HOW TO REQUEST LEAVE USING THE WEB CLOCK

All employees may enter Leave Requests via the Web Clock. You can access the Web Clock using a computer or mobile device using Chrome or Firefox as your browser. If you use Internet Explorer or Safari, there is no guarantee it will work. To log into the Web Clock enter the address below.

https://128880.tcplusondemand.com/app/webclock/#/EmployeeLogOn/128880/1

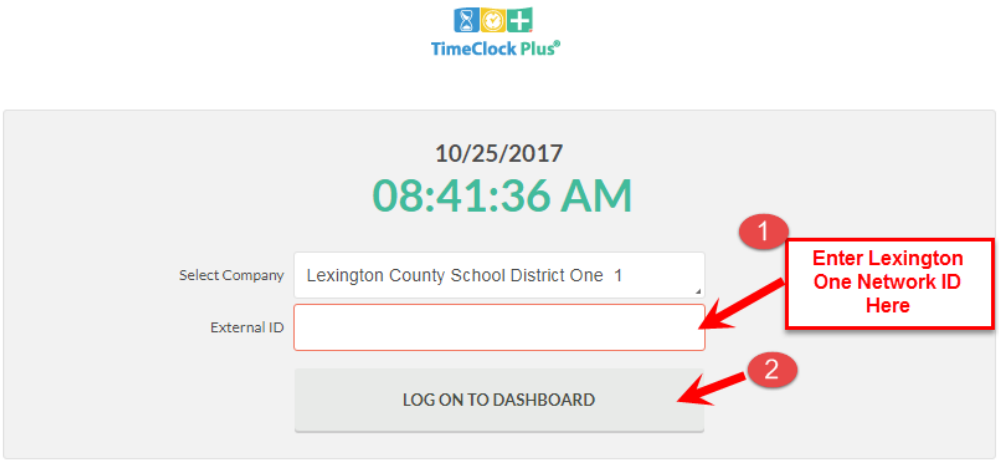
The link can also be accessed from the Lexington School District One website by following any one of the paths below.

I AM/An Employee/Time and Attendance

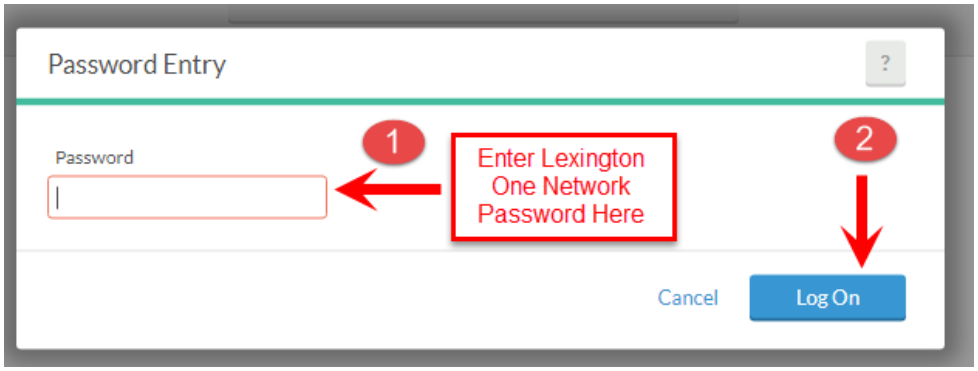
I AM/A Former Employee, Substitute or Temporary Employee

DEPARTMENTS/Finance /Time and Attendance

The login screen below will appear. Enter your Lexington One network User ID and select "LOG ON TO DASHBOARD".

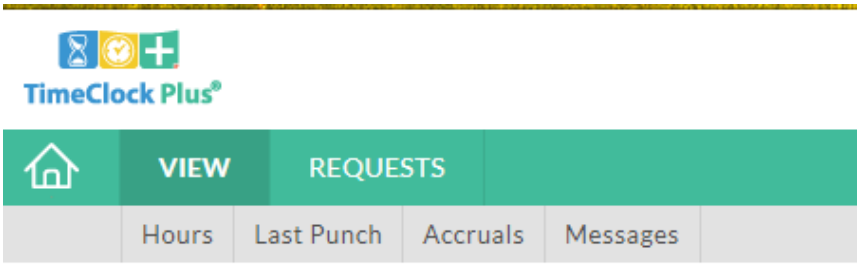


You will then be prompted to enter your password. Enter your Lexington One network password. Click on "Log On".

