

Requesting leave on computer and viewing other options

<https://rs5.tcplusondemand.com/app/webclock/#/EmployeeLogOn/157865/1>

Above is the link to use to be able to review your time for the week, to be able to request any time off and other options. Once you go to the link just use your employee # and hit logon to the dashboard. At the top, you can see the options of things that you can do.

To request a day off go to Requests at the top of page and then a calendar will open up. Go to the day that you want off and hit the + sign. Then you will need to select on the left-hand side if you are taking a **half day** or a **whole day**. On the right-hand side, you will need to select a leave code, either sick, personal, vacation, bereavement, or jury duty. If you want more than 1 day and they are consecutive you can change the days to however many you will be off. It will then show on the calendar as pending. If you change your mind and do not want the day off you can delete it as long as it is still in the "Pending" stage. If the day has been approved and you change your mind, your supervisor will then have to delete it for you. **You will get a message on the TimeClock after your time has been approved.**

If you click on View at the top and go to Hours you can see the hours you have worked for the week or you can hit the arrows at the top to go to previous weeks to see what you worked then.

If you go to View and then to Last Punch that will show you the last time you punched the timeclock.

If you go to View and then to Accruals this will show you your balances personal, sick and vacation leave. There is one thing different on this than your check stubs in the EAC. **The balances in TimeClock Plus are in HOURS not days like on the EAC center.**

If you go to messages there will be any messages that have been sent to you.