

Requesting Leave in TimeClock Plus

These directions will help staff members learn how to request leave in TimeClock Plus. For more information, go to <https://www.k12northstar.org/Page/5818>.

Employee Responsibilities

1. **Clock in and out each day on time. Do not clock in or out more than 8 minutes BEFORE or AFTER scheduled start and end times unless approved by your supervisor.**
2. **Clock in and out each day for lunch.**
3. **Work only hours allotted per contract. Any variance (+ / -) must be approved by your supervisor. Employees MUST add a note to explain any variance.**
4. **Request leave in either AESOP or TimeClock Plus as determined by your supervisor.**
5. **Review and approve your time in TCP at the end of each week or as determined by your supervisor.**

Log on to TCP

The screenshot displays the TimeClock Plus login page. At the top, there is a blue banner with the URL <https://timeclock.k12northstar.org>. Below the banner, the date **11/30/2017** and the time **02:59:29 PM** are shown in green. The main form area contains two input fields: 'Select Company' with the value 'FNSBSD 1' and 'Badge/ID Number' with the value '999999'. A circled '1' is positioned to the left of the 'Badge/ID Number' field. Below the input fields are three buttons: a green 'CLOCK IN' button, a blue 'CLOCK OUT' button, and a grey 'LOG ON TO DASHBOARD' button. A circled '2' is positioned to the left of the 'LOG ON TO DASHBOARD' button.

1. The Badge/ID Number is your number without the F.
2. Select *Log on to Dashboard*.

Enter Your Pin Number

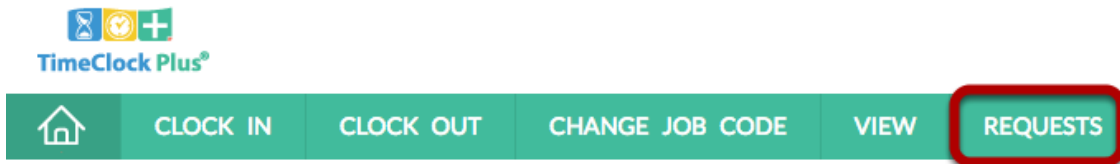
PIN Entry

1 PIN

2 Cancel Log On

1. Your pin number is the last four digits of your SSN.
2. Select *Log On*.

Select Requests



On the dashboard, select *Requests*.

Verify the Month and Day

VIEW REQUESTS

Calendar List

Status

+ Add Manage Refresh 1 << December 2017 >> 2

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 +	27 +	28 +	29 +	30 +	1 +	2 +
3 +	4 +	5 +	6 +	7 +	8 +	9 +
10 +	11 +	12 +	13 +	14 +	15 +	16 +
17 +	18 +	19 +	20 + 3	21 +	22 +	23 +
24 +	25 +	26 +	27 +	28 +	29 +	30 +
31 +	1 +	2 +	3 +	4 +	5 +	6 +

A calendar appears.

- 1 & 2. Verify month and the year.
3. Select the + sign next to the day.

Add Employee Request [?]

Employee **TEST EMPLOYEE [999999]**

Date requested 12/20/2017 [1]

Start time 08:00 AM [2]

Hours 7:00 [3]

Days 1 [4]

Leave Code 320 - PERSONAL LEAVE [5]

Description Leaving for xmas break [6]

Templates

No records found

Cancel [8] Save [7]

1. Again, verify the date.
2. Enter the start time for your leave.
3. Enter the number of hours you are requesting leave for.
4. Then enter the number of days if you are requesting consecutive days off.
5. Enter the leave code.
6. If there are special circumstances surrounding the leave request that the supervisor needs to be aware of, this is the place to relay that message.
7. Select Save.