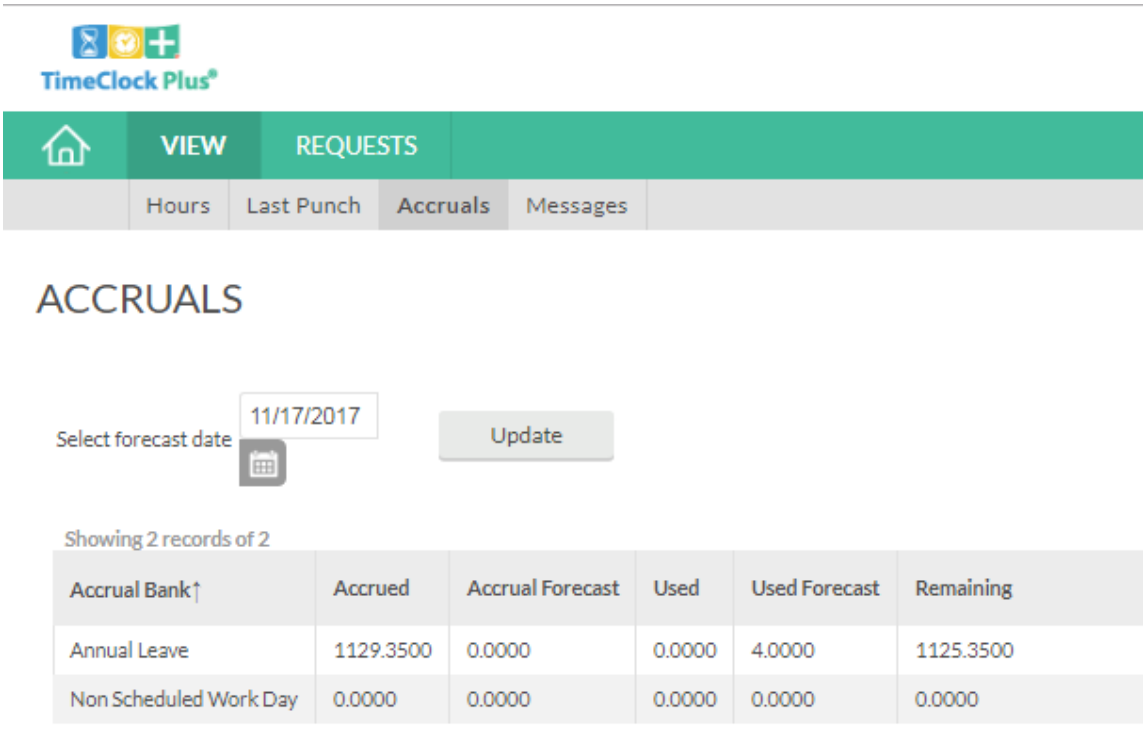


The Home page will appear next, from here you can select either “VIEW” or “REQUESTS”.

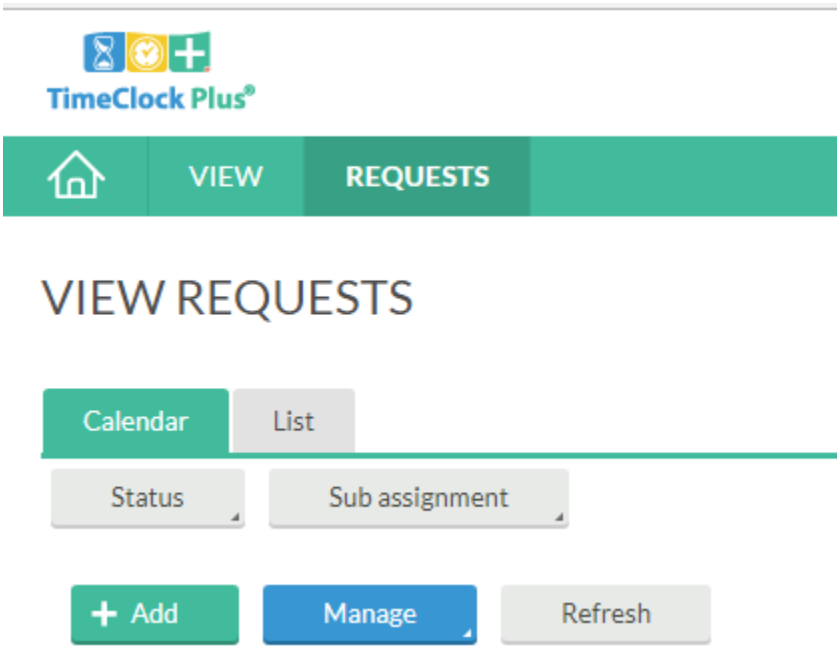
The screen below will appear if you select “VIEW”. Under “VIEW”, you can select any one of the following: Hours, Last Punch, Accruals and Messages.



