

Submitting Leave Requests from On-Screen TimeClock

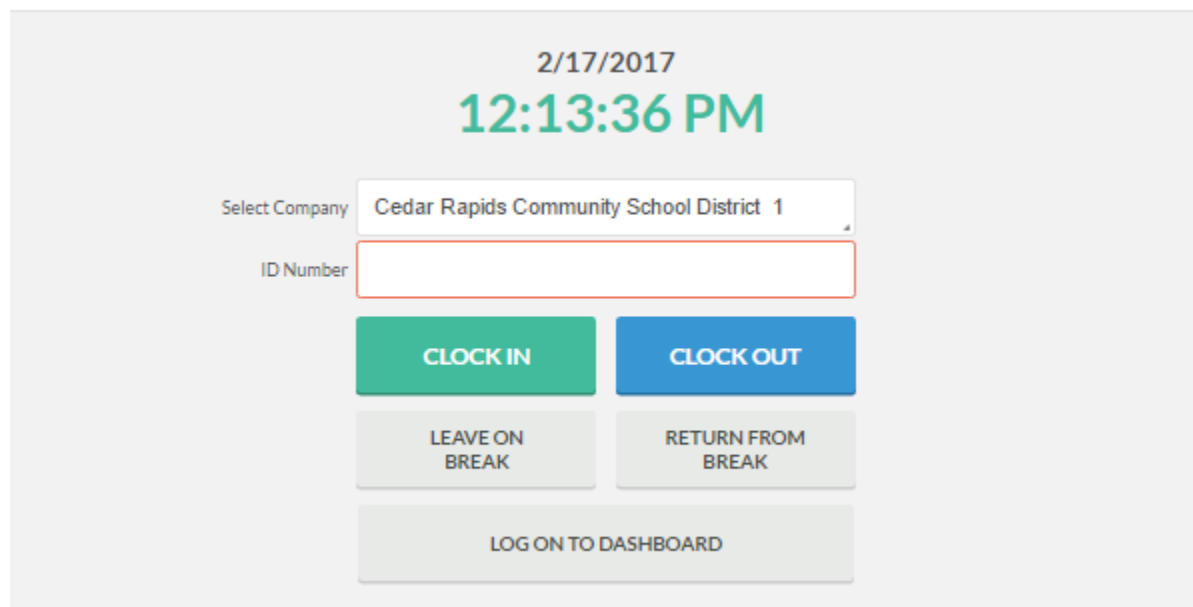
****ALL EMPLOYEES MUST SUBMIT THEIR OWN VACATION TIME****

Below is the link to the Onscreen Time Clock. *You may want to save this link to your favorites.*

<https://155379.tcplusondemand.com/app/webclock/#/EmployeeLogOn/155379/1>

Or

cr.k12.ia.us – Departments & Services – Human Resources – Payroll – Electronic Timekeeping - WebClock



2/17/2017
12:13:36 PM

Select Company Cedar Rapids Community School District 1

ID Number

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

Enter your timeclock ID number.

Click LOG ON TO DASHBOARD.

Enter your PIN. (last four of SSN unless you have changed your PIN). Push Enter on the keyboard.

Click on Requests tab.



Click on + Add tab or go to a specific date from the calendar and click on the +.

VIEW REQUESTS

Calendar List

Status FMLA

+ Add Manage Refresh << ≤ November 2019 >>

Sun	Mon	Tue
27 »	28 +	29 + 3
3 »	4 +	5 + 6
10 »	11 +	12 + 1
17 »	18 +	19 + 2
24 »	25 +	26 + 2
1 »	2 +	3 + 4


Enter the Date of request or make sure you have selected the correct day.


Enter the start time.

Select number of hours if other than 8. Do not include unpaid lunch times.

Select number of consecutive Days.

Select the Leave code.

Date requested 2/17/2017 

Start time 08:00 AM 


Hours 8:00

Days 1

Leave code << NONE >>

Description

- 362 - Holiday Lv
- 365 - Prof Lv: Workshop Out Of Dstrc
- 372 - Non-Reimbursed Lv
- PTO (384)**
- 384 - PTO



You may view your accrual balances by clicking Accruals at the bottom left of the screen.

Click Save