OBERLIN
COLLEGE & CONSERVATORY

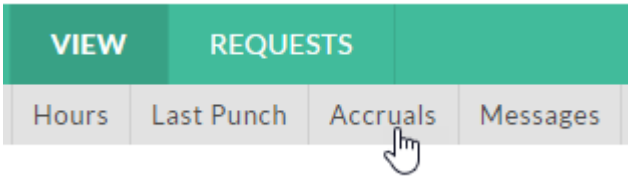
TimeClock Plus – Leave Requests

Accessing TimeClock Plus for Leave Requests

- Web interface at the "TimeClock Plus" link at https://www.oberlin.edu/human-resources/compensationpayroll using T Number (minus any leading zeroes)

Checking Accruals

- Leave accruals are uploaded into TimeClock Plus July 1
- After accessing the TimeClock Plus Dashboard, click VIEW and choose "Accruals"



- "Accrued" shows your current accruals for Sick Leave, Annual Leave, and Comp Time, etc.
- "Used Forecast" shows approved (but not pending) leave hours
- "Remaining" shows the remaining hours that can currently be requested

Select forecast date 5/1/2019 Update

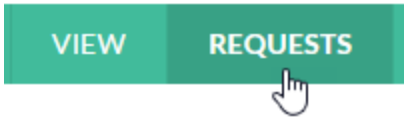
Showing 6 records of 6

Leave Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Comp Time (Monthly)	0.0000	27.7500	0.0000	10.0000	0.0000	0.0000	17.7500
Fall Day (Monthly)	7.5000	0.0000	0.0000	0.0000	0.0000	0.0000	7.5000
Sick (Monthly)	90.0000	0.0000	0.0000	3.5000	0.0000	0.0000	86.5000
Sick Carry Over (Monthly)	50.0000	0.0000	0.0000	0.0000	0.0000	0.0000	50.0000
Spring Day (Monthly)	7.5000	0.0000	0.0000	0.0000	0.0000	0.0000	7.5000
Vacation (Monthly)	165.0000	0.0000	0.0000	52.5000	0.0000	0.0000	112.5000

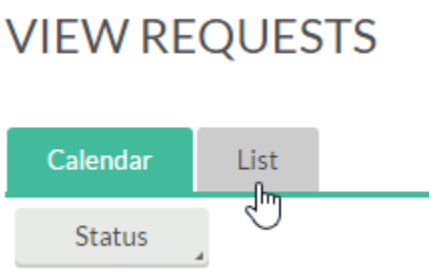
- You may also view your current accrual balances when creating a leave request

