

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.

 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.

| ≡i | .cp " TimeCloc | k Plus* | Sam Maverick Clocked C | Dut | | | 1/19/2023 12:46:16 PM | Ny Options | Log Off |
|----|-------------------------|-----------------|------------------------|---------------|----------------------------------|------|-----------------------|------------|---------|
| • | Dashboard | View Requests | | | | | | ? Fee | dback |
| 0 | View | Calendar List | | | | | | | |
| 8 | Requests | Status ~ FMLA ~ | | | | | | | |
| 2 | Clair | + Add Manage~ | Refresh | << < January: | 2023 <u>> >></u> Wed | Thu | Fri | Sat | |
| - | | » 1 + 2 | + | 3 + | 4 4 | 5 | 6 | + 7 | + |
| | | » 8 + 9 | + | 10 + | 11 4 | 12 + | - 13 | + 14 | + |
| | | » 15 + 16 | | 17 + | 18 4 | 19 + | - 20 | + 21 | + |
| | | » 22 + 23 | + | 24 + | 25 4 | 26 + | - 27 | + 28 | + |

- 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.



| Add Employee Reque | st | ? |
|--|---|------------|
| Templates Bereavement Jury Duty Other Parent Teacher Conference Sick - Classified E | Employee Caitlin Rathe [6001566655] Date requested 4/12/2021 Start time 08:00 AM Hours 8:00 Days 1 Leave Coot << NONE >> No Accrual Bank | |
| | Have you submitted the a prosupervisor? 18 - Amatuer Radio Operator Leave 19 - CASA Volunteers 20 - Search & Rescue Training 21 - Law Enforcement Reserve Train | |
| Accruals | 22 - Red Cross Volunteer | - V |

i. If requesting time off using an active FMLA case, select the Leave Code drop down and change to "FMLA Case".

| Add Employee Request | | | | ? |
|---|-----|--|--|---|
| TemplatesBereavementFMLAJury DutyOPE - FacultyOther | ^ | Employee Date requested Start time Hours Days FMLA Case V | 3/30/2022 08:00 AM 8:00 1 15 - 11/17/2021 FMLA | |
| Accruals | · · | Description | Cancel Save | |

ii. Select the approved FMLA case from the case drop down.



| u | Add Employee Request | | | | ? |
|----|--|---|---|-------------------------------|---|
| | Templates Bereavement FMLA Jury Duty | | Employee Date requested Start time Hours Days | 8/10/2021 08:00 AM 8:00 | |
| ł | Military Leave - Salary Other | | FMLA Case 🗸 | 25 - 07/15/2021 FMLA | |
| •2 | 4 | • | Description | | |
| | Accruals | | | Cancel Save | |

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".

| Add Employee Reque | st | ? |
|---------------------------|---|-----|
| Templates | Employee | |
| Bereavement | Start time 08:00 AM | |
| Jury Duty | Hours 8:00 | |
| Other | Days 1 | |
| Parent Teacher Conference | Leave Code 19 - CASA Volunteers | |
| Sick - Classified E | Description | |
| Accruals | Have you submitted the appropriate documentation to your Timekeeper or Supervisor? K< NONE >> Yes No Cancel | ive |

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".

| Self Service | | | | |
|--------------|-----------|------|--|--|
| | | | | |
| Hours | Schedules | | | |
| Last Punch | Messages | | | |
| Accruals | Requests | | | |
| | | | | |
| | Ca | ncel | | |
| | | | | |

5. Current requests will show for the populated period. Click "Add".



| | l. | /iew Requests | ; | | | |
|--------------------|--|---------------|----------|--------------|-------------|---|
| 08/02/2021 - 10/1 | 08/02/2021 - 10/17/2021 Select Show: ♥ Approved ♥ Denied ♥ Pending | | | | | |
| Date Submitted Not | ice Days Request Date | Start Time | Level 1 | Request Type | Request D | • |
| -10/8/2021 -26 | 9/11/2021 | 08:00 AM 8:00 | Approved | Leave Code | 11 - Milita | |
| -10/8/2021 -25 | 9/12/2021 | 08:00 AM 8:00 | Approved | Leave Code | 11 - Milita | |
| -10/8/2021 -19 | 9/18/2021 | 08:00 AM 8:00 | Approved | Leave Code | 11 - Milita | |
| -10/8/2021 -18 | 9/19/2021 | 08:00 AM 8:00 | Approved | Leave Code | 11 - Milita | |
| -10/8/2021 -12 | 9/25/2021 | 08:00 AM 8:00 | Approved | Leave Code | 11 - Milita | |
| - 10/8/2021 -11 | 9/26/2021 | 08:00 AM 8:00 | Approved | Leave Code | 11 - Milita | |
| -10/8/2021 -5 | 10/2/2021 | 08:00 AM 8:00 | Approved | Leave Code | 11 - Milita | |
| - 10/8/2021 -4 | 10/3/2021 | 08:00 AM 8:00 | Approved | Leave Code | 11 - Milita | - |
| 4 | | | | | • | |
| | | | | Add | Clos | e |
| | | | | | | |

- 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".

| Add Employee Request | | | | | | |
|---|-----------------|--------------------------|------|--|--|--|
| Templates | | | | | | |
| Bereavement Jury Duty | Name: | Sam Maverick | | | | |
| Military Leave - Hourly Other | Date requested: | 10/14/2021 | Edit | | | |
| Overtime Comp - Classified Parent Teacher Conference | Start time: | 8:00 am | Edit | | | |
| Sick - Classified NE | Hours: | 8:00 | | | | |
| Straight Comp - Classified Vacation - Classified NE | Days: | 1 | | | | |
| | Leave Code: | Vacation - Classified NE | | | | |
| | Description: | | | | | |
| 4 | | | | | | |
| | | Cancel | 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.



<u>MobileClock</u>

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

| DASHBO |) DARD | HOURS | SCH | EDULES | ACCRUALS | | | |
|----------|------------------|---------------|-----|--------|----------|--|--|--|
| D | Mess | ages | | | | | | |
| \oplus | Requ | Requests | | | | | | |
| Û | Notifi | Notifications | | | | | | |
| ŝ | Configuration | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | Ο | | < | | | |

3. To add a request, select "+".





- 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..

| ← Add Employee Request | | | | | |
|-----------------------------|------------------------|--|--|--|--|
| Templates | ~ | | | | |
| Date requested 6/11/2021 | Start time08:00 am (S) | | | | |
| Hours08:00 | Days | | | | |
| Leave Code 5 - Jury Duty | Q | | | | |
| Description | | | | | |
| SA | WE | | | | |
| | | | | | |
| 111 (| | | | | |