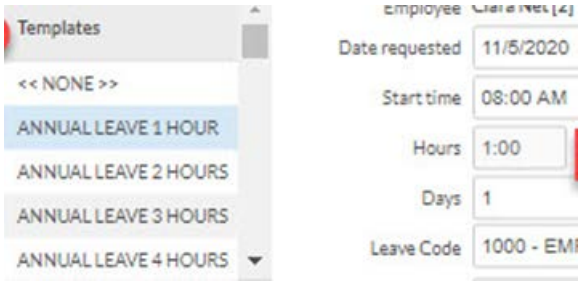
The “Accruals” tab displays your leave balances by type. The amount in the “Accrued” column is the balance as of the last pay period. No amounts will appear in the “Accrual Forecast” or “Used” columns as accruals are updated from the payroll system as each payroll is posted. The Used Forecast is the total of hours already submitted on leave requests. The “Remaining” balance displayed is equal to the “Accrued” balance less the “Used Forecast” amount.



Under “REQUESTS”, you can see all previous leave requests and clocked time (in either calendar or list views) and add a new request. You may also add or delete leave requests. The REQUEST screen is below.



To add a leave request, select the “+ Add” button from the “View Requests” screen shown above. The “Add Employee Request” screen will appear. The screen always first appears with the current date in “Date Requested” and “24:00” in the “Hours” box. These will change as you enter information.



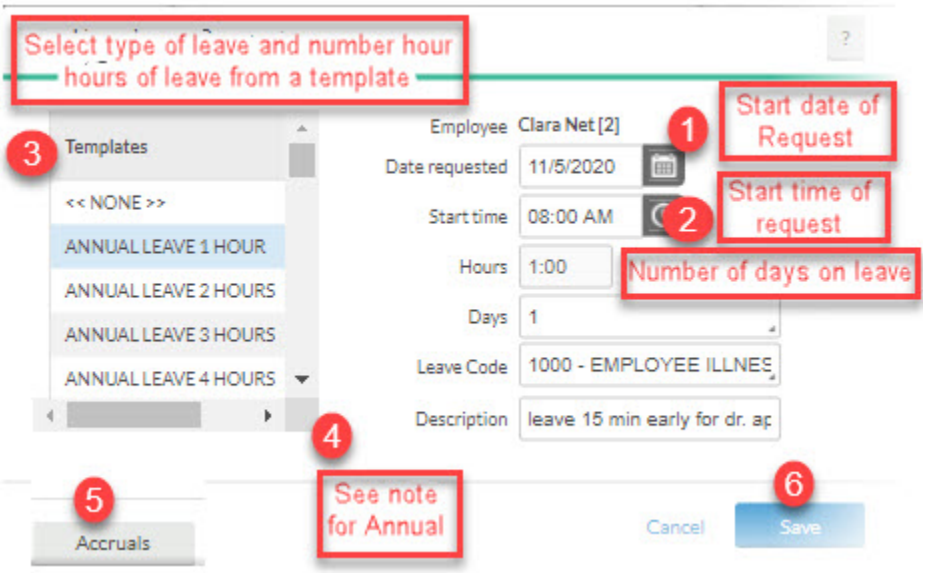
If you will be out multiple days, enter the number of work days you will be out in the Days field. If the dates cross over a regular weekend the system will recognize it. If the time you will be out crosses over a district Holiday, you will need to enter two leave requests. Enter one leave request for time up until the Holiday and another leave request for the time after the Holiday.

To enter your leave request, follow the steps below.

