



#ConnectwithECISD

TimeClock Plus

Web Clock Leave Request

Guide


2018-2019 School Year



TimeClock Plus[®]
a better sense of time.

Web Clock – Request Leave



 Manager

Select Company:

User ID:

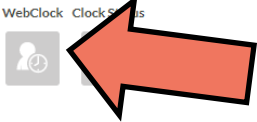
Password:

[Forgot password?](#)

Visit tcp.ecisd.us

Click on icon under WebClock

Client: 7.0.59.17
Server: v0000
Revision: 50723



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Web Clock – Request Leave



6/13/2018
11:54:03 AM

Select Company

ID Number

[LOG ON TO DASHBOARD](#)

Enter your Employee ID number without the leading zeros.

Click Log On To Dashboard to continue.



Web Clock – Request Leave

VIEW REQUESTS

Calendar List

Status FMLA

+ Add Manage Refresh << < June 2018 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13 +	14 +	15 +	16 +
17	18 +	19 +	20 +	21 +	22 +	23 +
24	25 +	26 +	27 +	28 +	29 +	30 +
1	2 +	3 +	4 +	5 +	6 +	7 +

Click on the Requests tab.

You may now view approved, denied, or pending requests.

Click on + inside the calendar date that you wish to request time off.



Web Clock – Request Leave

Add Employee Request



Employee Jane Smith [1]

Date requested 6/26/2018

Start time 08:00 AM

Hours 8:00

Days 1

Leave Group Vacation

- Templates
- AM Half Day 4 hours
 - Full Day 8 hours
 - Jury Duty
 - PM Half Day 4 hours

You are now on the Add Employee Request screen.

By clicking on Accruals you may view the accrual balances that you have before submitting a leave request.

Accruals

Cancel

Save

Accruals



Select forecast date 6/13/2018

Update



Showing 4 records of 4

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Biweekly Comp Time	42.0000	0.0000	0.0000	0.0000	0.0000	0.0000	42.0000
Biweekly Local 8Hrs	40.0000	0.0000	8.0000	0.0000	0.0000	0.0000	32.0000
Biweekly State 8Hrs	120.0000	0.0000	0.0000	0.0000	0.0000	0.0000	120.0000
Biweekly Vacation 8Hrs	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000



Web Clock – Request Leave

Add Employee Request ?

Templates	Employee Jane Smith [1]
AM Half Day 4 hours	Date requested 6/26/2018 
Full Day 8 hours	Start time 08:00 AM 
Jury Duty	Hours 8:00
PM Half Day 4 hours	Days 1
	Leave Group ▼ Vacation ▼

Accruals Cancel **Save**

Select a template on the left hand side.

Click on the calendar icon to select the date of the request.

Click on the textbox next to the leave group dropdown to choose the leave type that corresponds to your request.

Click Save to submit your leave request for review. You will be notified by email or TCP message with the status of your request.