Requesting Leave

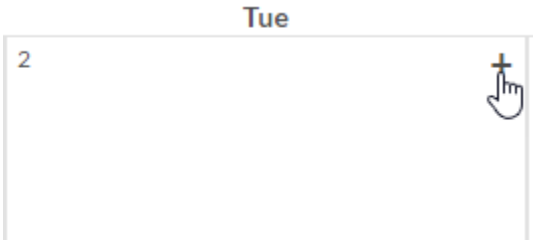
- Click the REQUESTS tab



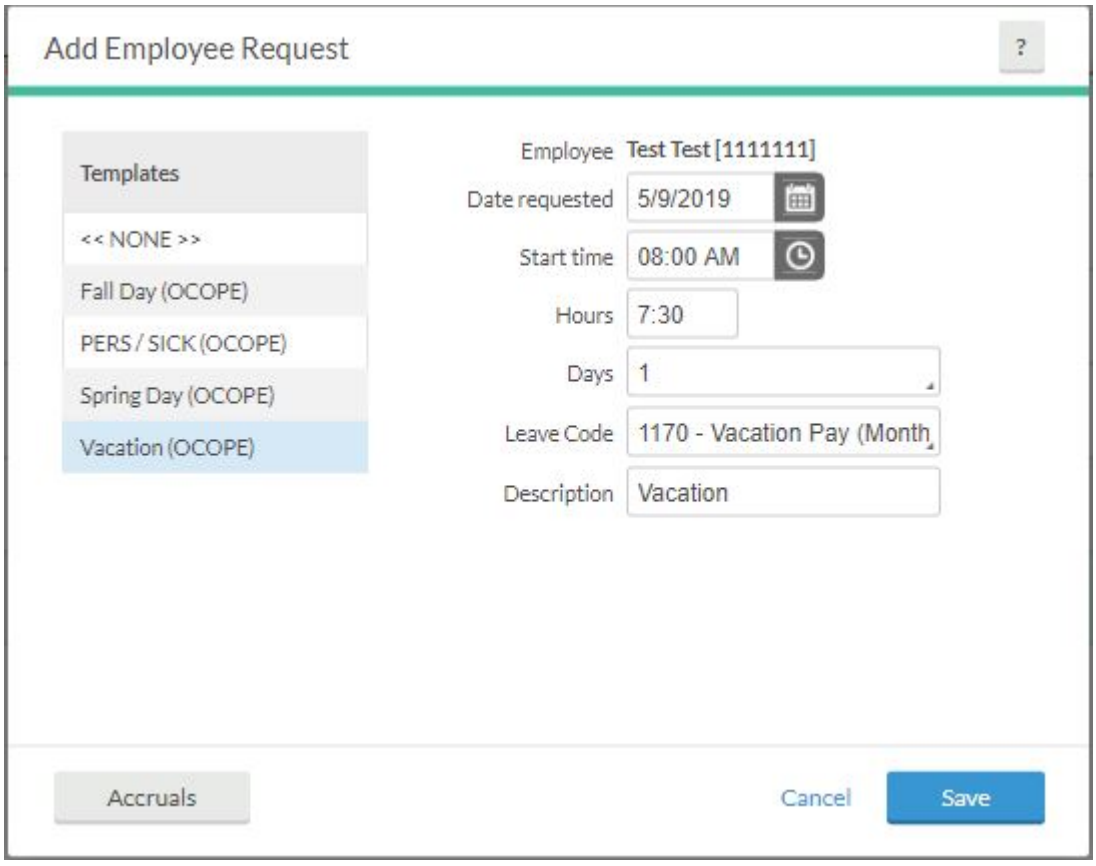
- The Calendar view appears by default, but this may be changed to a list view by clicking the List tab



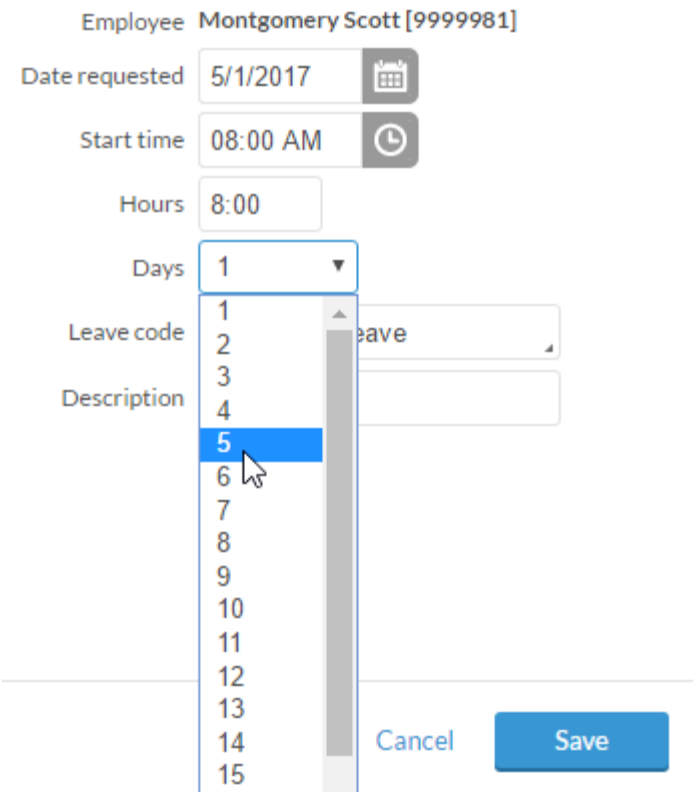
- Click the plus symbol on the day in the Calendar for which leave is requested



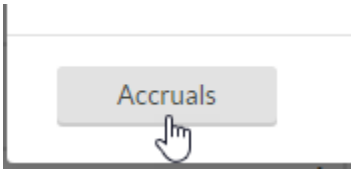
- Enter the Start Time, number of Hours, and the Leave Code.



