

Making a Leave Request Using Time Clock Plus

1. Swipe your Badge over Reader (It's the black thing with the little red light on it)
2. Verify that you are the correct user (look in the lower right hand corner of the screen, your name should be there)



3. Click the **“Request”** button on the left side of the screen
4. The pop-up will have information for you to fill in about your leave request.
 - Put in a **“Starting Time”** and **Ending Time”** that will equal the number of hours you are requesting for leave
 - For 7.0 hours of leave enter Starting Time 8:00AM and Ending Time 3:00PM
 - For 2.5 hours of leave enter Starting Time 8:00AM and Ending Time 10:30AM
 - You may enter up to 5 days of leave in a single request, but you should not cross a weekend with a leave request
 - Example: 5-Day weekend Thursday through Monday would require 2 Requests, one for Thursday-Friday and a second for Monday.
 - After you have filled in the information completely click **“OK”**
5. The screen will then ask you to confirm the request, click **“Yes”**
6. A second pop-up will verify that the clock operation was successful, click **“OK”**
7. Click the **“Exit”** button on the left side of the screen

Note:

The Second tab shows all your current requests and their status.

