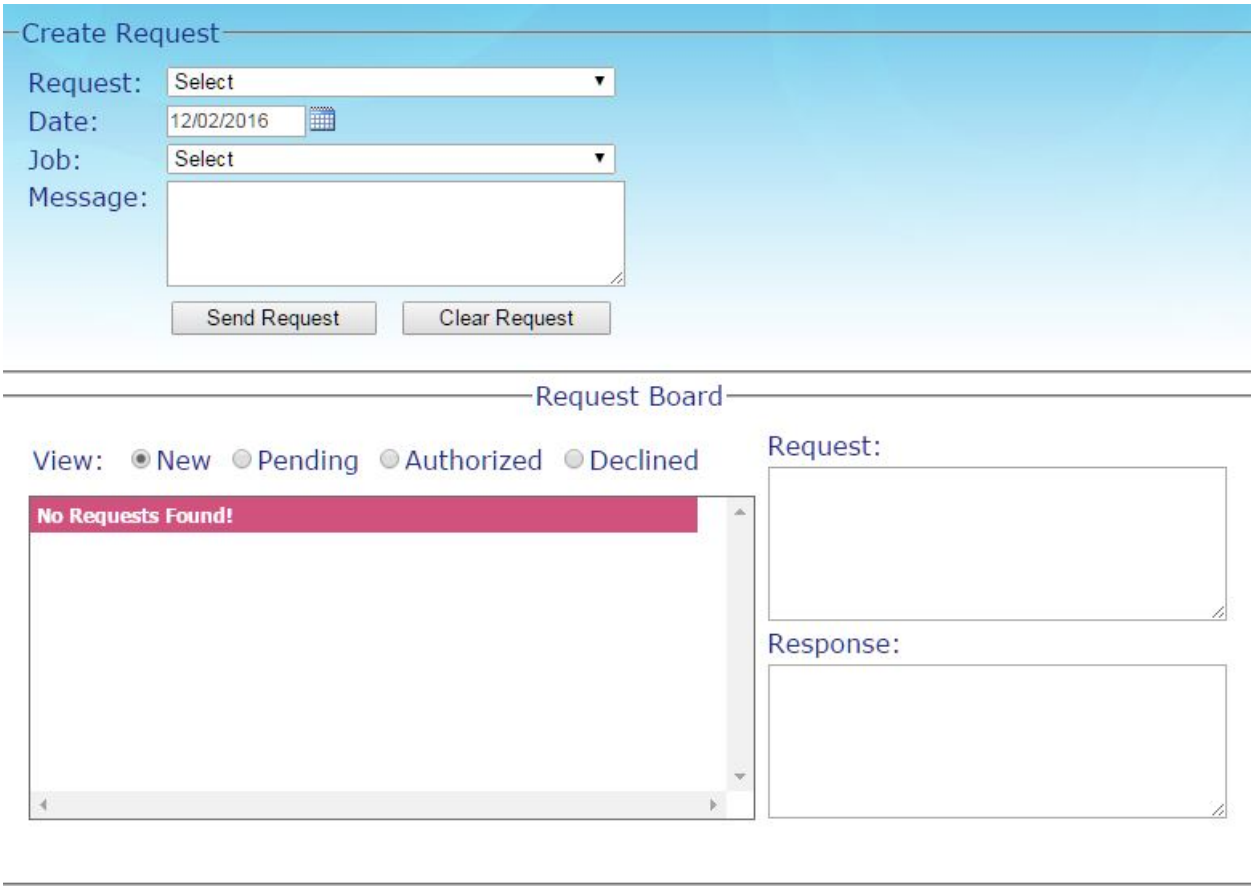
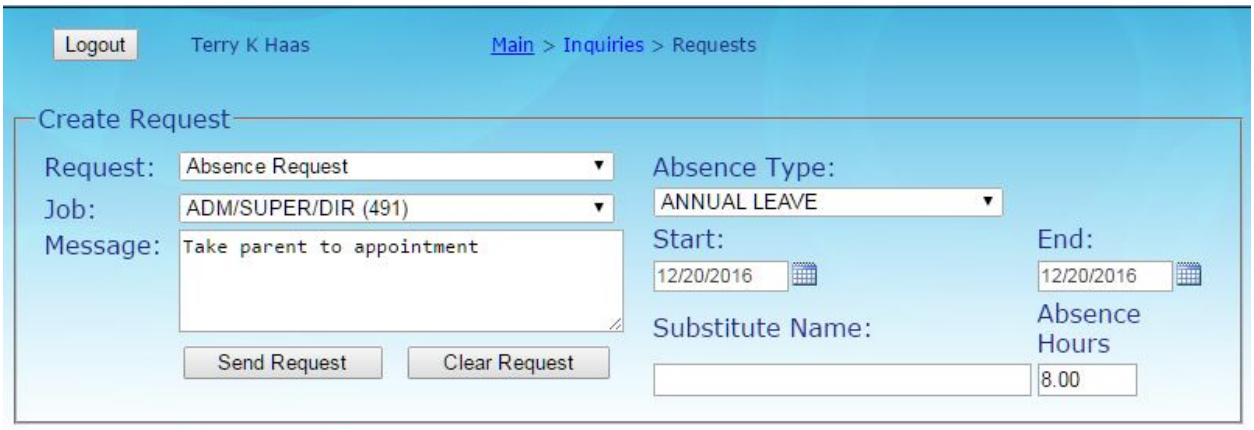
TimeKeeper
Employee Request and TimeSheet Approval