- 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; note that using this function will include weekends. Requests for these days will need to be removed if they are not applicable

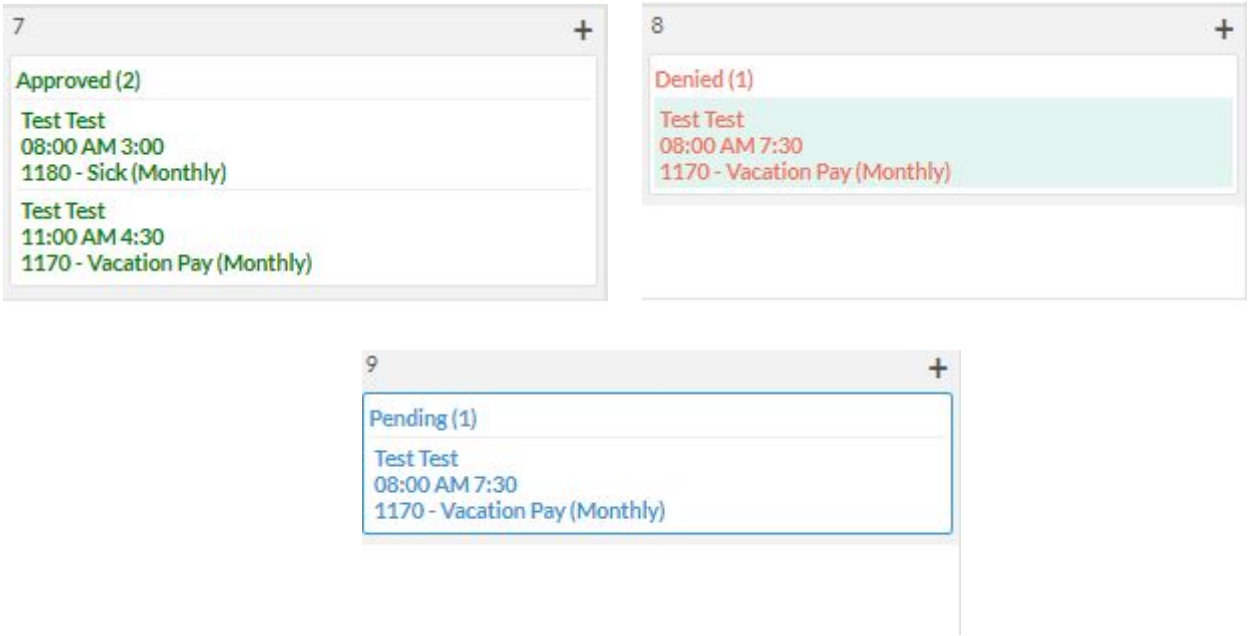


- You may use the Description field to explain the leave request if you like, but this is not required. Do NOT include any sensitive information in this field
- lick Save to complete the request
- On this Add Employee Request screen, click the Accruals button to view your current leave accrual balances



- You may create more than one leave request in a day; for example, if both Sick and Vacation hours are taken the same day

Request Deadlines

- Request leave in advance whenever reasonable
- Leave may be requested retroactive when necessary (for example, for unexpected Sick leave)

- For retroactive leave requests, it is best practice to create the requests as soon as possible or contact your supervisor or HR staff who can create the leave request for you if needed
- For salaried (monthly) employees, leave requests must be created by the 10th of the following month; supervisors must approve these requests by the 15th of the following month
- You may check the status of a leave request in the REQUESTS section