APPROVING/DENYING TIME-OFF REQUESTS

TIMECLOCK PLUS

Log onto TimeClock Plus

When Administrators or Managers arrive at "My Dashboard" Under Pending Time Off Requests, they will see all pending requests.

Approving or Denying a Time-Off Request

From the Pending Time Off Requests, the manager, or a user with proper permission can approve or deny the request by selecting the checkmark (to approved) or the X (to deny).

✓ Approved

✗ Deny

Managers or a user with proper permission can also approve or deny the request by viewing it on a Monthly Calendar by selecting Jump to Request Manager.

To approve or deny the requested leave time from the Calendar:

1. Right-click on the pending leave request you would like to approve or deny

2. Select the level of approval you would like to grant.

3. Once approved or denied, the status will change from
   • Pending to Approved or
   • Pending to Denied.

Note: Deleting a request will cause it to be completely removed from the system.
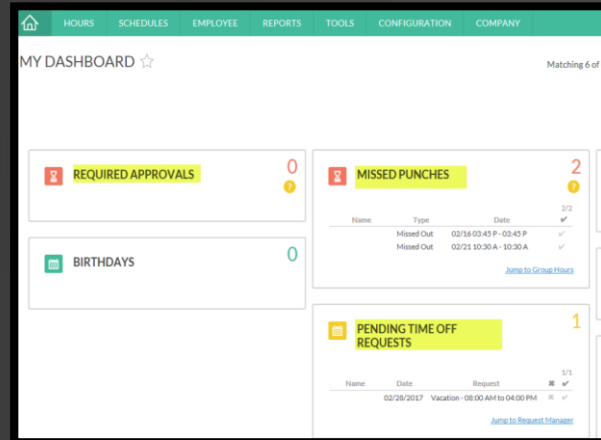
Best Practices

1. Remind employees to Clock-in & Clock-Out daily.

2. Review & approve required approvals, missed punches on a daily basis for accurate payroll processing.

3. Please reiterate to employees to not share passwords, and clock-in in their assigned area.

4. Become familiar with the software so that it can be utilized to the best capacity.

For any questions or concerns, please contact the Payroll Department
(956) 548-8391