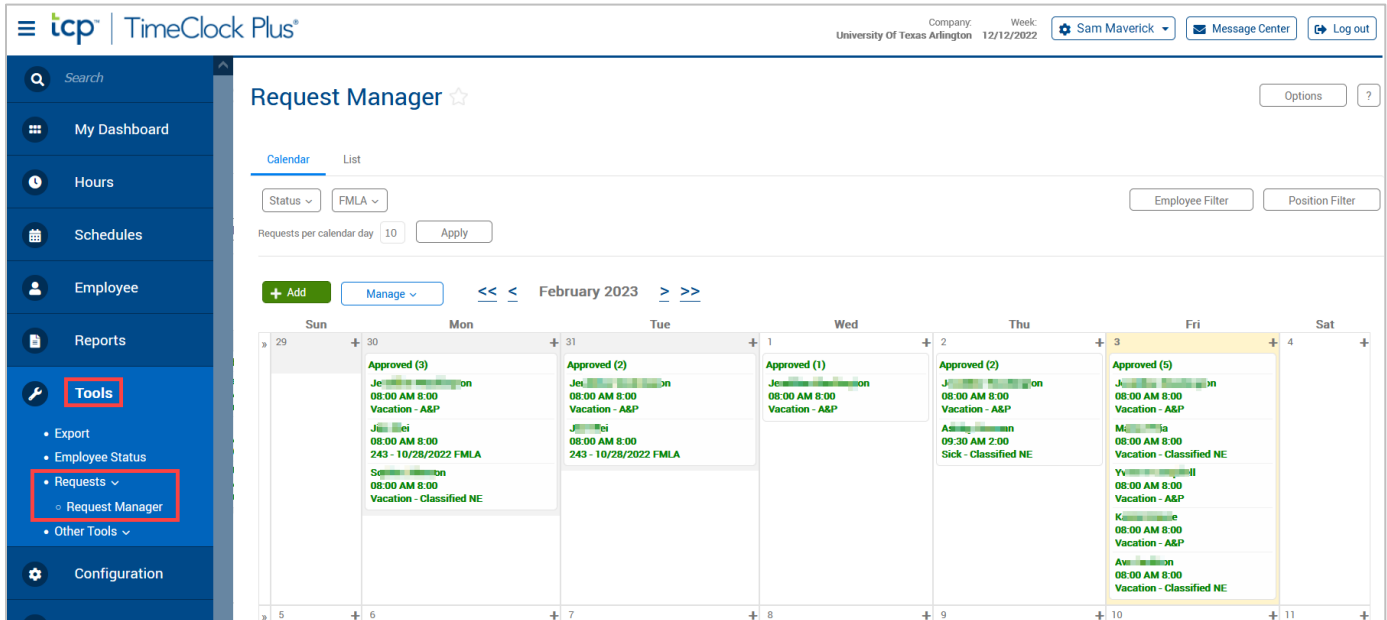


Add Leave Request for Employee Job Aid

The purpose of this job aid is to explain how to add a Leave Request for an employee.

Note: Calendar view will be used for the following steps but these actions can be taken through List view also.

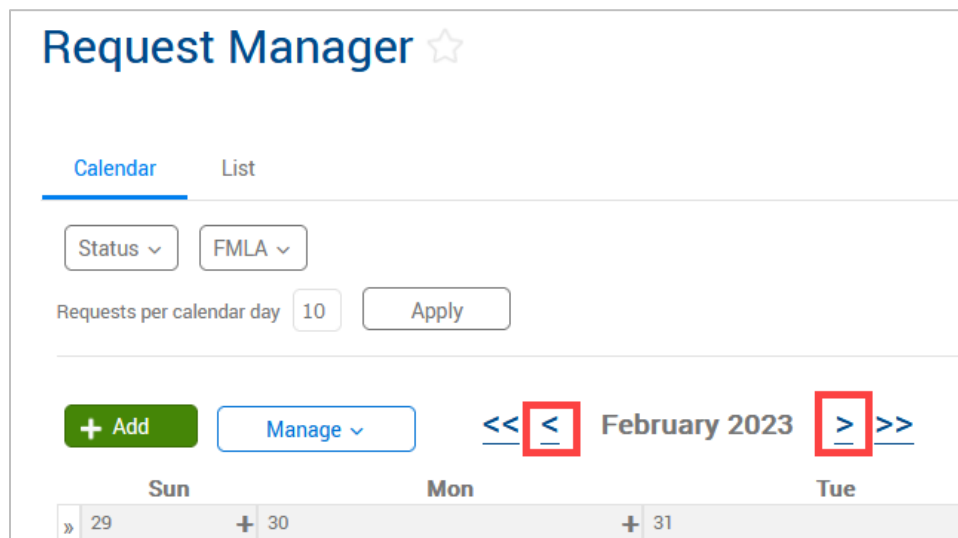
1. Click on Tools, then Requests. The Request Manager page will populate.



The screenshot shows the 'Request Manager' page in the 'TimeClock Plus' system. The page title is 'Request Manager' with a star icon. Below the title are tabs for 'Calendar' and 'List'. There are filters for 'Status' and 'FMLA', and a 'Requests per calendar day' dropdown set to '10'. Navigation buttons include '+ Add', 'Manage', and double arrows for month navigation. The calendar shows approved requests for February 2023, with specific dates and employee names listed for each day.

