Requesting Leave in TCP Job Aid

The purpose of this job aid is to explain how to request leave in TCP, using any of the three following methods: WebClock, Remote Data Terminal (RTD), or MobileClock.

If an employee needs to request time off during a workday, a request needs to be submitted in TCP prior to taking leave.

**WebClock**

1. Click on “Requests”. The View Requests page will populate.
2. Use the single arrows to navigate to the month of the proposed request.

**Note:** The double arrow navigation will go back one calendar year.

3. Click on the “+” on the day for which the leave needs to be requested. Alternatively, click the green “Add” button and enter the date of the leave request.

4. Add the Employee Leave Request:
   a. Select the Request Template from the list of Templates on the left. This is to specify the type of leave being used.
   b. Enter the Date of the requested leave.
   c. Enter “Start Time” and “Hours” of leave.
   d. If the leave request is for multiple consecutive days, enter quantity in the “Days” field. If the request dates span two weeks and include days not regularly worked (for example, a classified employee took vacation Friday through Tuesday), input the leave requests for each week separately (one for Friday, another for Monday and Tuesday).
   e. Select the appropriate “Leave Code” or “Leave Group” from the drop-down menu.
i. If requesting time off using an active FMLA case, select the Leave Code drop down and change to “FMLA Case”.

ii. Select the approved FMLA case from the case drop down.
Note: The Leave Code will auto-populate for Bereavement, Jury Duty, and Parent Teacher Conference leave. The Leave Group must be selected for Sick and Vacation leave; there will only be one option in the Leave Group drop-down. If an employee took “Other” leave, select the appropriate type from the Leave Code drop-down menu.

5. If applicable, select whether or not you have submitted documentation to your supervisor or timekeeper.

6. Click “Save”.

7. The leave request will now show in the Calendar view as pending.
Note: Once the request has been approved in TCP, it cannot be edited. Employees can cancel an approved leave request until the date of leave. After the date of leave, only Timekeepers and Manager have access to cancel approved leave requests.

Remote Data Terminal (RDT)
1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select SelfService.
4. Click "Requests".
5. Current requests will show for the populated period. Click "Add".
6. In the "Employee Request" window, choose a template for the type of leave being requested.
7. Input the day of leave in “Date Requested”.
8. If the request is for part of the workday, enter the “Start time” and amount of hours in “Hours”.
9. If requesting more than one consecutive day, enter the number of days in “Days”.
10. If applicable, using the "Leave Code" or “Leave Group” dropdown, select leave type.
   
   **Note:** Depending on the Leave Template selected, a Leave Code or Leave Group will populate.

11. Add the leave request description (optional).
12. Click "Save".

   **Note:** Once the request has been approved in TCP, it cannot be edited. Employees can cancel an approved leave request until the date of leave. After the date of leave, only Timekeepers and Manager have access to cancel approved leave requests.
MobileClock

1. Open the menu by sliding up on the menu bar.
2. Select "Requests".

3. To add a request, select “+”.

[Images showing the MobileClock app interface for opening the menu and selecting requests]
4. Select reason for leave under "Templates".
5. Verify or correct the “Date Requested”.
6. If the request is for part of the workday, enter the “Start time” and amount of hours in “Hours”.
7. If requesting more than one consecutive day, enter the number of days in “Days”.
8. Using the "Leave Code" or “Leave Group” dropdown, select leave type.

**Note**: Depending on the Leave Template selected, a Leave Code or Leave Group will populate.

9. Add the leave request description (optional).
10. Click "Save".

**Note**: Once the request has been approved in TCP, it cannot be edited. Employees can cancel an approved leave request until the date of leave. After the date of leave, only Timekeepers and Manager have access to cancel approved leave requests.