

TIMECLOCKPLUS AT LEHIGH UNIVERSITY

Approving Advance Requests for Leave

Tip: Contextual help screens can be accessed within TimeClock by clicking on the “?” button found at the upper right of any screen

Who Approves Leave?

Advance requests for Leave time (such as vacation, personal, or excused absence) can be approved by the designated Approver. The Approver will either be the Supervisor specified on the employee’s assignment in the Banner HR system or a designated Departmental Time Approver.

Accessing TimeClock Plus to Approve Leave Requests

Access TimeClock Plus by logging on via the Connect Lehigh gateway to the Lehigh portal using your Lehigh User ID (your email ID) and password. Select **Employee** and then select **TimeClock Plus Manager**.

Leave can also be approved via the TimeClock mobile app (see instructions: “Configuring and Using TimeClock on Mobile Devices”)

How to Approve Leave Requests

There are two ways to approve leave – via the Dashboard and Via the Request Manager

Dashboard

- The dashboard provides a quick, basic view of pending leave requests
- Approvers can click the “X” to deny or “v” to approve
- To view staff vacation or personal leave accrual balances, clicking on the staff person’s name

Request Manager

- This approach provides a detailed calendar or list view of pending and approved leave requests
- Select **Tools Tab** and then **Request Manager**
- Double-click a request to view more information, including employee vacation or personal leave accruals. Notes can be viewed and entered in the Employee Request Detail screen.
- Click the **List Tab** to view the leave requests in a list rather than a calendar format and can be filtered by dates
- To approve or deny a request, right click on the request and select either “Approve Request Level 1” or “Deny Request” from the drop down box. The staff member who requested the leave will receive an email confirming your action.
- Multiple requests can be approved or denied in the List tab by clicking the box to the left of the requests, selecting the blue Manage button, and clicking the Approve or Deny option.

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Editing Leave Requests

If a leave request is pending approval, the Employee or Approver may make edits in the **Request Manager**.

Once a leave request has been approved, it creates a leave entry in the **Hours Tab**.

To edit a previously approved request the Approver may:

- Go to **Hours > Individual Hours**
- Select the Employee
- Unapprove the leave time by unchecking the box in the Manager approval column (M with a check box)
- Right-click and choose **Edit** or double-click the leave record
- Make the appropriate changes, **Save**, and **Approve** the leave record.

Please note that the hours shown in the **Hours** view is what will be exported to the Banner system.

Deadlines

Requestors

Staff are asked to enter their leave in advance whenever possible but no later than the **2nd business day** following the end of the pay period.

Approvers

Approvers are asked to enter the approval of semi-monthly staff timesheets no later than the **4th business day** following the end of the pay period.

Notifications

Approvers will receive emails whenever staff submit a request.

Staff will receive an email and a message on the mobile app when a request has been approved, denied, or edited.

Approvers should check their Dashboard regularly to ensure that no requests are missed.