

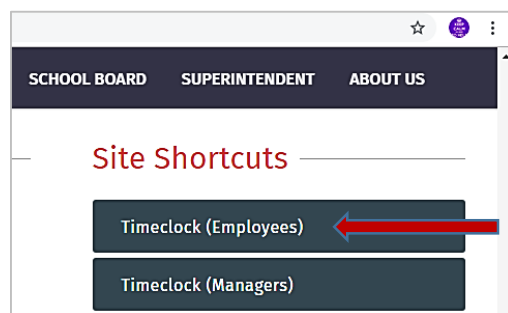
# TIMECLOCK PLUS: REQUESTING AND VIEWING LEAVE

(INSTRUCTIONS FOR TEACHERS, MEDIA SPECIALIST, GUIDANCE)

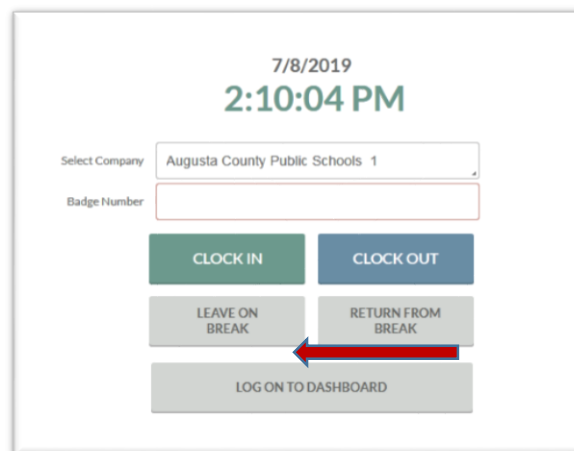
**IMPORTANT REMINDER:** Your building administrator sets procedures for notifying their office of an impending absence. There is no change to your school's instructions on contacting a supervisor prior to the leave date.

**The following instruction sheet replaces the current TalentEd leave request process.**

- 1.) Go to the school board website, [www.augusta.k12.va.us](http://www.augusta.k12.va.us).
- 2.) On the Home page, under Site Shortcuts, click on the Timeclock (Employees) tab:

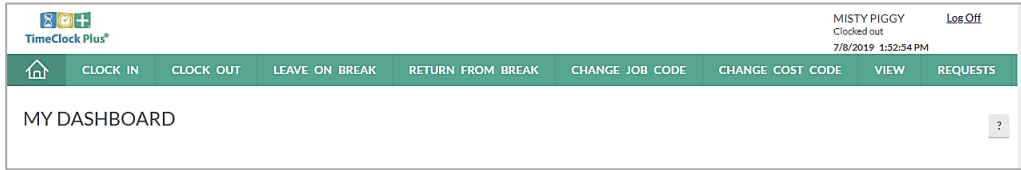


- 3.) Choose LOG ON TO DASHBOARD after entering Badge Number:

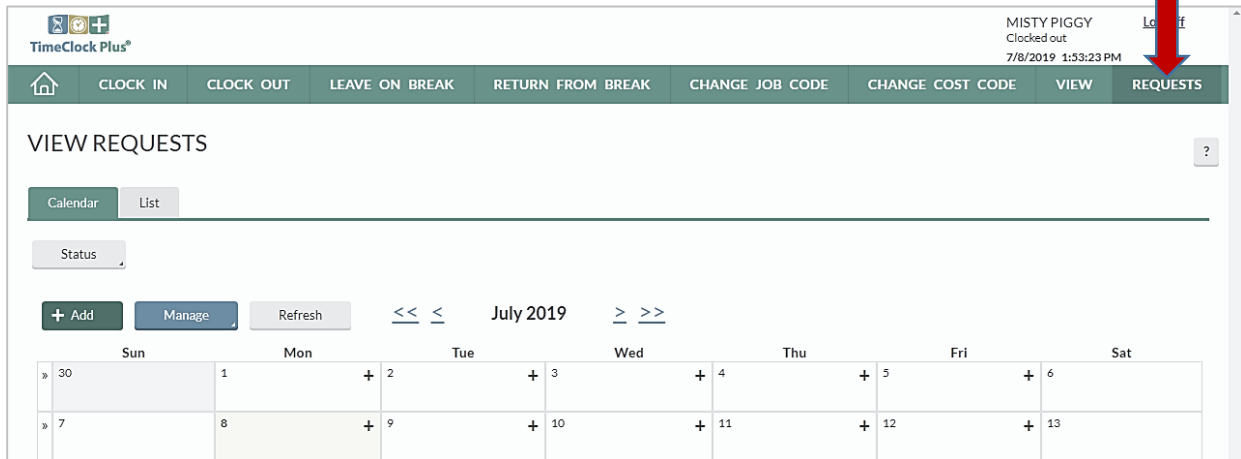


- Badge Number = *first 3 letter of last name + last 4 digits of social security number* (Example: Jane Smith, SSN 123-45-6789 has a Badge number of SMI6789)
  - If the last 4 digits of your SSN start with leading zero(s), drop those and use the remaining digits
- PIN Box will appear after clicking "LOG ON DASHBOARD"
  - PIN = last 4 digits of SSN (also drop leading zeroes; may be shorter than 4 digits)

