Requesting Time Off In Time Clock Plus - Employee

1. Log Into TimeClock Plus

2. Choose 'Requests' from the top menu.

3. Navigate to the day/days you would like to request off using the Calendar navigation:
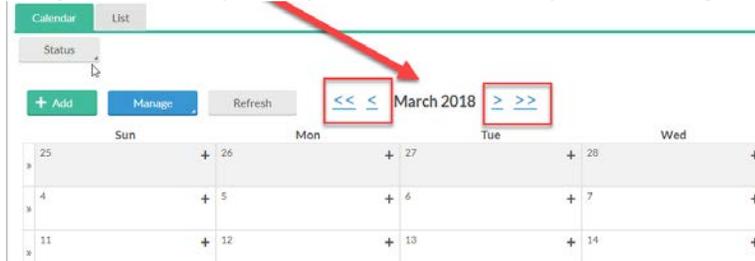
4. Click the '+' icon next to the corresponding date to start a new request.
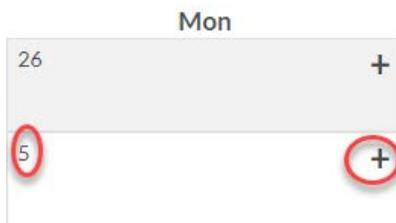
5. In the 'Add Employee Request' window indicate the following: (See the following screenshot)
   a. **Date Requested**
   b. **Start Time**
   c. **Hours** (usually 7 for a full day)
   d. **Days** - number of consecutive days being used within the same week. (Non-Consecutive days should be done as a separate request)
   e. **Leave Code** (Vacation, Sick, Floating Holiday, or Volunteer Leave)
   f. **Description (optional)** – this can be used for comments and/or notes.
   g. **Accruals** (Use this to View your accrual balances)
   h. **Click 'Save'**

6. Once you click 'Save,' your manager will receive an email with your request details. You will receive an email once your manager approves/denies your request. You may also view the status of the request on the request calendar. (See below screenshot).
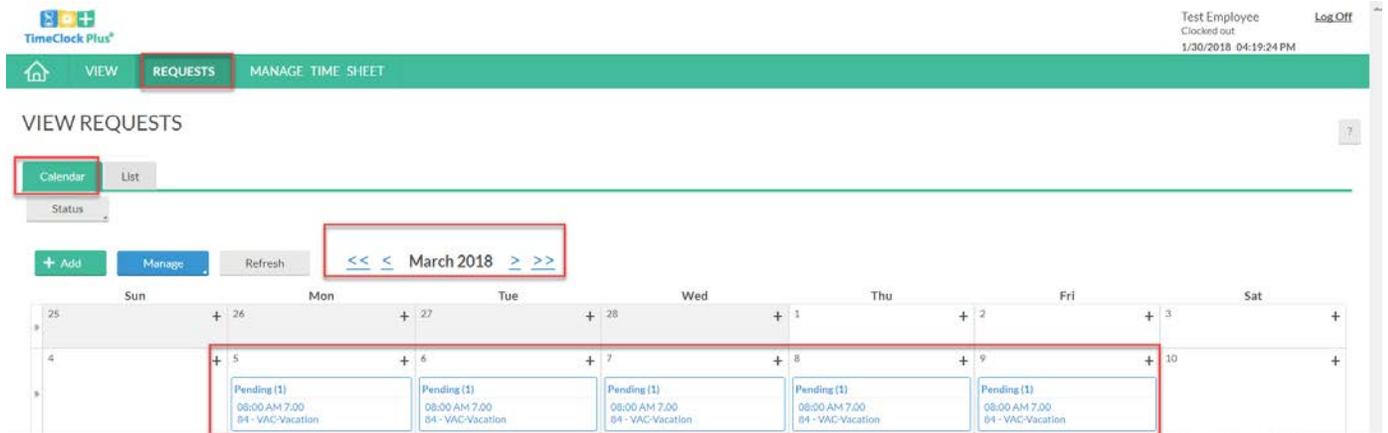
7. To delete a Pending request:
   a. Click on the 'List' tab from the 'View Requests' menu.
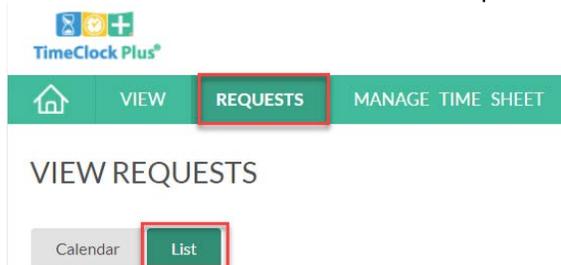
8. Update the range of dates to the period you requested off and click 'Update'
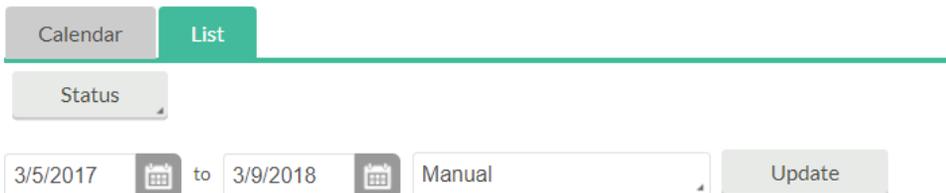
9. Click the '+' sign and select the date(s) you would like to delete. (Note: only pending requests can be deleted, please ask your manager to delete/cancel approved requests).

10. Click 'Manage' and then 'Delete.'
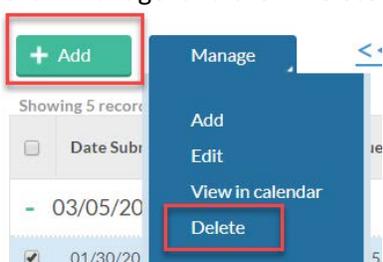
11. Click 'Ok' if a warning message appears

> ❓ You have selected 1 request(s) that can be deleted. Are you sure you want to delete the selected requests?
>
> Cancel   **Ok**

12. Once your request is approved or denied you will receive an email similar to the one below:

Fri 2/2/2018 5:04 PM

AJ ✅

▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇@shu.edu>

Time Off Request Approved

To ✅ ▇▇▇▇▇▇▇▇▇

LinkedIn   Report Phish

Your request for time off has been approved by ▇▇▇▇▇▇▇▇▇▇ Please see the below details:

VAC-Vacation 03/26/2018 - 03/30/2018 7.00

**Please note if you have requested multiple days off, you may receive an email notification for each day requested.

Please contact HRIS or humanres@shu.edu if there are any questions.