January 15th, showing a blue arrow pointing to the '+' icon on that date. A tooltip for January 15th shows 'Approved (1)' and '08:00 AM - 04:00 PM 1012 - Bereavement Leave'. Other tooltips show 'Approved (1)' for Jan 6 and 'Pending (1)' for Jan 27. The calendar includes days off for New Year's Eve, New Year's Day, and MLK Martin Luther King.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29 0 entered	30 11 entered Approved (1) 08:00 AM - 04:30 PM Annual Leave Group	31 0 entered New Year's Eve	1 0 entered New Year Day	2 0 entered	3 0 entered	4 0 entered
5 0 entered	6 2 entered Approved (1) 08:00 AM - 04:00 PM 1012 - Bereavement Leave	7 1 entered	8 1 entered	9 2 entered	10 0 entered	11 0 entered
12 0 entered	13 1 entered	14 0 entered	15 0 entered	16 0 entered	17 0 entered	18 0 entered
19 0 entered	20 0 entered MLK Martin Luther King	21 0 entered	22 1 entered	23 0 entered	24 0 entered	25 0 entered
26 0 entered	27 0 entered Pending (1) 08:00 AM - 04:50 PM 1012 - Bereavement Leave	28 0 entered	29 0 entered	30 0 entered	31 0 entered	1 0 entered
2 0 entered	3 0 entered	4 0 entered	5 0 entered	6 0 entered	7 0 entered	8 0 entered

**A Pop-Box for Add Employee Request will then appear.**

**Step 4:** Select the appropriate template for the requested leave.

**\*\*Please note that your templates may look different depending on your schedule.**

The template will automatically populate the **Date** that you have selected, the **Start time** as 8:00, **Hours** as 8:30, and **Days** as 1.

**In this example, 1/23/25 is on a Thursday. Therefore, we will be selecting Mon-Thurs 8.5 Vacation. The employee would also like to leave at 11:00 A.M.**

**Note:** This template is generated to populate 8.5 hours. You can override the **Start time** and **Hours** by selecting the indicated time or hours. The start time is 8:00. If the time worked was 8 am-11 am you would still need 6:30 to complete the entire 8.5-hour day.

**Step 5:** Start time- Override the start time to indicate the time you are planning to leave. In this example, you would highlight the start time and change it to 11:00 A.M.

**Step 6:** Hours – Override the hours to indicate the amount of time you plan to take off for the remainder of the day. In this example, you would highlight the hours and type in 6:30.

**Step 7:** Days

**Step 8:** Select Leave Group

**Step 9:** Indicate the description

**Step 10:** Save

**Note - All sick leave will require a description for verification purposes to qualify for approval.**

The screenshot shows the 'Add Employee Request' form. At the top, it says 'New Year's Day' and 'New Year Day'. The form title is 'Add Employee Request' with a help icon and a 'Feedback' button. Below the title, there are two sections: 'Leave Calendar' and 'Employee'. The 'Leave Calendar' section has a dropdown menu set to 'Company Default'. The 'Employee' section shows 'Charity Shore [390771]'. Below these are several input fields: 'Date requested' (1/23/2025), 'Start time' (11:00 AM), 'Hours' (6:30), 'Days' (1), 'Leave Group' (Annual Leave Group), and 'Description' (Leaving at 11 A.M.). On the left side, there is a 'Templates' section with three options: '1-Sick, Mon-Thurs (8.5)', '2-Sick, Fri (6.0)', and '3-Vacation, Mon-Thurs (8.5)'. The '3-Vacation, Mon-Thurs (8.5)' option is highlighted. At the bottom, there are three buttons: 'Accruals', 'Cancel', and 'Save'. Blue arrows point from the '3-Vacation, Mon-Thurs (8.5)' template to the 'Date requested' field, from the 'Date requested' field to the 'Start time' field, from the 'Start time' field to the 'Hours' field, from the 'Hours' field to the 'Days' field, from the 'Days' field to the 'Leave Group' field, from the 'Leave Group' field to the 'Description' field, and from the 'Description' field to the 'Save' button. There is also a blue arrow pointing from the 'Accruals' button to the 'Save' button.

## Vacation Request Examples

### Vacation Leave Request Example – One week

In this example, the employee would like the request the entire week off for vacation. 1/20/25 – 1/24/25

1. Select Template – Vacation Mon- Thurs (8.5)
2. Days – 4
3. Leave Group – Annual Leave Group
4. Description – Vacation
5. Save

**Note-** This employee will also need to complete an additional request for the 5<sup>th</sup> day which is a Friday.

The screenshot shows the 'Add Employee Request' form with the following fields and values:

- Leave Calendar:** Company Default
- Employee:** Charity Shore [390771]
- Date requested:** 1/20/2025
- Start time:** 08:00 AM
- Hours:** 8:30
- Days:** 4
- Leave Group:** Annual Leave Group
- Description:** Vacation
- Accruals:** (button)
- Buttons:** Cancel, Save

Blue arrows point to the following elements in the form:

- The '3-Vacation, Mon-Thurs (8.5)' template in the 'Templates' list.
- The 'Days' dropdown menu.
- The 'Leave Group' dropdown menu.
- The 'Description' text input field.
- The 'Save' button.