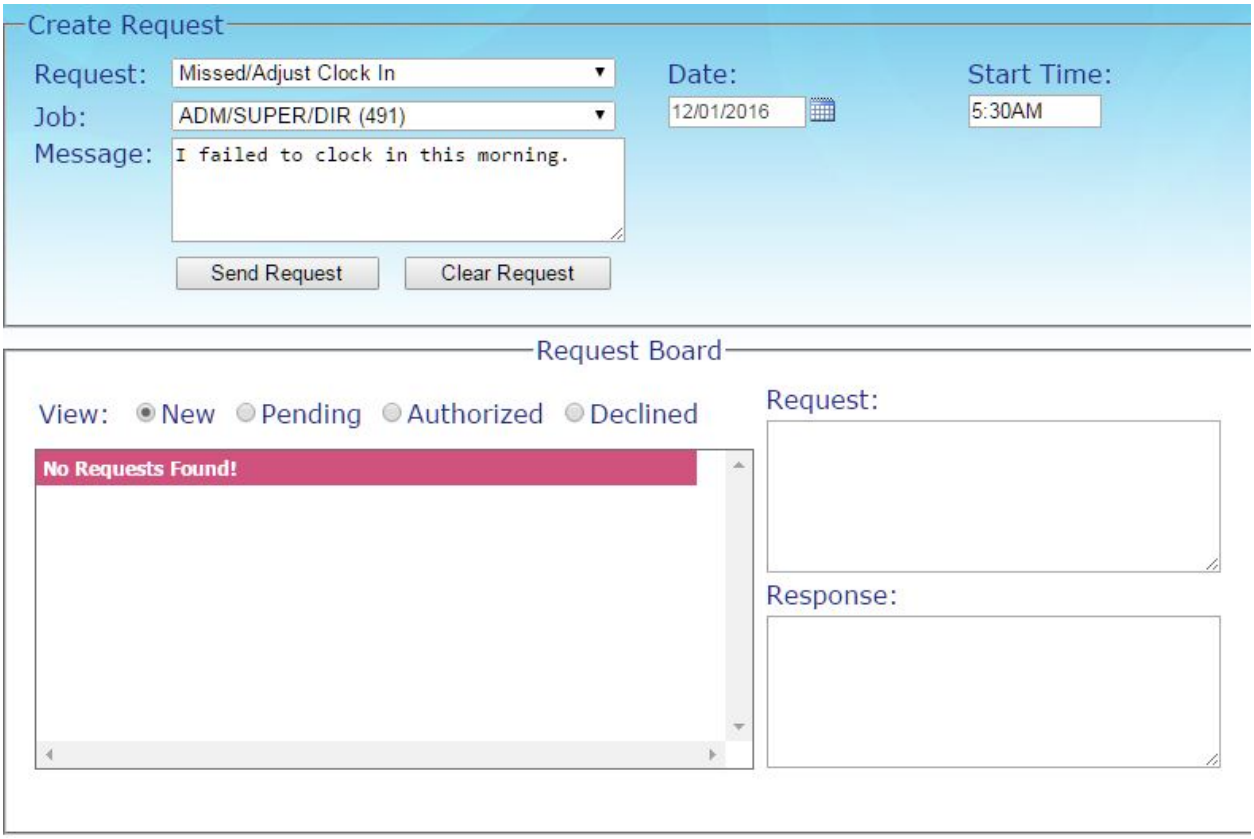
An employee may request leave in Timekeeper by signing into TimeKeeper and selecting Request from the menu on the left hand side of the screen. It will open a Create Request screen with drop down boxes for the selection.



