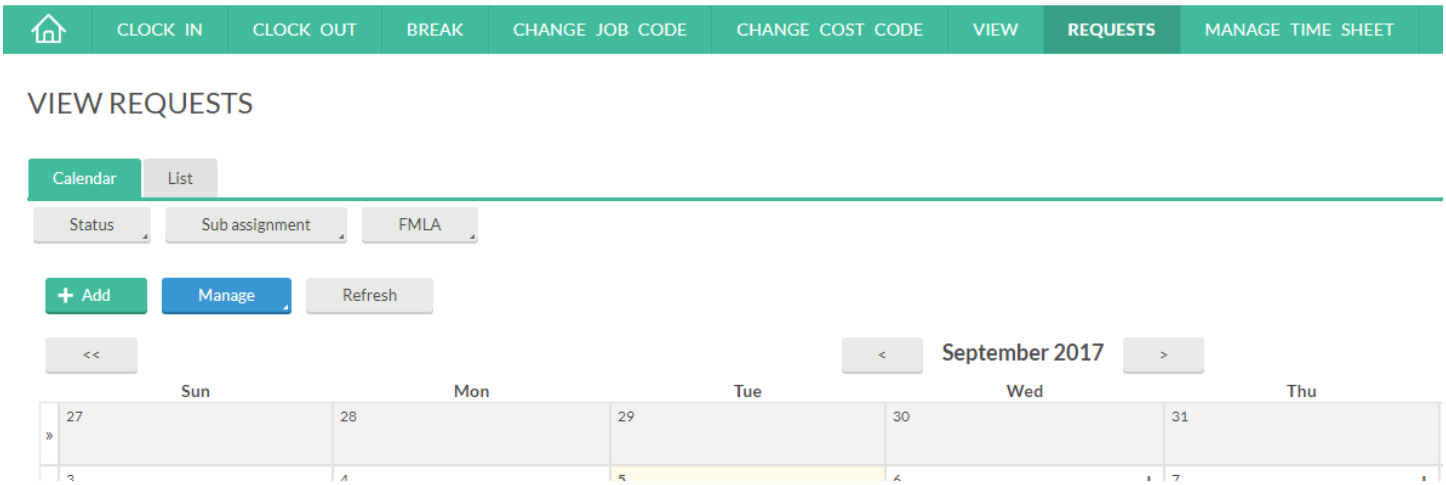
Time Off Requests – Web Clock

Submit Time Off Request

1. Navigate to the Web Clock from **myPascoConnect**
2. Click **Requests**



3. Click the plus symbol (**+**) on the calendar for the date of the request
4. Select or input the amount of time requested
    a. For full or half days, select the desired request type and duration from the templates on the left
        i. If applicable, change the start time in the **Start time** field
    b. For entries that are not a full or half day, select the desired leave type as **Other**
        i. If applicable, change the start time in the **Start time** field
        ii. 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
5. For multi-day requests **of the same leave type and duration**, select the number of days from the **Days** drop-down
6. Click **Save** – leaves populate on the calendar in status **Pending** and the message **Operation Successful** appears

Cancel Time Off Request

1. Sign in to the Web Clock and navigate to **Requests** as noted in steps 1 – 5 in **Submit Time Off Request**
2. Right-click on the request that will be canceled – request must be in status **Pending**
3. Click **Delete**
4. A confirmation message appears – click **OK** to confirm deletion or **Cancel** to cancel deletion
5. The leave request is removed from the calendar and the message **Operation Successful** appears

View Leave Accrual Balances

1. Sign in to the Web Clock as noted in steps 1 – 4 in **Submit Time Off Request**
2. Click **View** and select **Accruals**

ACCRUALS

3. The current accruals appear, separated by accrual type (sick, personal, etc.)
4. 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. Use the calendar menu in **Select forecast date** to change the forecast date