

Accessing TCP

Making a leave request in calendar view

Making a leave request in list view

Request approved or denied

# TimeClock Plus

Making a leave request in TCP

## Accessing TCP Webclock:

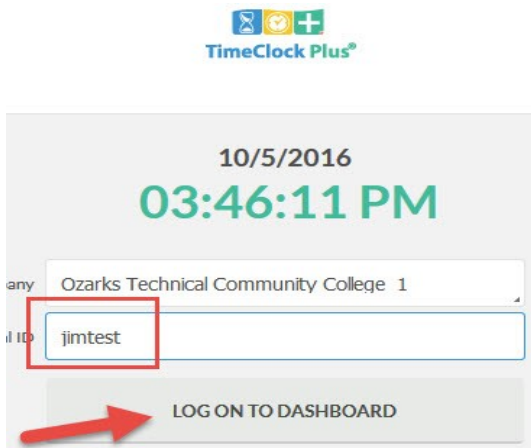
1) Access TimeClock Plus “Webclock” icon on your computer desktop :



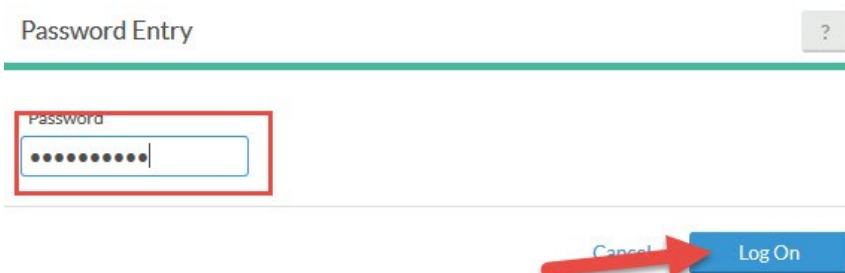
2) Access TimeClock Plus “Webclock” through “MyOTC”, “AccessOTC” under “Time Clock”:



3) To clock into the TimeClock Plus system, enter your OTC Username and select “Log On To Dashboard”:



4) Enter your OTC password and select “Log On”:

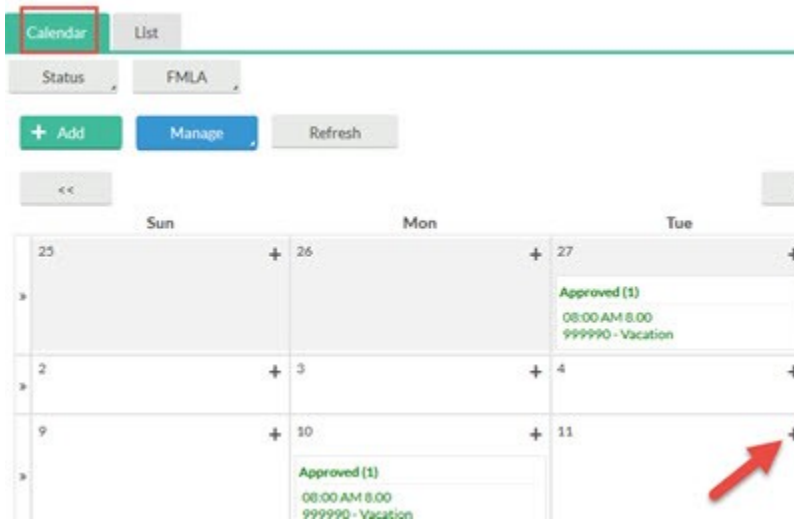


Making a leave request in TCP using calendar view:

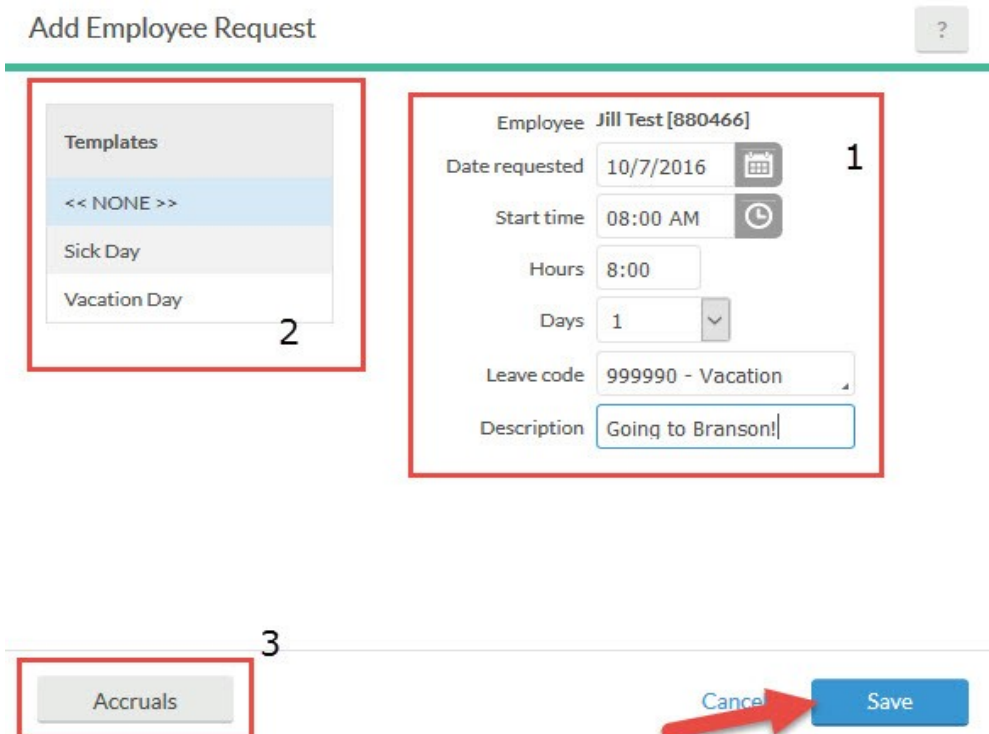
1) Select "Requests" on the toolbar:



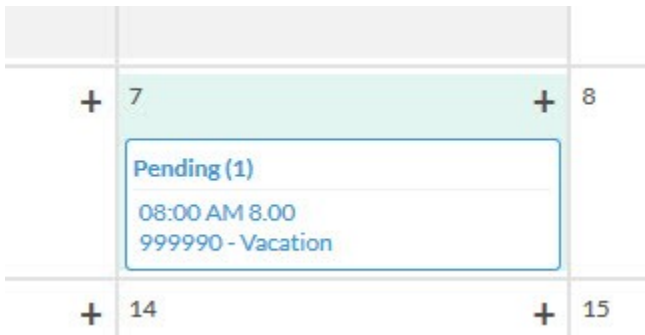
2) Under the "Calendar" view select the "+" to add a request:



3) Fill out your leave request with 1) date, start time, hours, days, and leave code (Holiday, Vacation, Personal Illness, etc.), 2) Use the "Sick Day" or "Vacation Day" template, 3) Check your Accruals. Click "Save" when completed:

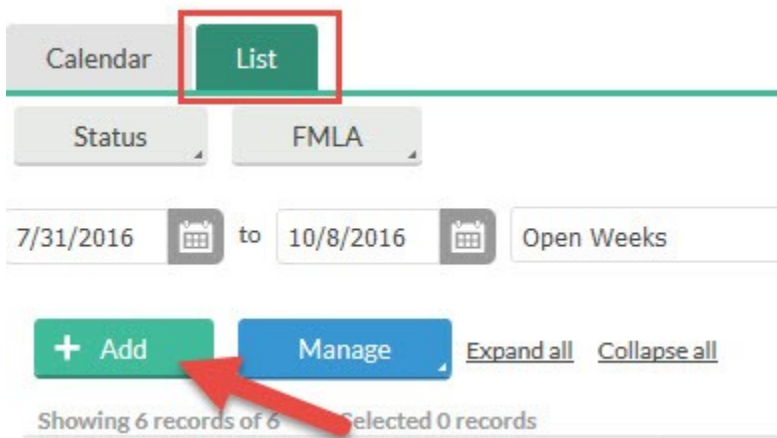


4) The request will be added to the calendar. It will say pending until your manager accepts or denies:

