## **EXEMPT EMPLOYEES**

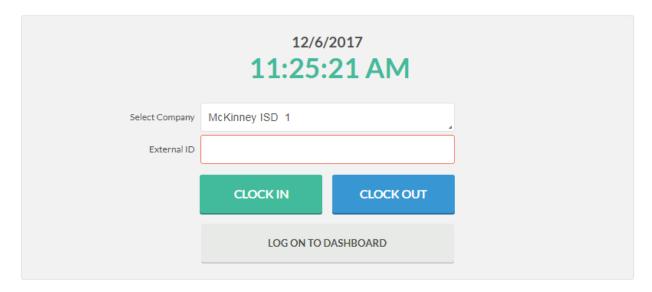
All Exempt employees, those not entitled to over-time compensation, are not required to record daily attendance through TimeClock Plus (TCP) timekeeping system.

However, this does not remove the requirement for all employees to submit leave or absence requests in TCP. Anytime an exempt or non-exempt staff member will be absent from work, they must notify their direct supervisor and must enter their leave or absence in TCP.

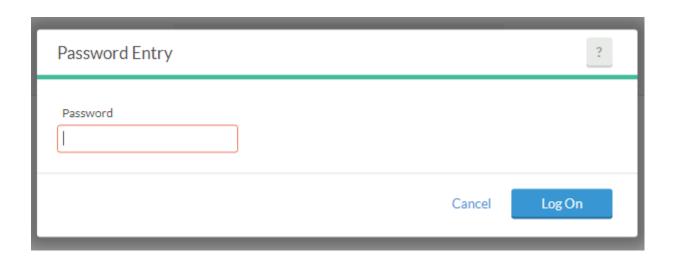
- <a href="https://63097.tcplusondemand.com/app/webclock/#/EmployeeLogOn/63097/1">https://63097.tcplusondemand.com/app/webclock/#/EmployeeLogOn/63097/1</a>
- LEAVE REQUESTS/ABSENCES WILL BE ENTERED IN TCP