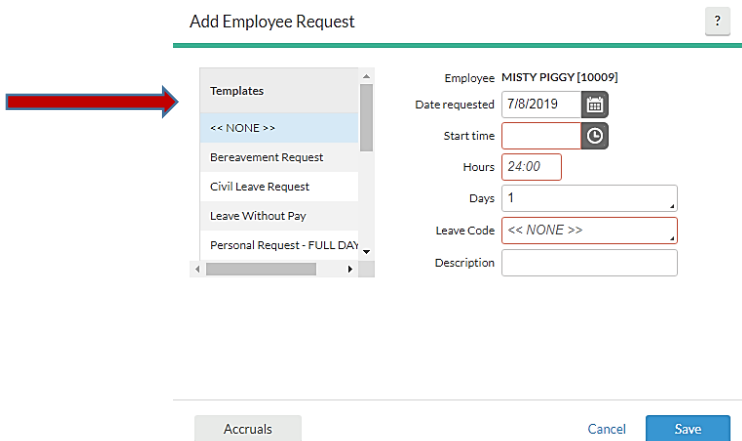
4.) View MY DASHBOARD screen:



5.) Choose REQUEST section:



6.) To request leave using templates, double click on the calendar date OR click on the +ADD button. The **Add Employee Request** box will appear:



7.) Under the **Templates** section,

- a. Select type of leave. Make sure to pick either **FULL** or **HALF** day increment.
- b. Once selected, be sure the **Date requested** is correct for the date of absence.
- c. All other information will auto-fill.

8.) To find leave balances, choose the VIEW section. Click on the Accruals section.

*NOTE: Leave balances have been converted to hours. The accrual bank description will show your contract hours per day.*

TimeClock Plus®

MISTY PIGGY  
Clock out  
7/8/2019 2:09:01 PM

Log Off

CLOCK IN CLOCK OUT LEAVE ON BREAK RETURN FROM BREAK CHANGE JOB CODE CHANGE COST CODE VIEW REQUESTS

Hours Schedules Last Punch Accruals Messages

### ACCRUALS

Select forecast date: 7/8/2019 Update

Showing 2 records of 2

Accrual Bank↑	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
PERS - 10 MTH 7.5 HR	15.0000	0.0000	0.0000	0.0000	0.0000	0.0000	15.0000
SICK - 10 TCH 7.5 HR	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

9.) To see leave dates posted, click the Hours section, and select the date range:

TimeClock Plus®

MISTY PIGGY  
Clock out  
7/9/2019 11:09:05 AM

Log Off

CLOCK IN CLOCK OUT LEAVE ON BREAK RETURN FROM BREAK CHANGE JOB CODE CHANGE COST CODE VIEW REQUESTS

Hours Schedules Last Punch Accruals Messages

### VIEW HOURS

Navigate Period

06/30 - 07/06

Download

Regular	OT1	OT2	Leave	Total
8:00	0:00	0:00	8:00	8:00

Showing 1 records of 1

Notes	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
	7/1/2019 9:00 AM	7/1/2019 5:00 PM	8:00	8:00	8:00	26 - PERS - 10 MTH 7.5 HR

#### REMINDERS/HELPFUL HINTS:

- Leave request are required for all absences, even if a substitute is not needed.
- Request should be submitted prior to the absence when possible.
- Request not made prior to the absence must be submitted within 5 days of the date of leave. Timeclock will block request attempts after the 5 day period.
- Late request must be emailed to your supervisor for approval.
- Long-term leave requires FMLA paperwork.
- NEW Bereavement policy:
  - a. All contracted employees are granted three (3) days of bereavement leave per occurrence for a death in the family (immediate family, and including sibling, parent-in-law, son or daughter-in-law, brother or sister-in-law, nephew, niece, grandchild, grandparent, uncle or aunt); or an individual with unusually strong personal ties to the employee.
  - b. Bereavement leave can be combined with sick leave (must be certified as medically necessary), personal leave, or vacation if additional time is needed.