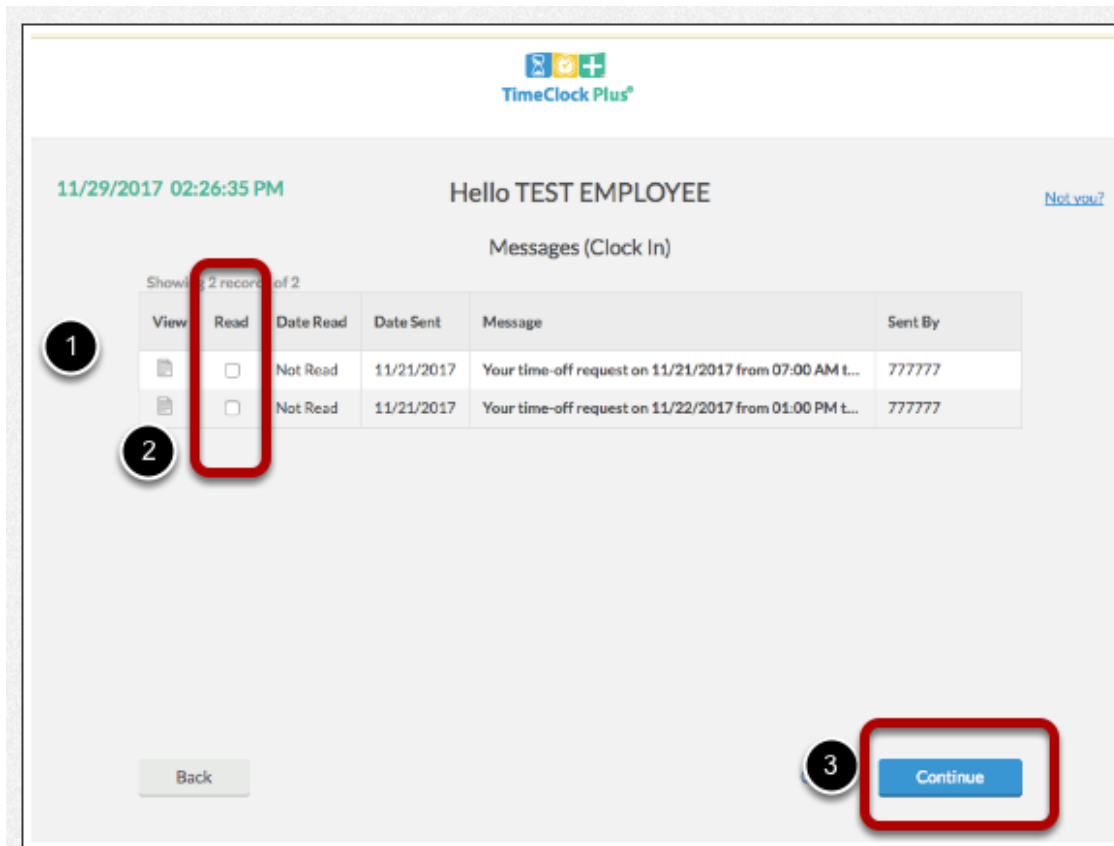
Pending and Approved Leave

The screenshot shows a calendar for December 2017 with the following elements:

- Buttons: + Add, Manage, Refresh
- Navigation: << < December 2017 > >>
- Calendar Grid: Days of the week (Sun, Mon, Tue, Wed) and dates (26-31).
- Approved Leave (Green):
 - Date: 11 (Monday)
 - Duration: 08:00 AM 2.00
 - Type: 330 - SICK LEAVE
 - Label: Approved (1)
 - Indicator: A black circle with the number 2.
- Pending Leave (Blue):
 - Date: 20 (Wednesday)
 - Duration: 08:00 AM 7.00
 - Type: 320 - PERSONAL LEAVE
 - Label: Pending (1)
 - Indicator: A black circle with the number 1.

1. The leave shows on your calendar as pending. You can make edits to your leave until your supervisor approves it.
2. Once your leave is approved, the leave will turn from blue to green. If you need to make changes to any leave that has been approved, you must send an email to either your timekeeper or your supervisor to request that those changes be made.

Acknowledging Approved or Denied Leave



After your leave is approved or denied, on your next clock in or out you will receive a message that your leave was approved.

1. You can view the message by clicking the view button.
2. You must acknowledge this message by checking the “Read” button.
3. Then continue clocking in or out as normal.