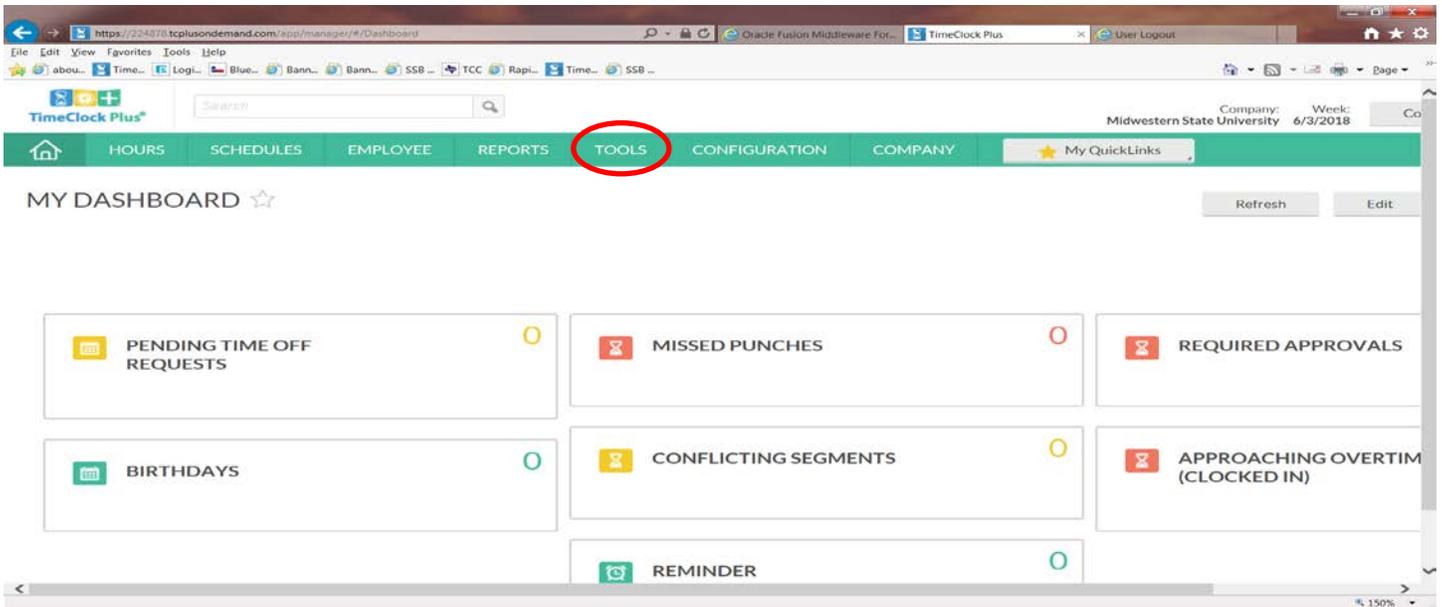
