

# APPROVING/DENYING TIME-OFF REQUESTS

TIMECLOCK PLUS

# Log onto TimeClock Plus



Manager

Select Company

External ID

Password

Log On

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

The dashboard includes several sections:

- BIRTHDAYS:** 0\*
- CLOCK EXCEPTION:** 5972\* (with a help icon ?)
- PENDING TIME OFF REQUESTS:** 100\* (highlighted with a red box)
- ANNIVERSARIES:** 11\*

The 'PENDING TIME OFF REQUESTS' table is as follows:

Name	Date	Request	15/100	X	✓
[blurred]	10/18	ILLNESS-STATE - 08:00 AM to 04:00 PM	X	✓	
[blurred]	10/22	ILLNESS-STATE - 11:30 AM to 03:30 PM	X	✓	
[blurred]	9/3	ILLNESS-STATE - 08:00 AM to 04:00 PM	X	✓	
[blurred]	10/21	STATE PERSONAL LEAVE - 08:00 AM to 04:00 PM	X	✓	
[blurred]	10/22	STATE PERSONAL LEAVE - 08:00 AM to 04:00 PM	X	✓	
[blurred]	10/14	ILLNESS-STATE - 07:00 AM to 03:00 PM	X	✓	
[blurred]	8/24	ILLNESS-STATE - 07:00 AM to 03:00 PM	X	✓	
[blurred]	10/5	ILLNESS-STATE - 07:00 AM to 03:00 PM	X	✓	
[blurred]	10/19	ILLNESS-LOCAL - 12:00 PM to 04:00 PM	X	✓	
[blurred]	10/8	STATE PERSONAL LEAVE - 08:00 AM to 04:00 PM	X	✓	
[blurred]	10/18	ILLNESS-STATE - 10:30 AM to 02:30 PM	X	✓	
[blurred]	11/5	ILLNESS-LOCAL - 08:00 AM to 04:00 PM	X	✓	

Other sections include:

- OVER TIME:**
  - 09/24 02:14 P - 03:00
  - 09/24 07:45 A - 07:00 P
  - 09/30 08:00 A - 07:45 P
  - 10/01 08:00 A - 05:45 P ✓
  - 10/08 08:15 A - 05:00 P ✓
  - 09/24 05:45 A - 10:00 A ✓
- ANNIVERSARIES:**

Name	Type	Date
[blurred]	Anniversary	10/13 (12)
[blurred]	Anniversary	10/18 (4)
[blurred]	Anniversary	10/11 (8)
[blurred]	Anniversary	10/14 (8)
[blurred]	Anniversary	11/19 (2)
[blurred]	Anniversary	11/02 (37)
[blurred]	Anniversary	10/28 (36)
[blurred]	Anniversary	10/23 (21)
[blurred]	Anniversary	11/12 (29)
[blurred]	Anniversary	10/17 (4)
[blurred]	Anniversary	11/16 (9)

## 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.


 **PENDING TIME OFF REQUESTS** 100\*

15/100 ▲

Name	Date	Request	X	✓
	10/18	ILLNESS-STATE - 08:00 AM to 04:00 PM	X	✓
	10/22	ILLNESS-STATE - 11:30 AM to 03:30 PM	X	✓
	9/3	ILLNESS-STATE - 08:00 AM to 04:00 PM	X	✓
	10/21	STATE PERSONAL LEAVE - 08:00 AM to 04:00 PM	X	✓
	10/22	STATE PERSONAL LEAVE - 08:00 AM to 04:00 PM	X	✓
	10/14	ILLNESS-STATE - 07:00 AM to 03:00 PM	X	✓
	8/24	ILLNESS-STATE - 07:00 AM to 03:00 PM	X	✓
	10/5	ILLNESS-STATE - 07:00 AM to 03:00 PM	X	✓
	10/19	ILLNESS-LOCAL - 12:00 PM to 04:00 PM	X	✓
	10/8	STATE PERSONAL LEAVE - 08:00 AM to 04:00 PM	X	✓
	10/18	ILLNESS-STATE - 10:30 AM to 02:30 PM	X	✓
	11/5	ILLNESS-LOCAL - 08:00 AM to 04:00 PM	X	✓

[Jump to Request Manager](#)

	10/8	STATE PERSONAL LEAVE - 08:00 AM to 04:00 PM	X	✓
	10/18	ILLNESS-STATE - 10:30 AM to 02:30 PM	X	✓
	11/5	ILLNESS-LOCAL - 08:00 AM to 04:00 PM	X	✓

 [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.

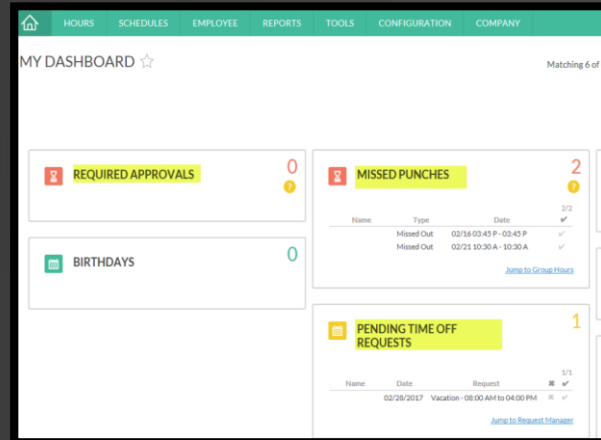
The screenshot displays the REQUEST MANAGER interface. At the top, there is a search bar and a user profile icon with a 'Resume tutorial' link. The main navigation bar includes 'HOURS', 'SCHEDULES', 'EMPLOYEE', 'REPORTS', 'TOOLS', 'CONFIGURATION', and 'COMPANY'. Below this, there are sub-menus for 'Import', 'Export', 'Employee Status', 'Requests', 'QR Code Generator', and 'Other Tools'. The 'REQUEST MANAGER' section has tabs for 'Calendar' and 'List'. There are filters for 'Status' and 'Sub Assignment', and a 'Requests per calendar day' dropdown set to '10'. The calendar view shows the month of October 2021. A context menu is open over a pending leave request on Monday, October 27th. The menu options are: 'Add', 'Detail', 'Edit Substitute Staffing Segments', 'View in list', 'Delete', 'Approve Request Level 1', and 'Deny'. The 'Approve Request Level 1' option is highlighted with a red box. The calendar shows pending requests on Monday and approved requests on Tuesday and Wednesday.

# 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