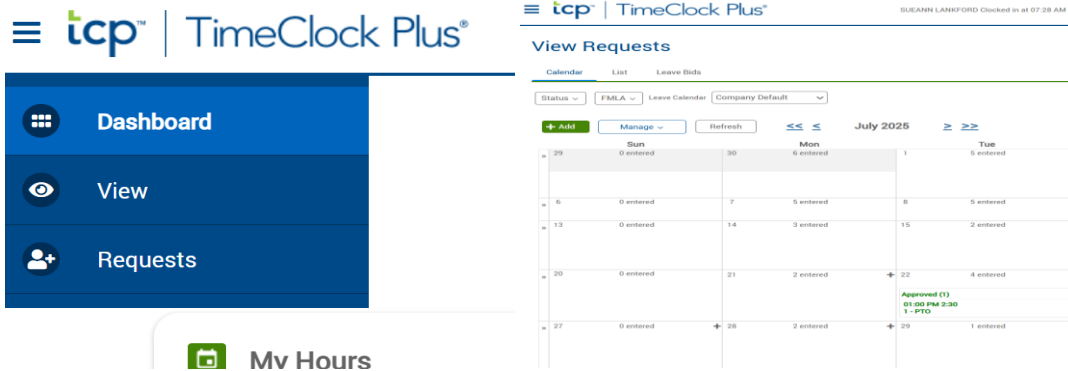


# Leave Requests

To enter a leave request:

Log into the Timeclock Plus portal.

Click on the hamburger  in the upper left corner and go to Requests in the dropdown.



- This will take you to your leave calendar. You will click on the + sign in the upper right corner of the date you need, and a box will pop up to enter your request.

Add Employee Request ? Feedback

Leave Calendar Company Default

**Templates**

No records found

Employee [Redacted]

**Date requested** 7/30/2025 Leaving early, start time is the time you leave. For a full day absence or arriving late, you would put your normal start time.

**Start time** [Redacted] Approximate time of leave you will use. Payroll will make adjustments

**Hours** 24:00

**Days** 1

**Leave Code** << NONE >> PTO/Vacation

**Description** [Redacted] Reason for leave

Accruals Cancel Save

**\*All highlighted items must be filled in.**

**Start time:** This will be the time the leave is to begin.

**Leaving early:** Enter the actual time you leave & hours of leave to be used.

**Full day or arriving late start time:** Enter your scheduled start time & hours to be used.

If requesting multiple consecutive days, enter only the hours needed per day, NOT TOTAL HOURS needed, in the hours box and then select the number of days from the drop down.

Choose the appropriate leave code and enter a reason for the request in the description box and click the save button.

- Leave requests for planned absences (appointments, vacation, school visits, etc.) are to be entered into TCP and approved in advance of the employee taking the time off, apart from calling out or emergencies. In an emergency or call out situation, leave requests are to be

entered immediately upon return to work. Requests must be added within 72 hours of the absence.

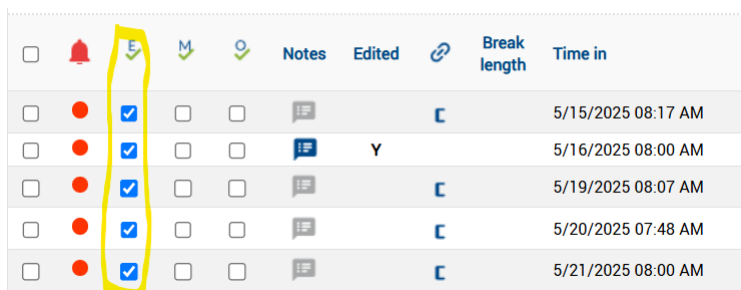
- PTO requests for the day before / after a holiday & black out days require prior approval of the Superintendent.

## Unpaid absences

- Unpaid absences occur when there is no available leave or not enough leave to cover an absence either in the future or immediately. If a unpaid leave is necessary, it must be requested of the superintendent and approved. Unpaid leave affects your accrual rates during the period of unpaid leave.

## Hours, Timesheets, & Approvals:

- Any time you are on Campus to work, you should clock in even if not scheduled.
- Any time that is outside of your normal scheduled hours must be documented with notes on your timesheet.
- Lunch periods are to be taken no later than 5 hours after the start of your scheduled workday. Please refer to the employee handbook.
- Salaried Staff are ONLY expected to clock in at the start of their daily shift for attendance purposes; TCP is set to auto clock out.
- Employees are responsible for clocking in and out on time. It should NOT be necessary for Supervisors/Principals to correct timesheets multiple times in a pay period.
- Admin Assistants must have a trained backup to provide daily logs to payroll in their absence.
- Employees are responsible for approving timesheets on a weekly basis as shown below. The period will be closed on a weekly basis and once closed cannot be changed.



| <input type="checkbox"/> |  |  |                          |                          | Notes | Edited |  | Break length | Time in            |
|--------------------------|--|--|--------------------------|--------------------------|-------|--------|--|--------------|--------------------|
| <input type="checkbox"/> |  |  | <input type="checkbox"/> | <input type="checkbox"/> |       |        |  |              | 5/15/2025 08:17 AM |
| <input type="checkbox"/> |  |  | <input type="checkbox"/> | <input type="checkbox"/> |       | Y      |  |              | 5/16/2025 08:00 AM |
| <input type="checkbox"/> |  |  | <input type="checkbox"/> | <input type="checkbox"/> |       |        |  |              | 5/19/2025 08:07 AM |
| <input type="checkbox"/> |  |  | <input type="checkbox"/> | <input type="checkbox"/> |       |        |  |              | 5/20/2025 07:48 AM |
| <input type="checkbox"/> |  |  | <input type="checkbox"/> | <input type="checkbox"/> |       |        |  |              | 5/21/2025 08:00 AM |

- All manager/principal/supervisor timesheet approvals are to be done on a weekly basis (Thursdays before noon), as TCP timesheets are closed weekly.

Missed Punch:

- If you miss a punch, the following message will appear the next time you clock in or out, giving you the ability to add the missed punch.

7/24/2025 08:42:36 AM  
Hello SUEANN LANKFORD

Not you?

Confirmation (Missed Clock Out)

CancelContinue

Click continue.

Missed Clock Out

Your last punch was a clock in at:  
07/24/2025 07:28 AM.

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation

CancelContinue

Click continue.

Time Entry (Missed Clock Out)

Date in7/24/202507:28 AM

Date out7/24/202507:28 AM

Note

CancelContinue

Enter the time for the missed punch and the reason and click continue. The following screen will show what you requested. If it is correct, click continue and it will be submitted for approval.

Summary (Missed Clock Out)

Date in07/24/2025 07:28 AM

Date out07/24/2025 08:00 AM

Job CodePAYROLL MANAGER

NoteShow and tell

Press continue to finish clocking out and save this information

CancelContinue