

HOW TO REQUEST LEAVING USING THE WEB CLOCK

All employees may enter Leave Requests via the Web Clock. You can access the Web Clock using a computer or mobile device using Chrome or Firefox as your browser. If you use Internet Explorer or Safari, there is no guarantee it will work. To log into the Web Clock enter the address below.

<https://128880.tcplusedemand.com/app/webclock/#/EmployeeLogOn/128880/1>

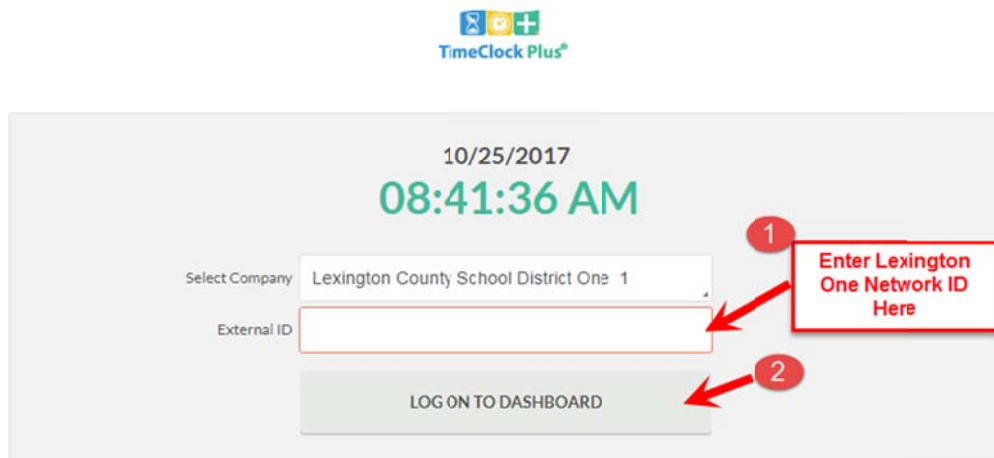
The link can also be accessed from the Lexington School District One website by following any one of the paths below.

I AM/An Employee/Time and Attendance

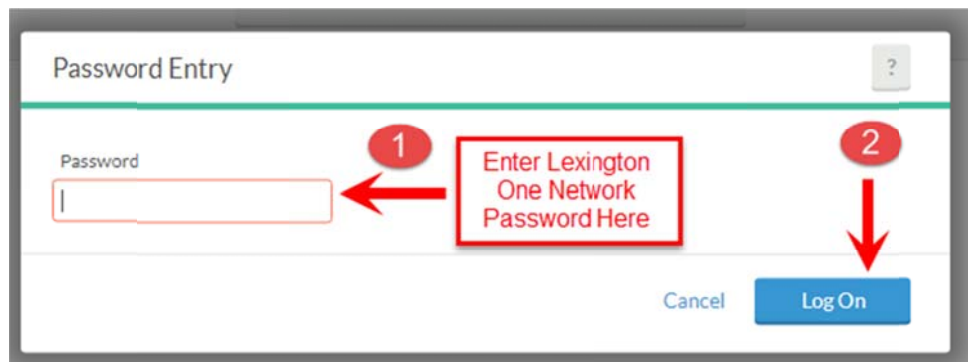
I AM/A Former Employee, Substitute or Temporary Employee

DEPARTMENTS/Fiscal Services/Time and Attendance

The login screen below will appear. Enter your Lexington One network User ID and select “LOG ON TO DASHBOARD”.

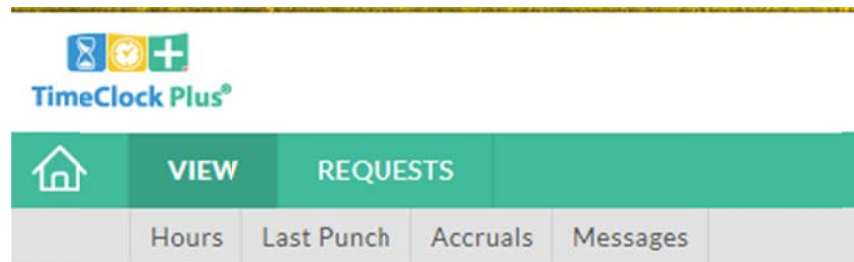


You will then be prompted to enter your password. Enter your Lexington One network password. Click on “Log On”.