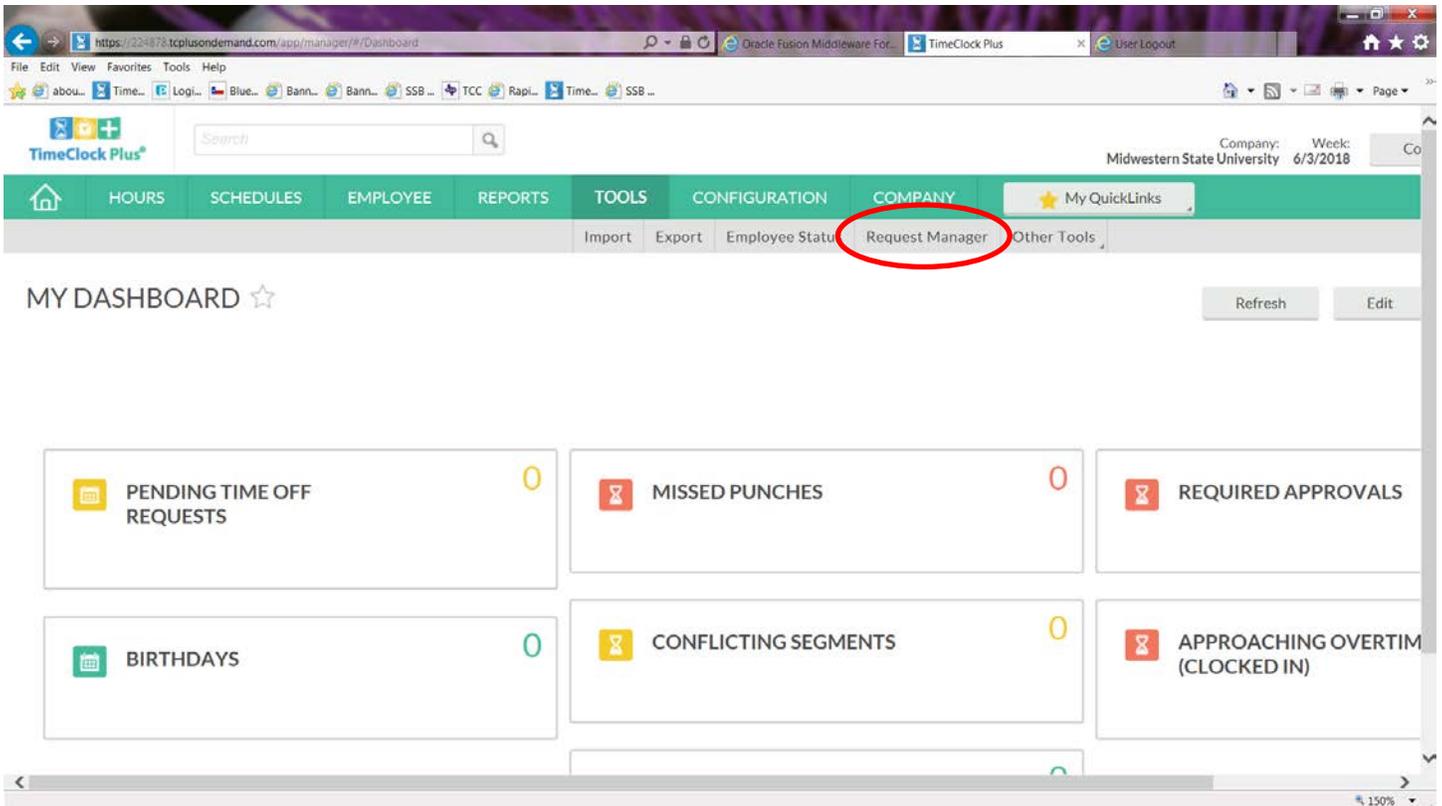