### Vacation Leave Request Example – ½ Day

In this example, the employee would like to leave at 11:00 A.M. on Thursday 1/23/2024.

1. Select Template – Vacation (8.5)
2. Start time - Override the start time to indicate the time you are planning to leave. In this example, you would highlight the start time and type in 11:00 A.M.
  - **Note:** This template is generated to populate 8.5 hours. In this scenario, the start time was 8:00. If the time worked was 8 am-11 am you would still need 6:30 to complete the entire 8.5-hour day.
3. Hours – Override the hours to indicate the amount of time you plan to take off for the remainder of the day. In this example, you would highlight the hours and type in 6:30.
4. Days – 1
5. Leave Group – Annual Leave Group
6. Description – Leaving at 11 A.M.
7. Save

The screenshot displays the 'Add Employee Request' interface. At the top, it says 'New Year's Eve' and 'New Year Day'. The main title is 'Add Employee Request' with a help icon and a 'Feedback' button. Below this, the 'Leave Calendar' is set to 'Company Default' and the 'Employee' is 'Charity Shore [390771]'. The 'Date requested' is '1/23/2025'. The 'Start time' is '11:00 AM', 'Hours' is '6:30', 'Days' is '1', 'Leave Group' is 'Annual Leave Group', and the 'Description' is 'Leaving at 11 A.M.'. On the left, a 'Templates' list shows '1-Sick, Mon-Thurs (8.5)', '2-Sick, Fri (6.0)', and '3-Vacation, Mon-Thurs (8.5)' (which is highlighted). At the bottom, there are 'Accruals', 'Cancel', and 'Save' buttons.

**Friday – 1/24/25 Vacation – 5<sup>th</sup> Requested Day for Week-Long Vacation Example**

1. Select Template – Vacation Friday (6.0)
2. Days – 1
3. Leave Group – Annual Leave Group
4. Description – Vacation
5. Save

The screenshot shows the 'Add Employee Request' form for Employee Charity Shore [390771]. The form includes the following fields and values:

- Leave Calendar: Company Default
- Date requested: 1/24/2025
- Start time: 08:00 AM
- Hours: 6:00
- Days: 1
- Leave Group: Annual Leave Group
- Description: Vacation

A list of templates is shown on the left, with '4-Vacation, Fri (6.0)' selected. The 'Save' button is highlighted in blue, and a blue arrow points to it from the 'Cancel' button.

## Sick Leave Request Examples

### Sick Leave Request Example – Friday doctor appointment arrived at 10 A.M.

In this example, 1/17/25 is on a Friday. The employee also will only need to take 2 hours of sick leave for their doctor's appointment.

1. Select Template – Fri (Sick)
2. Start time- 8:00 A.M.
3. Hours – 2
4. Leave Group – Sick Leave
5. Description – Doctors Appointment
6. Save

The screenshot shows the 'Add Employee Request' form. At the top right, there are buttons for '?' and 'Feedback'. The form is for Employee 'Charity Shore [390771]'. The 'Leave Calendar' is set to 'Company Default'. A 'Templates' list on the left includes '1-Sick, Mon-Thurs (8.5)', '2-Sick, Fri (6.0)' (highlighted with a blue arrow), and '3-Vacation, Mon-Thurs (8.5)'. The 'Date requested' is '1/17/2025'. The 'Start time' is '08:00 AM' (with a clock icon), 'Hours' is '2:00', and 'Days' is '1'. The 'Leave Group' is 'Sick Leave Group' and the 'Description' is 'Doctors Appointment'. At the bottom, there is an 'Accruals' button, a 'Cancel' button, and a 'Save' button (highlighted with a blue arrow).

**Sick Leave Request Example – Multiple Days and have a doctor's note**

In this example, on 1/15/25 and 1/16/25 the employee was sick for multiple days and was given a doctor's note.

1. Select Template- Sick Mon-Thurs (8.5) – Note 1/15 & 1/16 is a Wednesday and Thursday
2. Days – 2
3. Leave Group – Sick Leave
4. Description – Sick 1/15 & 1/16 – Emailed manager doctors note
5. Save

The screenshot shows the 'Add Employee Request' form for Employee Charity Shore [390771]. The form includes the following fields and values:

- Leave Calendar: Company Default
- Date requested: 1/15/2025
- Start time: 08:00 AM
- Hours: 8:30
- Days: 2
- Leave Group: Sick Leave Group
- Description: Sick 1/15 & 1/16 emailed m:

On the left, a 'Templates' list is visible with the following options:

- 1-Sick, Mon-Thurs (8.5) - Selected (indicated by a blue arrow)
- 2-Sick, Fri (6.0)
- 3-Vacation, Mon-Thurs (8.5)

At the bottom, there are 'Accruals', 'Cancel', and 'Save' buttons. A blue arrow points to the 'Save' button.