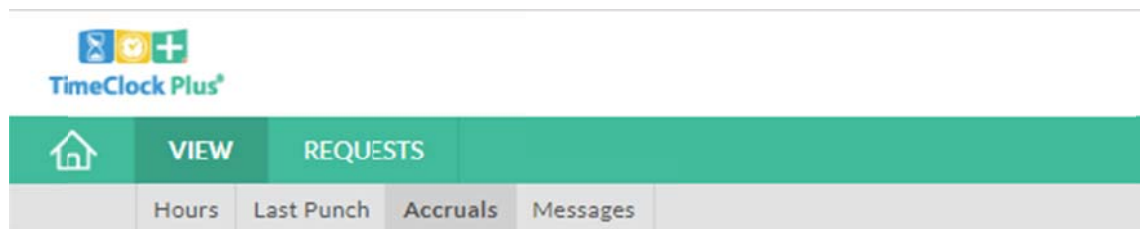


The Home page will appear next, from here you can select either “VIEW” or “REQUESTS”.

The screen below will appear if you select “VIEW”. Under “VIEW”, you can select any one of the following: Hours, Last Punch, Accruals and Messages.



The “Accruals” tab displays your leave balances by type. The amount in the “Accrued” column is the balance as of the last pay period. No amounts will appear in the “Accrual Forecast” or “Used” columns as accruals are updated from the payroll system as each payroll is posted. The Used Forecast is the total of hours already submitted on leave requests. The “Remaining” balance displayed is equal to the “Accrued” balance less the “Used Forecast” amount.