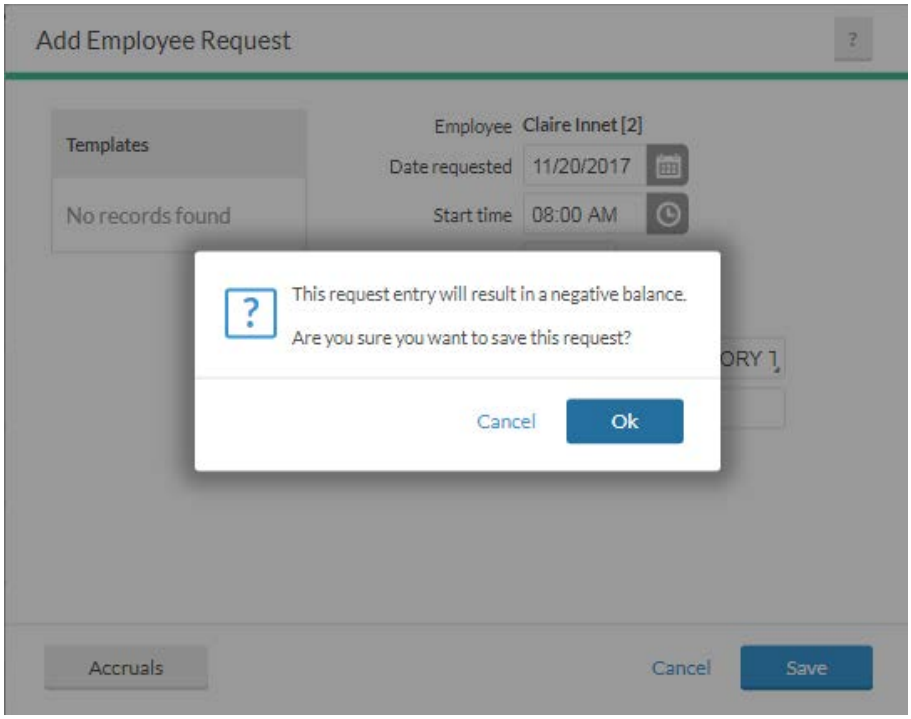
1. In the “Date Requested” field, enter the start date for the leave you are requesting by typing the date or click on the “calendar” icon and select the date from the calendar.

2. Enter the "Start Time" by typing in the time or by selecting the time once you click on the "clock" icon.
3. Select the type of leave and the correct amount of time you will be taking off from the TEMPLATE box
4. Enter a description/note concerning the leave. If professional leave, give name and location (city and state) of the conference.
5. If you want to view leave balances, click on the Accruals button.
6. Click on "Save" when you have completed the request.

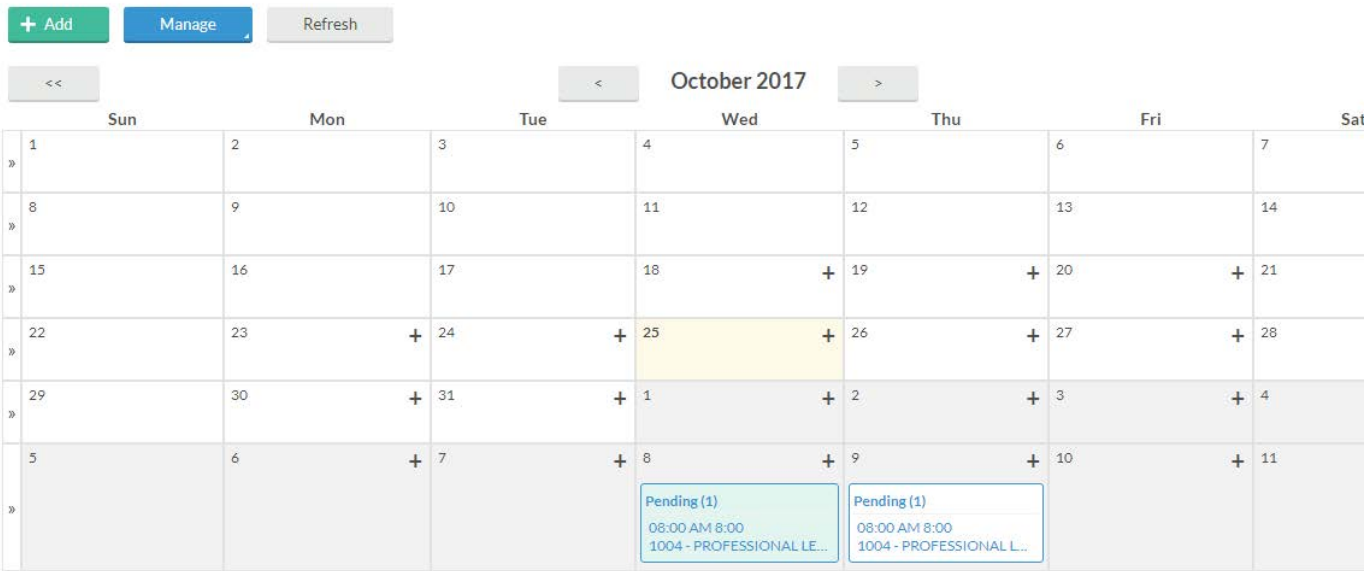
Note Regarding Annual Leave, when you select an annual leave template, you will still have to select which type of annual leave, Personal, Employee Illness, Family Illness, etc.



