



Time Off
Requests at Your
FINGERTIPS

ABSENCE MANAGEMENT

MANAGING WITH EASE

Managers have access to:

- Notifications through Dashboard, Request Manager, or email of new leave request
- View real-time snapshot of all leave requests by calendar date
- Simply approve/deny request with one click of a button
- Monitor substitute vacancies and assignments
- Track FMLA leave

ACCRUALS

Select forecast date: 6/19/2019

Showing 3 records of 3

Accrual Bank	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Comp Time	1.6750	0.0000	0.0000	0.0000	0.0000	0.0000	1.6750
Local Leave	386.6628	9.9999	24.0000	0.0000	0.0000	0.0000	372.6627
State Leave	32.2489	0.0000	24.3667	0.0000	0.0000	0.0000	7.8822

Calendar List

Status Sub Assignment FMLA

Requests per calendar day: 19

May 2019

Sun Mon

20 21 22 23 24 25 26 27 28 29

Approved (2)
Arnold Carter
08:00 AM - 04:00 PM
120 - State Leave
Ed Hernandez
08:00 AM - 04:00 PM
800 - Local Leave
[Substituted Person](#)

Pending (3)
Ed Hernandez
08:00 AM - 04:00 PM
100 - Local Leave
Substituted Person
Mark Carter
08:00 AM - 04:00 PM
100 - Local Leave

Denied (3)
Ted Hernandez
08:00 AM - 04:00 PM
100 - Local Leave

Pending (1)
Ed Hernandez
07:45 AM - 03:15 PM
120 - State Leave
[Substituted Person](#)

THE EMPLOYEE EXPERIENCE

Before making a request for time off, employees are able to view their current leave balances at any accessible WebClock, RDTg, or MobileClock device. This feature allows employees to make informed decisions about their time off request in the future and prevents ineligible time off.