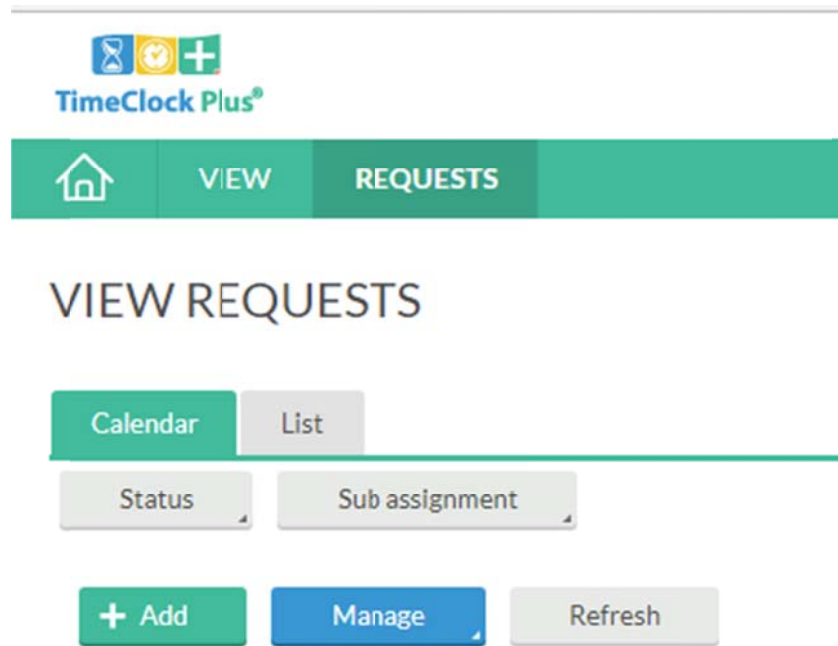
ACCRAUALS

Select forecast date 

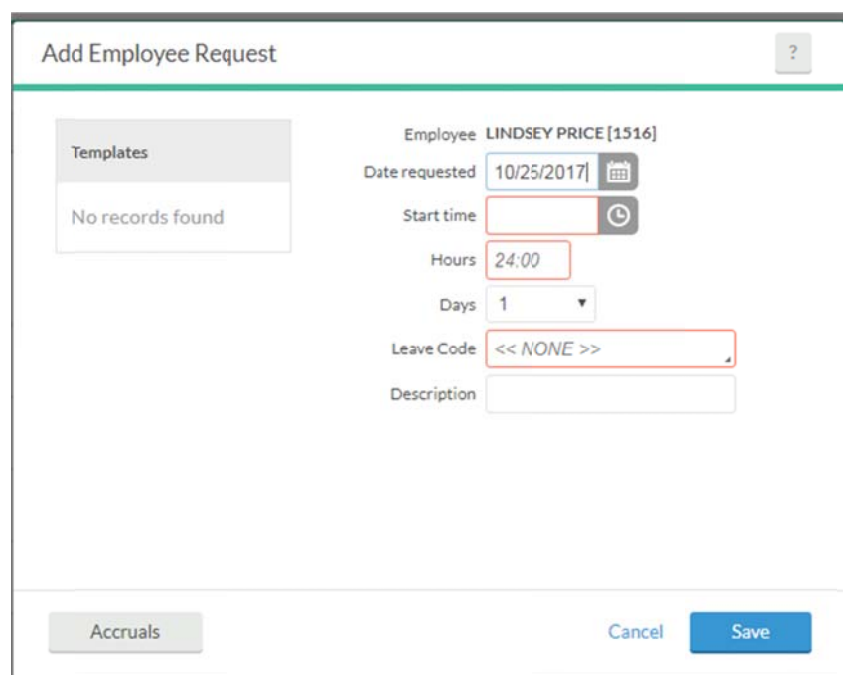
Showing 2 records of 2

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Remaining
Annual Leave	1129.3500	0.0000	0.0000	4.0000	1125.3500
Non Scheduled Work Day	0.0000	0.0000	0.0000	0.0000	0.0000

Under “REQUESTS”, you can see all previous leave requests and clocked time (in either calendar or list views) and add a new request. You may also add or delete leave requests. The REQUEST screen is below.



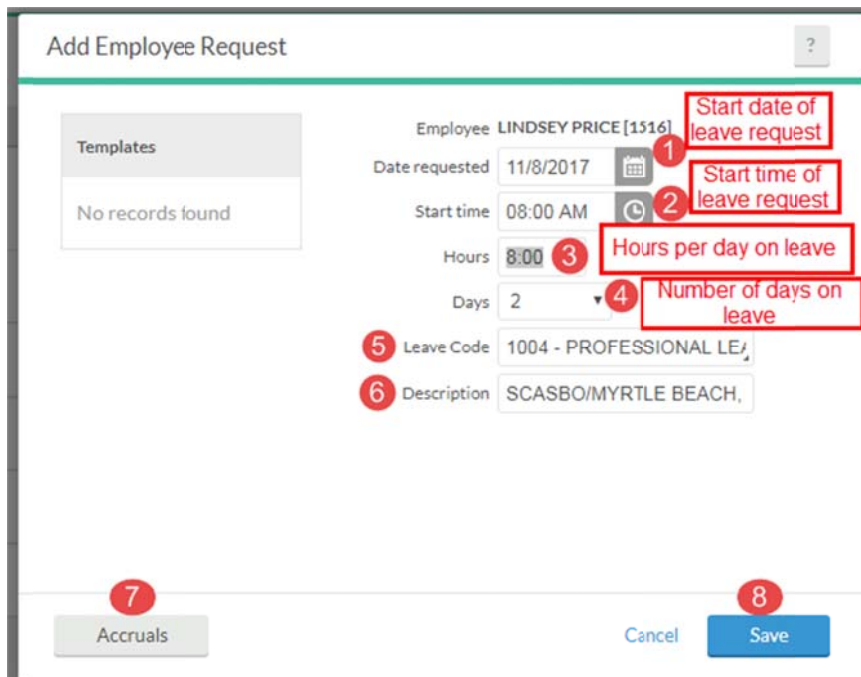
To add a leave request, select the “+ Add” button from the “View Requests” screen shown above. The “Add Employee Request” screen will appear. The screen **always** first appears with the current date in “Date Requested” and “24:00” in the “Hours” box. These **will** change as you enter information.



If you will be out multiple days, enter the number of work days you will be out in the Days field. If the dates cross over a regular weekend the system will recognize it. If the time you will be out crosses over a district Holiday, you will need to enter two leave requests. Enter one leave request for time up until the Holiday and another leave request for the time after the Holiday.

To enter your leave request, follow the steps below.

1. In the “Date Requested” field, enter the start date for the leave you are requesting by typing the date or click on the “calendar” icon and select the date from the calendar.
2. Enter the “Start Time” by typing in the time or by selecting the time once you click on the “clock” icon.
3. In the “Hours” box, type in the number of hours you will be out for the day. If out for an entire day, this should be the number of hours you are contracted to work each day.
4. In the “Days” field, type in the number of days you will be out or select the number from the drop down list by clicking on the arrow.
5. Click in the “Leave Code” box and a list of leave types that pertain to you will appear. Select the appropriate type. The type of annual leave can be very important due to certain restrictions on personal leave and tracking of hours under the Family Medical Leave Act, etc.
6. Enter a description/note concerning the leave. If professional leave, give name and location (city and state) of the conference.
7. If you want to view leave balances, click on the Accruals button.
8. Click on “Save” when you have completed the request.



