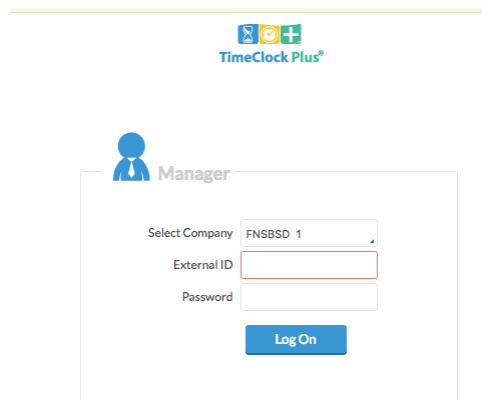


Configuring Leave Requests Email Notifications in TCP

Some supervisors and timekeepers have requested the option to receive email notifications when an employee requests leave through TCP. These directions will enable you to configure settings to allow for notifications.

These directions do not apply to staff members who request leave through AESOP.

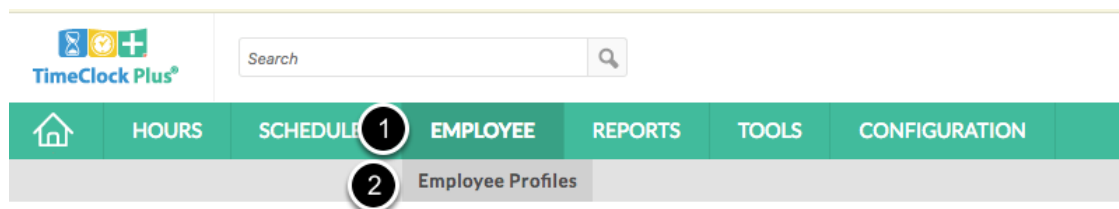
Log on to the Manager Portal



The screenshot shows the TimeClock Plus Manager login interface. At the top center is the TimeClock Plus logo. Below it is a 'Manager' login box containing a 'Select Company' dropdown menu with 'FNSBSD 1' selected, an 'External ID' text input field, a 'Password' text input field, and a blue 'Log On' button.

<https://timeclock.k12northstar.org/app/Manager/>

Open Employee Profiles



1. Select Employee
2. Employee Profiles will open.

Select an Employee

TimeClock Plus®

Search

Home HOURS SCHEDULES EMPLOYEE RE

Employee Profiles

EMPLOYEE PROFILES ☆

Sort by: ID ↑ Employee Filter

Search Hours Access 3

Showing 18 records of 49

1 10815 KATHRYN PORT 2 KATHRYN PORT

1. Select a specific employee by clicking on their name.
2. The employee's name will appear under the Hours and Access tab. **Managers will see both the *Hours* and *Access* tab. Timekeepers will only see the *Access* tab.**
3. Click on the *Access Tab*.
4. You must repeat this process for each employee. Unfortunately, there is not an option to configure multiple employees at once. The system will stay open on this page so you can easily move from one employee to the next.

Configure Notifications

2 Cancel Save

- Access

Showing 8 records of 8

Override Role	Role	Notifications	Universal	First Name	Last Name	User ID ↑
	Non-Role	<input type="checkbox"/>	X	KATHRYN	PORT	10815
	Non-Role	<input type="checkbox"/>	X	BERNICE	CREEK	21590
<input type="checkbox"/>	Role	<input type="checkbox"/>	✓			
	Non-Role	<input checked="" type="checkbox"/>	X	CLAIRE	MORTON	360857
<input type="checkbox"/>	Role	<input type="checkbox"/>	✓			
	Non-Role	<input type="checkbox"/>	X			
<input type="checkbox"/>	Role	<input type="checkbox"/>	✓	ADAM	MOROTTI	367143
<input type="checkbox"/>	Role	<input type="checkbox"/>	✓			

Role indicates a district administrator. **DO NOT** make any changes with the role names.
Non-role indicates a department or school manager or timekeeper. This is a good place to check that the correct staff members have access to the TCP manager portal for your department or

school.

1. Check the box in the *Notifications* column for those managers and timekeepers who would like to receive an email notification when an employee submits a leave request.
2. Select **Save**.

Email Notification

Time Off Request Created



Kathy Port

Kathy Port; Bernice L. Creek; Claire E. Morton

Wednesday, December 6, 2017 at 8:21 AM

[Show Details](#)

A time-off request "Doctor's appt" on 12/20/2017 from 08:00 AM to 11:00 AM for SICK LEAVE has been CREATED by KATHRYN PORT.

An email will be sent to all managers and timekeepers who are configured in TCP to receive email notifications. These notifications are sent from TCP immediately after the leave has been requested by the employee.

Pros and Cons for Configuring Email Notifications

Pros:

- Immediate notification of leave requests that include the date, time, and type of leave
- Saves time by knowing who has requested leave. No scrolling through the calendar to search for leave approvals.
- Both timekeeper and manager can receive the leave notification. Remember, only the manager can approve leave.

Cons:

- Additional emails in your inbox. You can set a filter to move the notifications to a folder other than your inbox.