

Requesting Leave in TimeClocks on a PC or Mobile Device

Go to:

<http://buffalo:8081/app/webclock/#/EmployeeLogOn/%20/1>
(You must be on the school network)



9/14/2017
03:19:14 PM

Select Company Willmar Public Schools 1

ID Number

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

Red arrows point to the ID Number input field and the LOG ON TO DASHBOARD button.

Enter your 4 digit ID Number and Click 'Log on to Dashboard'

LOG ON TO DASHBOARD

PIN Entry

PIN

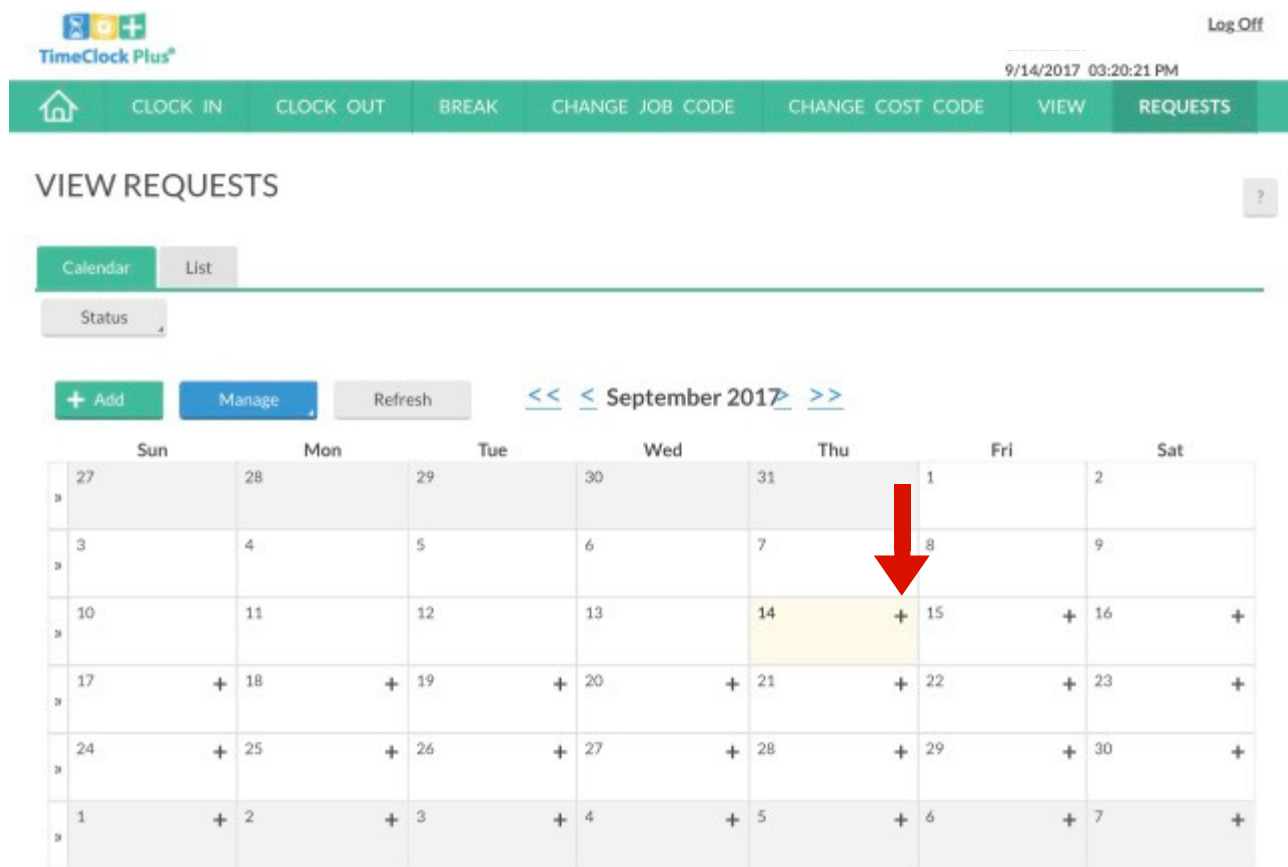
Cancel Log On

Red arrows point to the PIN input field and the Log On button.

Enter your 4 digit pin and Click 'Log On'



Click 'Requests' on the top in the green dashboard.



A calendar will show up.
Choose the date of your request.
On that date click the '+' in the top right corner.

The screenshot shows a web application interface for adding an employee request. The title is "Add Employee Request" with a help icon (question mark) in the top right. On the left, there is a "Templates" section with a "No records found" message. The main form contains the following fields, each with a red arrow pointing to it:

- Employee (text input)
- Date requested (calendar icon, value: 9/21/2017)
- Start time (clock icon, empty text input)
- Hours (text input, value: 24:00)
- Days (dropdown menu, value: 1)
- Leave Code (dropdown menu, value: << NONE >>)
- Description (text input)

At the bottom right, there are two buttons: "Cancel" and "Save". A red arrow points down to the "Save" button.

Select the Start time and enter the number of hours of leave needed.
Select the number of day in a row the request is for if more than 1 day.
Select the correct type of leave under 'Leave Code'.
Enter any additional notes for the approver.
Click 'Save'.