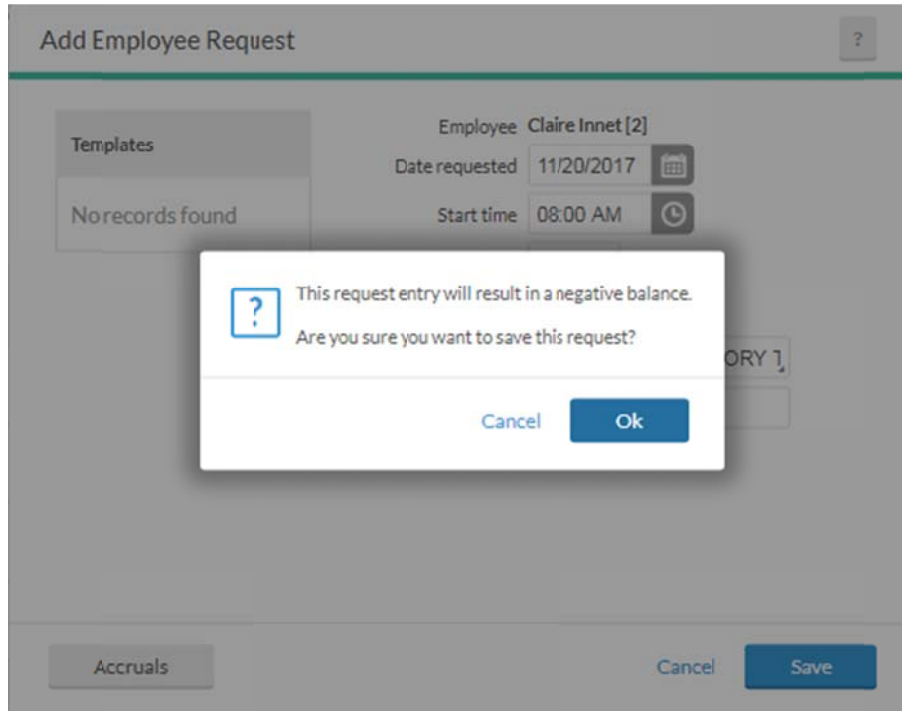
The screenshot shows the 'Add Employee Request' form. The form fields are as follows:

- Employee: LINDSEY PRICE [1516]
- Date requested: 11/8/2017 (with a calendar icon)
- Start time: 08:00 AM (with a clock icon)
- Hours: 8:00
- Days: 2 (with a dropdown arrow)
- Leave Code: 1004 - PROFESSIONAL LEA
- Description: SCASBO/MYRTLE BEACH,

Numbered callouts (1-8) are placed over the form:

- 1: Start date of leave request (over Date requested)
- 2: Start time of leave request (over Start time)
- 3: Hours per day on leave (over Hours)
- 4: Number of days on leave (over Days)
- 5: Leave Code (over Leave Code)
- 6: Description (over Description)
- 7: Accruals button (over Accruals)
- 8: Save button (over Save)

If your leave request will put the balance for that leave type in the negative, you will receive a warning like the one shown below. Please note if you select OK, and the leave type is Annual Leave and there is not a sufficient balance when the leave is posted for payroll in BusinessPLUS, **your pay will be docked.**



Once you click on “Save”, an email will be sent to your manager (supervisor/principal) letting them know they have a leave request pending to approve. The requests now show as “Pending”. The “Pending” will change to “Approved” or “Denied” once action is taken on the request by the manager.

