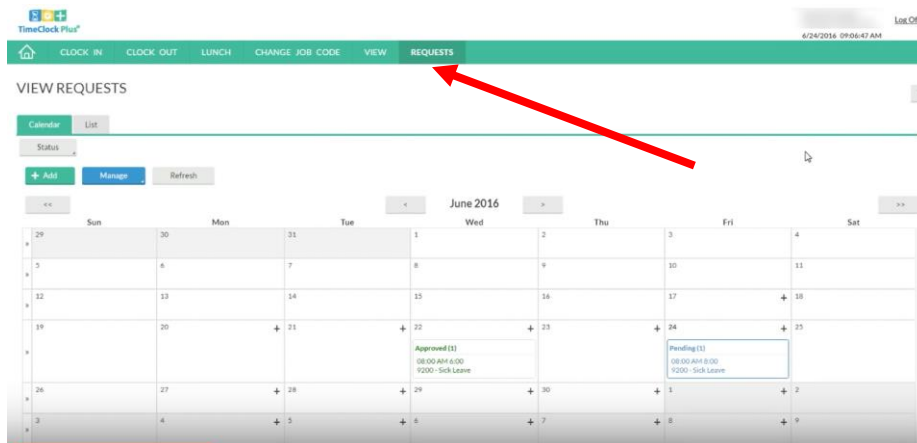


Submitting a Leave Request by WebClock



1. Select Requests on the top menu.
2. Click on the **Add** button on the information bar, or select the plus sign in Calendar view on an appropriate day.

Add Employee Request

Employee: << NONE >>

Date requested: 5/1/2014

Start time: 08:00 AM

Hours: 8:00

Days: 1

Leave code: << NONE >>

Description:

Cancel Save

3. Select the date you would like to create the request for. The date must be within the range defined.
4. Select the **Start time**, which will be the anchor point for the leave time sheet. Enter in the length of the leave request in the **Hours** field. For example, if you wanted to create a leave request from 9:00 AM to 5:00 PM, you would enter a start time of 9:00 AM and a length of 8:00.
5. Select how many days you would like the request to repeat for. By default, the request will only be entered for the initial date requested. To create identical requests on the subsequent days, select the number from the **Days** field.

7. Select the Leave Code this employee will use for this time off request. Enter in a description for this leave request.
8. Click **Save** to add this request.