Leave request and other options on the timeclock

On the timeclock, you can view your hours, leave balances, last punch and put in leave request. To do these on the timeclock just swipe your badge and then hit the "Self Service" button. Another screen then will come up with the options on there.

To request a day off go to Requests and down in the corner hit ADD. 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, hit EDIT beside the date and a calendar will open for you to highlight what date you want the time off and then hit select. Then you will need to hit EDIT beside the pay code and you will get a list to select a leave code. Highlight either sick, personal, vacation, bereavement, or jury duty and hit select. If you want more than 1 day and they are consecutive you can change the days to however many you will be off. You can also change the start time if you want by hitting edit and then putting in the time (if taking ½ day in the afternoon you will need to do this). It will then show on your list under request.

If you change your mind and do not want the day off, you can delete it if 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 go to View Hours you can see the hours you have worked for the week or you can hit the arrows at the bottom for the periods to go to previous weeks to see what you worked then.

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

If you go to View 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.