

# Time Off Requests – Time Clock

## Submit Time Off Request

1. Input employee ID number in the **ID/Badge Number** field and press **Continue**
2. Input PIN number (user PIN number is the last four digits of SSN) and press **Continue**
3. Press **Self-Service**
4. Press **Requests**
5. Press **Add**
6. Select the template that best fits the time off request
  - a. For full or half days, select the desired request type and duration from the templates on the left
  - b. For entries that are not a full or half day, select the desired leave type as **Other**
7. Press **Edit** next to the **Date** field to change the date
  - a. Select the date and press **OK**
8. Press within the **Start time** field to edit the start time of the leave
  - a. Input the start time and press **OK**
9. For requests other than full or half day, press within the **Hours** field and input number of hours for the leave request
  - a. Use the **BKSP** key on the number pad to delete the 0.00 hours listed in the **Hours** field
  - b. Input the number of hours for the leave request in the **Hours** field, in decimal format – for example, to request five and a half hours, input 5.5; to request three and a quarter hours, input 3.25
  - c. Press **Hide** on the number pad to remove the number pad from view
10. For multi-day requests **of the same leave type and duration**, press within the **Days** field
  - a. Input the number of days using the number pad
  - b. Press **Hide** on the number pad to remove the number pad from view
11. Press **Save** to save the request

## Cancel Time Off Request

1. Sign in to the Time Clock and navigate to **Requests** as noted in steps 1 – 4 in **Submit Time Off Request**
  - a. If the pending leave request is not within the visible date range, press **Select**
  - b. Select the time period that includes the date of the pending leave request and press **Select**
2. Press on the leave request to highlight it
3. Press **Remove**
4. A confirmation message appears – press **Yes** to confirm and delete the request, or **Cancel** to abort deletion

## View Leave Accrual Balances

1. Sign in to the Time Clock as noted in steps 1 and 2 in **Submit Time Off Request**
2. Press **Self-Service**
3. Press **Accruals**
4. The current accruals appear, separated by accrual type (sick, personal, etc.)
5. The **Used Forecast** column shows all approved leave that has not yet been processed and is prior to the date in **Select forecast date**
  - a. Press **Select** next to the forecast date to change the forecast date
  - b. Select the desired forecast date and press **OK**

## Log Off of Time Clock

1. While on the **Requests** or **Accruals** screen, press **Close**
2. The system returns to the **Self-Service** screen – press **Cancel**
3. The system returns to the **Select Operations** screen – press **Log Off**