+ Add Manage Refresh

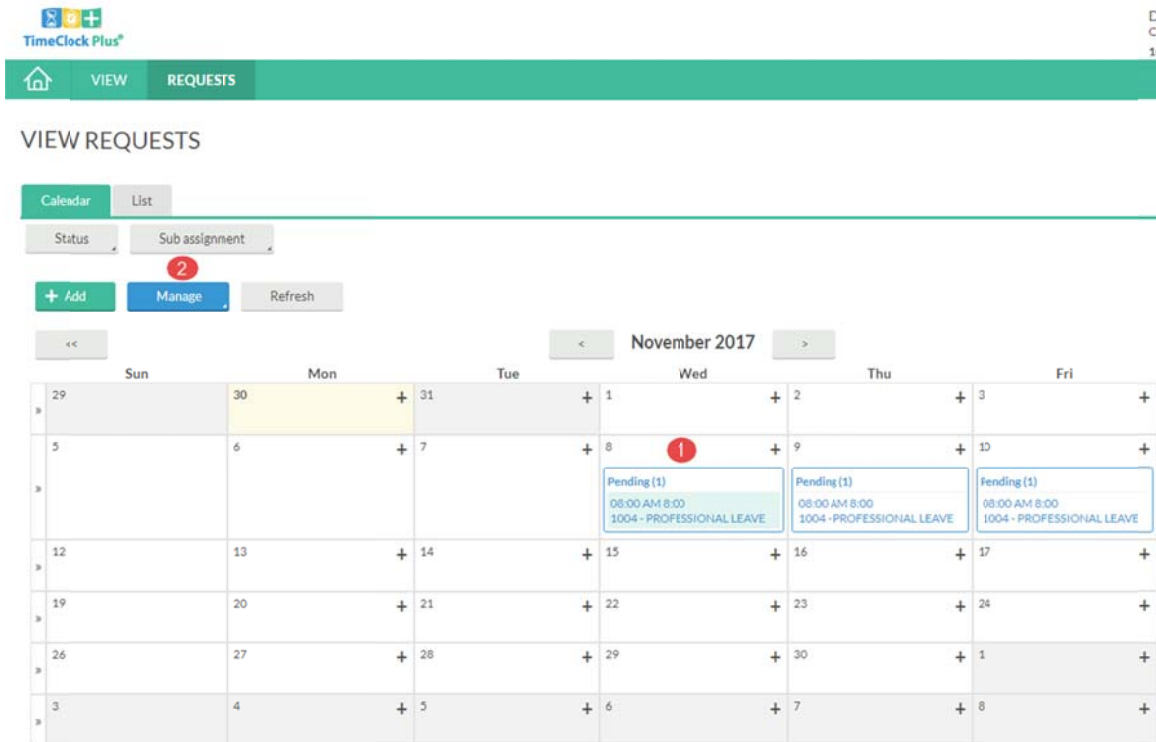
<< < **October 2017** > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	+	+	+
22	23	+	+	+	+	+
29	30	+	+	+	+	+
5	6	+	+	+	+	+

Pending (1)
 08:00 AM 8:00
 1004 - PROFESSIONAL LE...

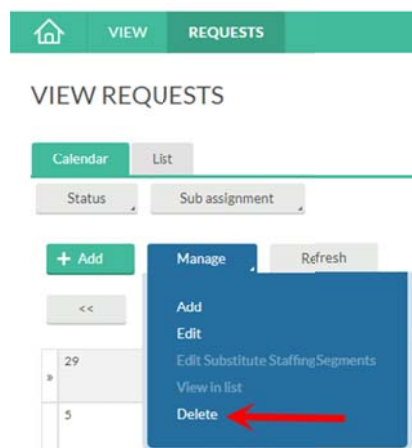
Pending (1)
 08:00 AM 8:00
 1004 - PROFESSIONAL L...

1. To delete or modify an unapproved leave request, select or right click on the request itself. The request will be shaded in light blue.
2. Click on the “Manage” button.



The screenshot shows the 'VIEW REQUESTS' page in the TimeClock Plus application. At the top, there is a navigation bar with 'VIEW' and 'REQUESTS' tabs. Below this, there are filter options for 'Status' and 'Sub assignment'. A red circle with the number '2' is placed over the 'Manage' button. The main area displays a calendar for November 2017. On Wednesday, November 8th, there are three pending leave requests for '1004 - PROFESSIONAL LEAVE' from 08:00 AM to 8:00. A red circle with the number '1' is placed over the first of these requests.

When you click on “Manage” the box shown below will appear. Click on “Edit” to modify the request or “Delete” to remove the request.



This screenshot shows the 'Manage' dropdown menu that appears when a user clicks on a leave request. The menu includes options: 'Add', 'Edit', 'Edit Substitute Staffing Segments', 'View in list', and 'Delete'. A red arrow points to the 'Delete' option.

Once your manager has approved/denied your leave request, you will receive an email to notifying you of the approval/denial. Once a leave request has been approved, you cannot change or delete it. You must submit a Leave Correction form to your manager for approval and entry.