



# TimeClock Plus v7

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## Entering Leave



**TimeClock Plus<sup>®</sup>**  
a better sense of time.<sup>SM</sup>



# Entering Leave

Navigate to the **WebClock**.

Enter your **employee ID number** and click on **Log On To Dashboard**.

The screenshot shows the TimeClock Plus WebClock interface. At the top, the date is 12/16/2016 and the time is 01:47:49 PM. Below this, there is a 'Select Company' dropdown menu with 'St Joseph School District 1' selected. Underneath is an 'ID Number' input field, which is currently empty and has a red border. Below the input field are five buttons: 'CLOCK IN' (green), 'CLOCK OUT' (blue), 'LEAVE ON BREAK' (grey), 'RETURN FROM BREAK' (grey), and 'LOG ON TO DASHBOARD' (grey).



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# Entering Leave

Click **Manage Time Sheet**.



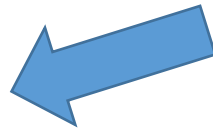


# Entering Leave

Select the date with leave and click add – box will change to Figure 2.

Wed 12/21 0:00  
Add

Figure 1



Wed 12/21 0:00  
 Approve  
[Edit](#) [Clear](#) [Copy](#)  
07:30 AM [clock icon] 7:30  
9004 - PTO Annualized  
■ Leave  
Add

Figure 2





# Entering Leave

Mon 12/19 0:00

Approve

0:00

07:30 AM << Clocked In >>

2424 - BUSINESS OFFICE 12MOS NC

[Edit](#) [Clear](#) [Copy](#)

07:30 AM 7:30

9004 - PTO Annualized

Leave

Add

Click edit to change number of hours, if needed.

Tips: Leave days are taken by half days or full days.

Employees who normally work:

8 hours – use 8 hours or 4 hours

7.5 hours – use 7.5 or 3.75 hours

7 hours – use 7 hours or 3.5 hours

6.5 hours – use 6.5 hours or 3.25 hours

6 hours – use 6 hours or 3 hours





# Entering Leave

Mon 12/19 0:00

Approve

0:00

07:30 AM << Clocked In >>

2424 - BUSINESS OFFICE 12MOS NC

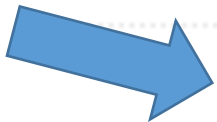
[Edit](#) [Clear](#) [Copy](#)

07:30 AM 7:30

9004 - PTO Annualized

Leave

Add

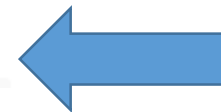


Click edit to change type of leave, if needed.  
Use drop down in job code to change to correct type of leave.

Time in 12/19/2016 07:30 AM

Hours 7:30

Job Code 9004 - PTO Annualized





# Entering Leave



Time in

Hours

Job Code

Substitute for << NONE >>

Note

Beginning time should be normal start time for a full day and an AM half day. Start a PM half day after clock out time so it does not overlap actual time worked. Click save.



# Entering Leave

## MANAGE TIME SHEET

12/18/2016 - 12/24/2016

Navigate Period

Display weekends

Reject

Accept



Prev



Next



Click the accept button when complete.



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**Questions – Please contact the Business  
Office 671-4000 X 126**



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