

Time Clock – Leave Request

When you log in to the time clock program, you will be on either the Clock In or Clock Out screen. Either screen will work to do a Leave Request.

Click on the Leave Request button.



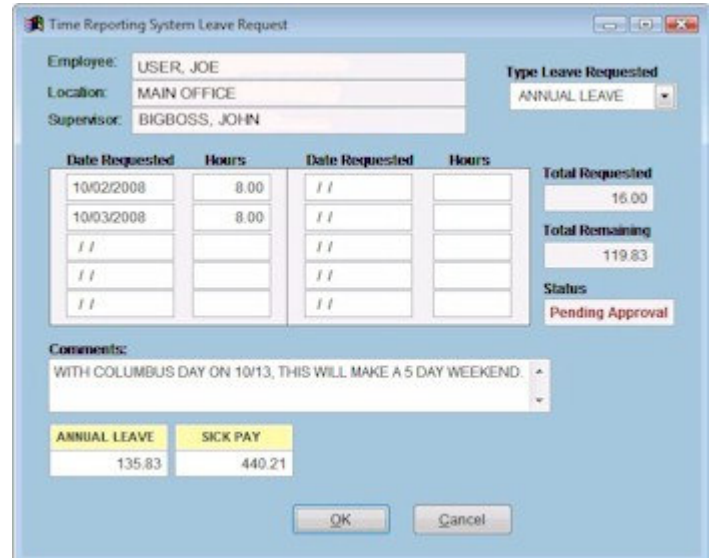
On the Leave Request Control screen you can see how much annual leave and sick pay you have built up, and the requests that have already been made. In this example the employee has one Leave Request waiting for approval.

Click on the Add button to make another leave request.



The screen that appears will allow you to ask for as many as 10 days off. Each day has a place for a date and number of hours that you want to take off. There is a place for comments. And there are figures showing how much time you have built up, as well as how much you want with how much will be left afterwards.

Under Type Leave Requested, use the drop down menu to select Annual Leave or Sick Pay. Type in the date and how many hours you want on that day. When you finish, click on the OK button.



In this example you can see that Joe User is asking for time off for two trips. For each of the trips he wants two days of annual leave. It shouldn't be a problem since he has plenty of leave time saved up.

Check this screen to see if the request has been approved or disapproved. The process we use should provide you with an answer before the end of the current pay period, or before two weeks have passed.