To request Annual Leave, Sick Leave or use of Comp Time the employee would complete the request as follows and click on the Send Request button.

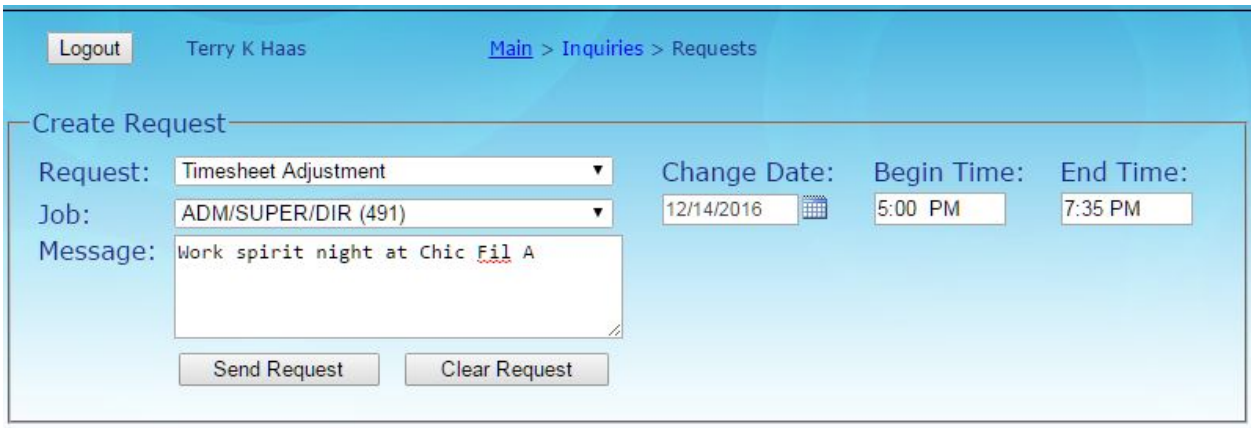


An employee may also use this screen to request a correction due to not clocking in or not clocking out. The screen will look like the following for this type of request.

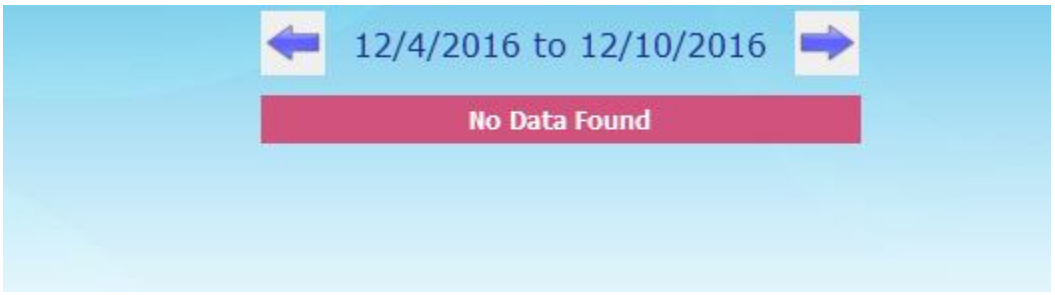


The employee will be able to monitor if the request is approved or denied on the same screen. Leave should never be taken until it is approved by the supervisor. The information will appear as below:

If an employee is permitted to do work away from the school, such as spirit night at a local restaurant, they would complete a Timesheet Adjustment request. In this request they would list the beginning and ending time along with a message to explain the type of work performed.



Employees should approve their timesheets each week. This approval must be done either after signing out on Friday or before signing in on Monday. To approve the timesheet the employee should click on Timesheet on the left hand side menu. If the week needing approval does not appear, the employee may need to click on the left hand arrow to move to the week needing approval. See below:



Once the correct week is selected they will see the following:

If the time is correct, they will need to click on the select all box and then the Approved box.

Once approved the checks will remain under the approved column if the employee goes back to look at this week.

The employee is not required to print the timesheet. They may do so if they like and this is the screen they would use. They may also select the full month date range to print by clicking on the Print Timesheet by Date Range button.