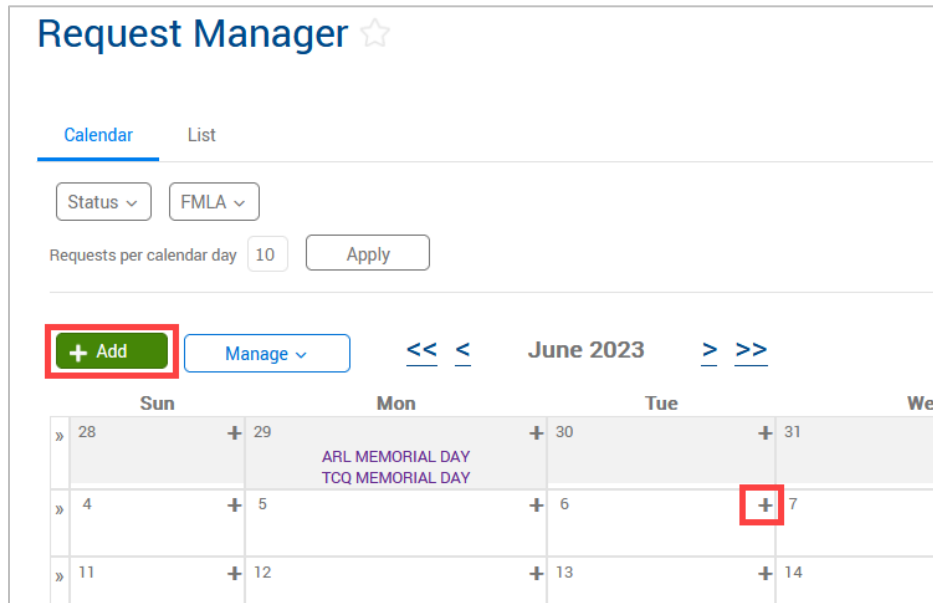
2. If needed, use the single arrow navigation button to go to the appropriate month.

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



This close-up screenshot focuses on the navigation area of the Request Manager. It shows the 'Request Manager' title, the 'Calendar' tab, and the navigation buttons: '+ Add', 'Manage', and double arrows for month selection. The month 'February 2023' is displayed. The single arrow navigation buttons are highlighted with red boxes.

3. Select "Add" or click the "+" sign on the day you would like to add leave to on behalf of your employee.



Request Manager ☆

Calendar List

Status ▾ FMLA ▾

Requests per calendar day 10 Apply

+ Add Manage ▾ << < June 2023 > >>

Sun	Mon	Tue	Wed
» 28 +	29 ARL MEMORIAL DAY TCQ MEMORIAL DAY	+ 30	+ 31
» 4 +	5	+ 6	+ 7
» 11 +	12	+ 13	+ 14

4. Complete the leave request.

Note: If entering a Leave Request pertaining to an FMLA case, please use the [specifications](#) at the end of this document.

- Type in the employee’s name to select the employee.
- If you used the “Add” button, enter the date. If you used the “+” sign on the day it will be on the selected day.
- Select the appropriate Template for the type of leave being requested.
- Update the hours if it was a partial day’s leave, and the days if it was more than 1 day.
- If applicable, select the correct Leave Code.
- Answer the question about documentation when applicable.

Note: Only applicable when Using the “Other” Template.

- Optional – you can send the employee a notification of this leave request entry by checking the “Send user notification” box.
- Press Save.

Add Employee Request ?

Templates

<< NONE >>

01-Vacation - A&P

05 Sick - A&P

Employee: Lau [100]

Date requested: 6/6/2023

Start time: 08:00 AM

Hours: 8:00

Days: 1

Leave Group: Vacation - A&P

Description:

Approve request

Create drop requests

Send user notification

- A processing window will appear. Select "OK". The leave request will then appear on the calendar as pending, awaiting manager approval.

Processing ?

Process complete.

100%

Elapsed 0:00
Remaining 0 min

June 2023

Tue		Wed	
+ 30		+ 31	
+ 6		+ 7	
+ 11	+ 12	+ 13	+ 14

Pending (1)

Lau [100]

08:00 AM 8:00

Vacation - A&P

Adding FMLA Leave Request

When submitting leave requests for an employee with an active FMLA case, use the FMLA Leave template. Next, select “FMLA Case” from the dropdown menu on the sixth field. Then, select the FMLA case number. This will ensure the hours are recorded on the FMLA case in TCP.

The screenshot shows the 'Add Employee Request' form. On the left, a 'Templates' dropdown menu is open, with 'FMLA' selected and highlighted by a red box. The main form fields include: Employee (Sam Maverick [123456]), Date requested (8/2/2021), Start time (08:00 AM), Hours (8:00), Days (5), and FMLA Case (33 - 05/17/2021 FMLA), which is also highlighted by a red box. Below these fields are three checkboxes: 'Approve request', 'Create drop requests', and 'Send user notification'. At the bottom, there are buttons for 'Accruals', 'Cancel', and 'Save'.