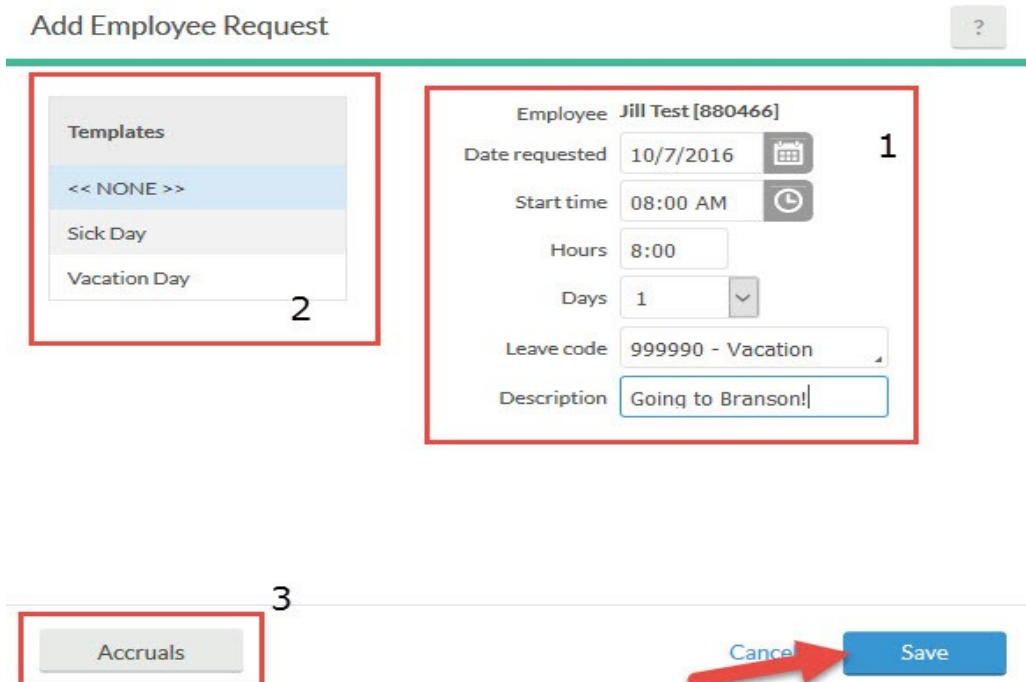


Making a leave request in TCP using list view:

1) Under the "List" tab, select "+Add":



2) Fill out your leave request with 1) date, start time, hours, days, and leave code (Holiday, Vacation, Personal Illness, etc.), 2) Use the "Sick Day" or "Vacation Day" template, 3) Check your Accruals. Click "Save" when completed:



3) Make sure the date is listed past the request date, and hit update. The request will show up in the list:

The screenshot shows a request form with fields for Status (set to FMLA), start date (7/31/2016), end date (10/13/2016), and request type (Manual). A red box highlights the date range and the Manual dropdown. A red arrow points to the Update button.

Start Date	End Date	Request Type	Status	Reason
10/03/2016	10/10/2016	5	Approved	999990 - Vacation
10/06/2016	10/12/2016	6	Pending	999990 - Vacation

Request approved or denied:

1) Once the request has been approved by your manager it will show as a segment of time on your time sheet. If the request is denied, it will not show on your time sheet as a segment of time.

The screenshot shows a time sheet entry for Friday 10/07 with a total of 8.00 hours. The entry is categorized as '999990 - Vacation' and 'Leave'. The time range is from 08:00 AM to 8:00. An 'Add' button is visible at the bottom right.

Regular	OT1	OT2	Leave	Total
40.00	0.00	0.00	8.00	40.00

2) The request will show on your calendar and list views under "Requests":

The screenshot shows a calendar view with dates 5, 6, 7, 12, 13, 14, 19, 20, and 21. An approved request is shown on the 7th, and a denied request is shown on the 12th.

Date	Request Status	Request Type
7	Approved (1)	999990 - Vacation
12	Denied (1)	999990 - Vacation