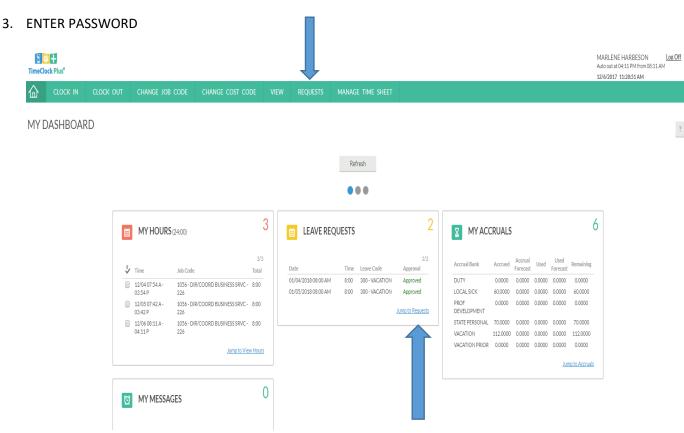
## ENTER LEAVE REQUESTS



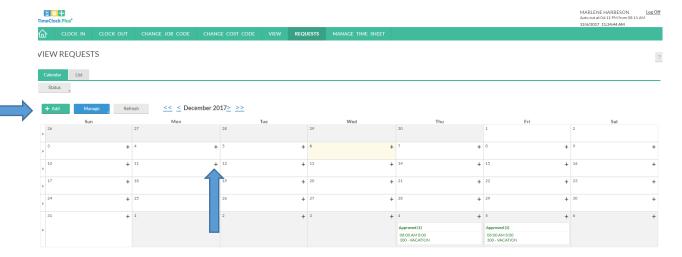


- 1. ENTER EMPLOYEE ID
- 2. LOG ON TO DASHBOARD

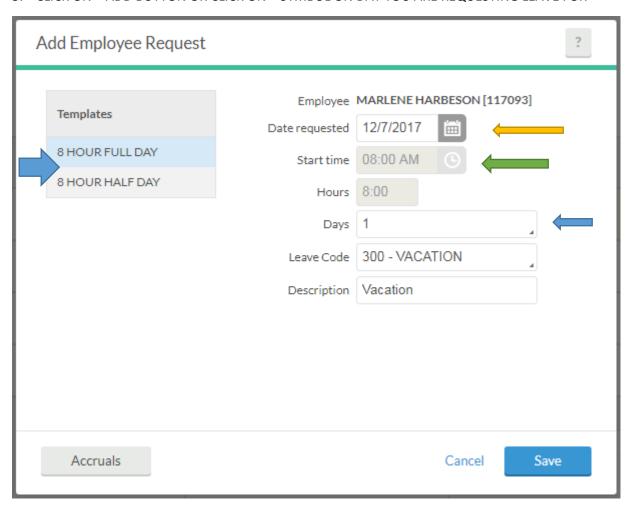




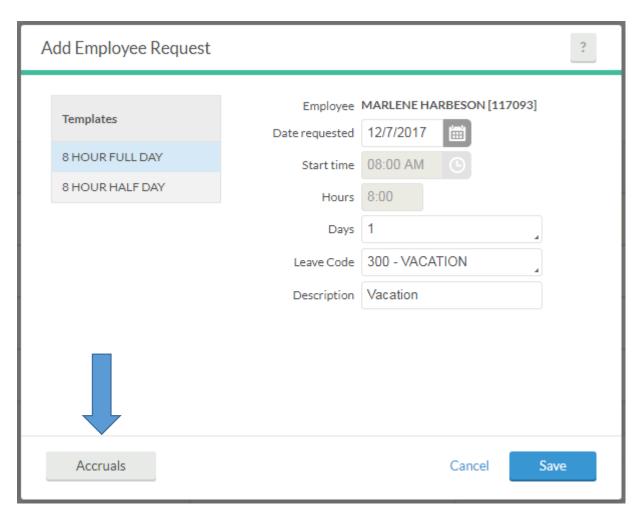
4. CLICK REQUESTS IN THE TOOL BAR OR CLICK ON JUMP TO REQUESTS IN LEAVE REQUESTS WIDGET ON DASHBOARD



5. CLICK ON + ADD BUTTON OR CLICK ON + SYMBOL ON DAY YOU ARE REQUESTING LEAVE FOR



- 6. CHOOSE FULL DAY OR HALF DAY
- 7. CHOOSE DATE
- 8. CHOOSE START TIME IF HALF DAY REQUESTED (8 AM OR 12 PM)
- 9. CHOOSE DAYS (IF TAKING FULL DAYS CONSECUTIVELY MONDAY-FRIDAY)

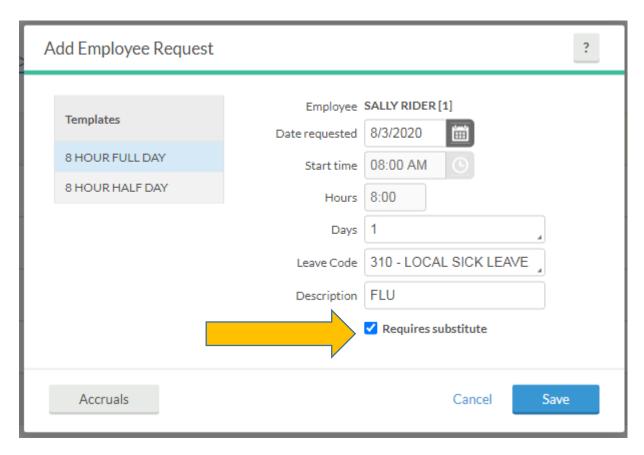


- 10. CHOOSE LEAVE CODE
- 11. DESCRIPTION MUST BE ENTERED DETAIL IS NOT REQUIRED
- 12. CHOOSE ACCRUALS BUTTON IF YOU WANT TO CHECK YOUR ACCRUAL BALANCES

