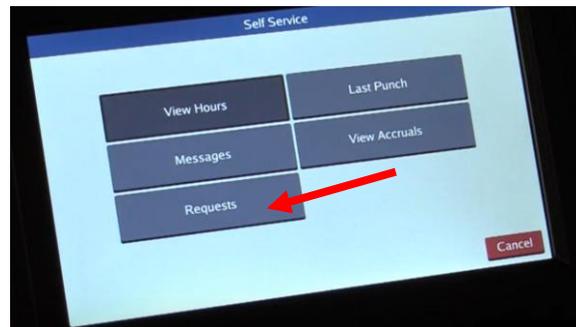
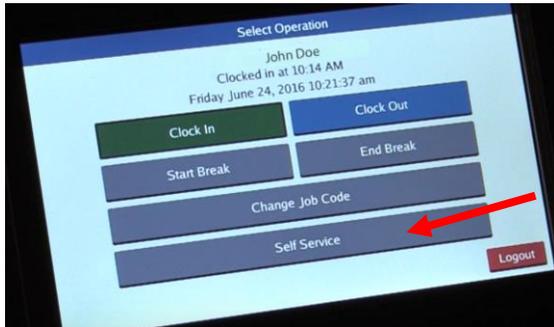


# Viewing and Entering Leave Requests by WallClock



## Viewing and Entering Leave Requests

### Badge

1. If you have a badge, you will place it in front of the green lights at the top of the clock.
2. Select **Self Service** and choose **Requests**
3. To add a request, press the **Add** button. The **Request** window, either choose a template for a request from the list on the left, or manually choose a **Date**, **Start time**, **Hours**, number of **Days**, and/or a **Leave Code**.
4. To save a request, press **Save**.
5. To change the date range of displayed requests, use the **Select** button at the top of the screen.
6. To edit an existing request, highlight it in the list and press **Edit**. To delete a request, highlight it in the list and press **Remove**.

### MUID and PIN

1. If you do not have a badge, you will enter your MUID and PIN.
2. Select **Self Service** and choose **Requests**.
3. To add a request, press the **Add** button. The **Request** window, either choose a template for a request from the list on the left, or manually choose a **Date**, **Start time**, **Hours**, number of **Days**, and/or a **Leave Code**.
4. To save a request, press **Save**.
5. To change the date range of displayed requests, use the **Select** button at the top of the screen.

6. To edit an existing request, highlight it in the list and press **Edit**. To delete a request, highlight it in the list and press **Remove**.