If you have an employee that did not enter their leave under "Leave Request" and they are missing hours on their timesheet please add that leave under "Request Manager" instead of entering on the timesheet. It has been discovered that when it is added to the timesheet it does not deduct from their accruals. Below are instructions to enter from "Leave Request"

Select "Tools"



Then "Request Manager"

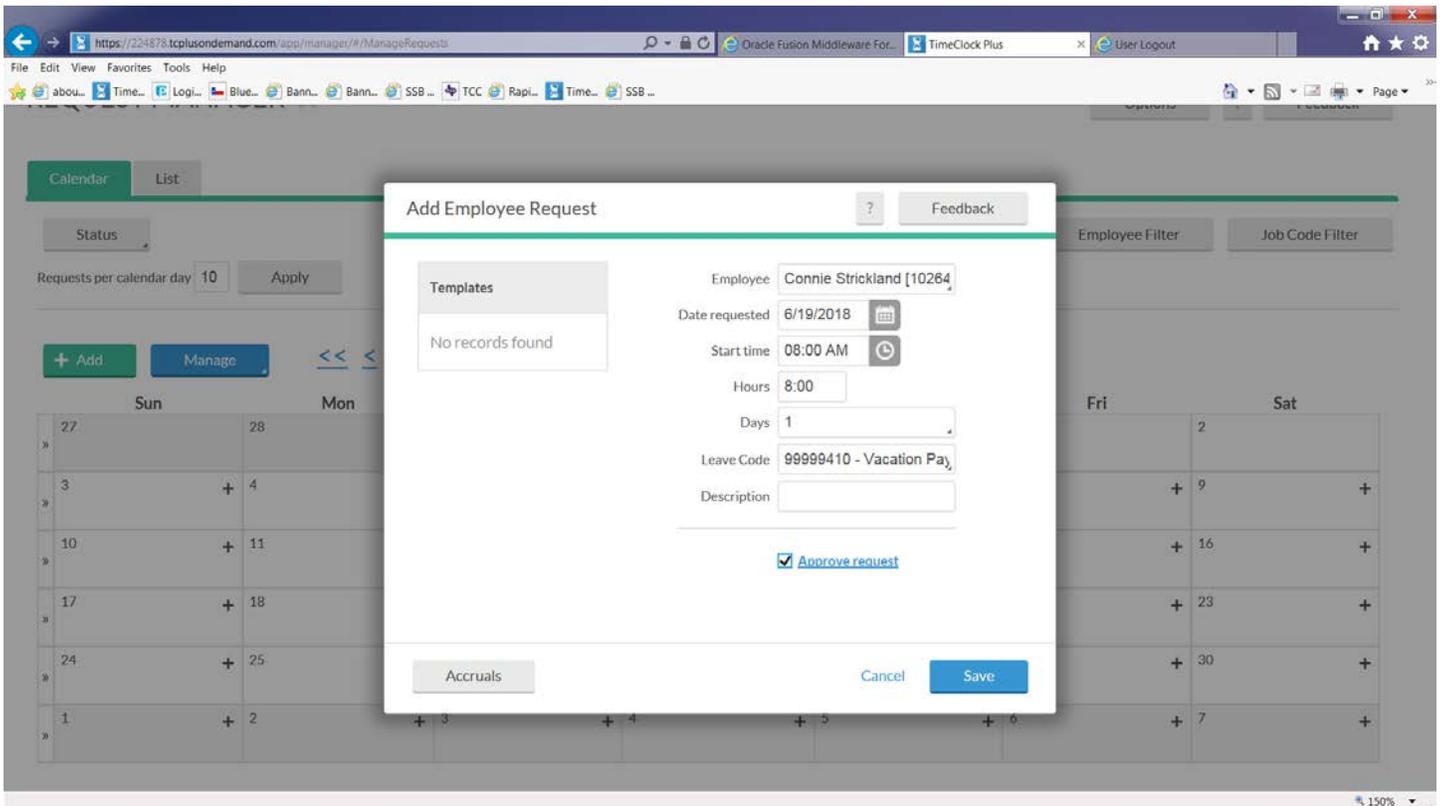


Select the "+" sign on the day that you will be entering the time.

The screenshot shows a web browser window with the URL <https://224878.tclplusondemand.com/app/manager/#/ManageRequests>. The page has a navigation bar with 'Calendar' and 'List' tabs. Below the navigation bar, there are filters for 'Status', 'Employee Filter', and 'Job Code Filter'. A 'Requests per calendar day' dropdown is set to '10'. The main content is a calendar for June 2018. The calendar grid shows days from 27 to 7. The date 19 is highlighted in yellow, and its '+' sign is circled in red. The calendar also includes '+ Add' and 'Manage' buttons, and navigation arrows for the month.

The screenshot shows the 'Add Employee Request' dialog box overlaid on the calendar. The dialog has a title bar with a question mark and a 'Feedback' button. It contains a 'Templates' section with 'No records found'. The main form has the following fields: 'Employee' (dropdown menu with '<< NONE >>'), 'Date requested' (calendar icon, value: 6/19/2018), 'Start time' (clock icon, value: 08:00 AM), 'Hours' (input field, value: 24:00), 'Days' (dropdown menu, value: 1), and 'Description' (text input field). There is an 'Approve request' checkbox. At the bottom, there are 'Accruals', 'Cancel', and 'Save' buttons.

Double click in the Employee and select the employee that you are entering time for. Change the start time if needed and enter hours that are needed and select the type of leave in the leave code box. Check “Approve Request” and click “Save”



This will add to the timesheet and deduct from the accruals once it has been approved on the timesheet.