TIMECLOCKPLUS AT LEHIGH UNIVERSITY

How to Request Leave in Advance

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

Who Requests Leave through TimeClock Plus?

All salaried Exempt and Nonexempt staff who are entitled to leave benefits per Human Resources Policy.

Accessing TimeClock Plus for 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**.

You can also use the TimeClock mobile app (see instructions for setting up the app: "Configuring and Using the TimeClock on Mobile Devices")

Checking your Accrual Balance

Exempt and nonexempt staff Vacation and Personal Day accrual balances are updated in Banner at the end of every pay cycle and uploaded to TimeClock Plus on the same day.

After logging into the TimeClock Plus dashboard, click **View** and choose **Accruals**.

> **Accrued** hours are the fiscal year hours accrued or carried forward from the prior fiscal year through the last complete pay cycle
>
> **Used** hours are the leave hours that you reported during the current fiscal year prior to the current pay period
>
> **Remaining** hours are your remaining leave balance hours prior to deducting for hours taken in the current pay period

You may also view your current accrual balances when creating a Leave Request

For more information about your vacation balance, particularly at the beginning and end of the fiscal year, see the document **"Understanding Your Vacation Balances"** that can be found in the Payroll Procedures and Other Information section of the Payroll Office website.

Creating a Leave Request

- In the TimeClock system, click the **Requests Tab**
- The Calendar view appears by default, but this may be changed to a list view by clicking the **List Tab**
- Click the + on the day in the Calendar for which leave is requested

- A shortcut to entering the time is to select one of the available **Templates** that will default half day increments of leave. The start time, hours and Time Code can all be modified if they vary from the default.
- If not using one of the preset **Templates**, enter the **Start Time (enter the time or click the clock to select the time)**, the number of Hours as a decimal, and the **Leave Code** (see the drop down menu)
- If the same amount of leave is to be taken every day for several days in a row, you may change the **Days** field to the appropriate number of days, however note that the selection will include weekends.
- You may use the Description field to explain the leave request, but do NOT include any personal or sensitive information, including medical information, in this field.
- Click **Save** to complete the request
- You may create more than one leave request in a day if, for example, both Personal and Vacation Leave hours are taken the same day

Deadlines

- Request leave in advance whenever reasonably possible

After the Leave Request

- Emails are automatically sent for leave requests and approvals/denials
- You may check the status of a leave request in the **Requests** section of your dashboard at any time
- Click on the **Messages** section of the dashboard or your email to view Approve responses to your leave request(s)

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.