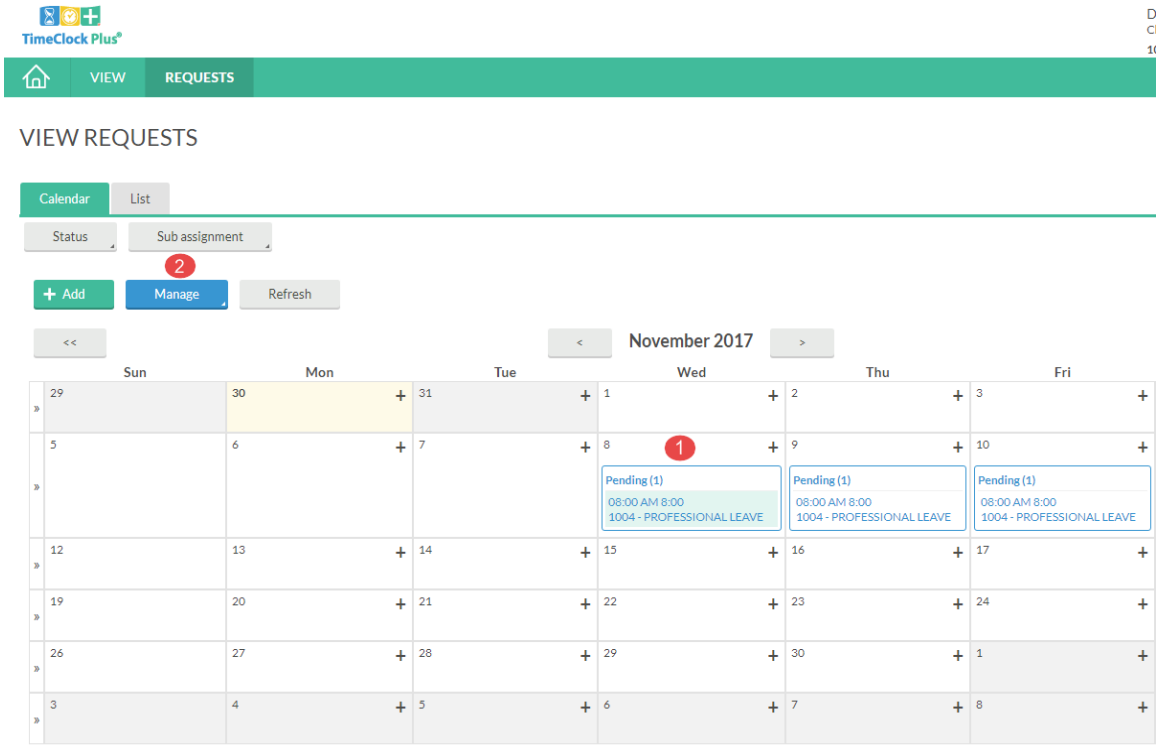
If your leave request will put the balance for that leave type in the negative, you will receive a warning like the one shown below. Please note if you select OK, and the leave type is Annual Leave and there is not a sufficient balance when the leave is posted for payroll in BusinessPLUS, **<u>your pay will be docked</u>**.



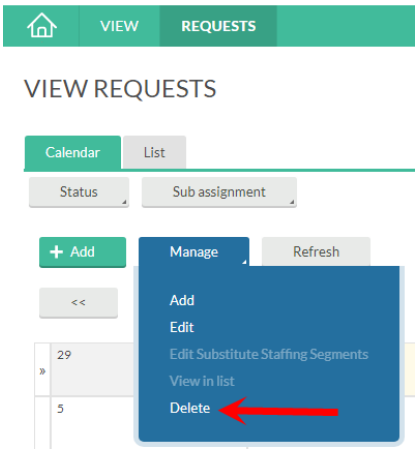
Once you click on "Save", an email will be sent to your manager (supervisor/principal) letting them know they have a leave request pending to approve. The requests now show as "Pending". The "Pending" will change to "Approved" or "Denied" once action is taken on the request by the manager.



1. To delete or modify an <u>unapproved</u> leave request, select or right click on the request itself. The request will be shaded in light blue.
2. Click on the "Manage" button.



When you click on “Manage” the box shown below will appear. Click on “Edit” to modify the request or “Delete” to remove the request.



Once your manager has approved/denied your leave request, you will receive an email to notifying you of the approval/denial. Once a leave request has been approved, you cannot change or delete it. You must submit a Leave Correction form to your manager for approval and entry.