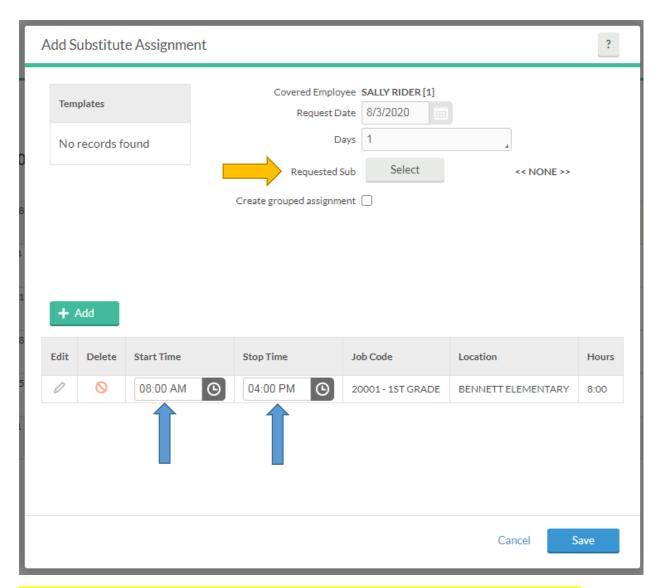
\*\*\*EXEMPT EMPLOYEES WOULD TAKE THE NUMBER OF HOURS/8 TO DETERMINE NUMBER OF DAYS REMAINING\*\*\*

<sup>\*\*\*</sup>ACCRUAL BALANCES ARE IN HOURS NOT DAYS\*\*\*

IF YOUR POSITION NORMALLY REQUIRES A SUBSTITUTE WHEN YOU'RE ABSENT, THEN "A REQUIRES SUBSTITUTE" BOX WILL APPEAR BELOW DESCRIPTION. IF YOUR ABSENCE DOES NOT REQUIRE A SUBSTITUTE, YOU'LL NEED TO UNCHECK THE BOX AND SAVE.

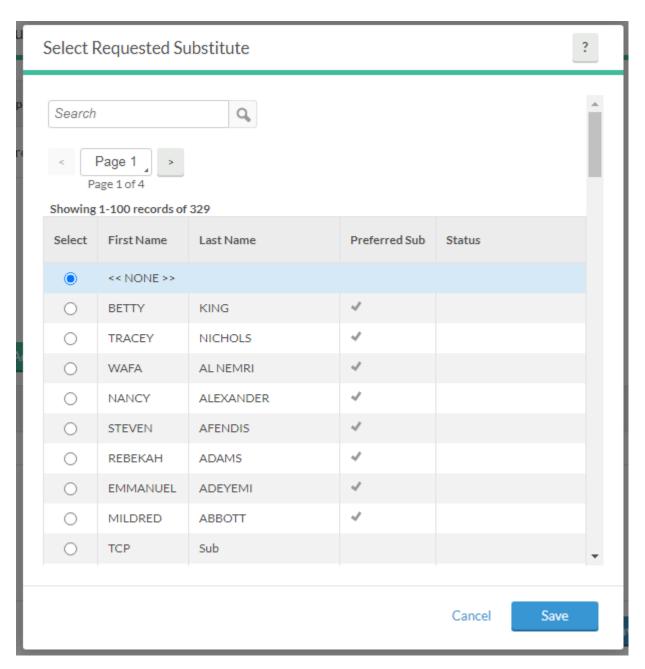


ONCE SAVED...AN ADD SUBSTITUTE ASSIGNMENT WILL APPEAR.



BE SURE AND EDIT THE START AND STOP TIMES TO ACCURATELY REFLECT EXACTLY WHEN THE SUBSTITUTE SHOULD REPORT TO AND END THEIR ASSIGNMENTS.

YOU CAN SAVE OR IF YOU HAVE A PARTICULAR SUB YOU WOULD LIKE TO REQUEST, ENTER SELECT.



SUB LIST WILL SHOW PREFERRED SUBS FIRST THEN ALL OTHER SUBS.

SELECT A REQUESTED SUBSTITUTE AND SAVE.

THAT SUBSTITUTE WILL BE NOTIFIED THAT THE JOB IS AVAILABLE FOR THEIR CHOOSING. IF THEY OPT NOT TO CHOOSE THAT JOB, OTHER SUBSTITUTES WILL SUBSEQUENTLY BE NOTIFIED.