




TimeClock Plus – Pro Development Admin Leave





Starting in July, a new leave bank, Pro Development Admin Leave, will be added to eligible employees in TimeClock Plus. 24 hours of this new leave type will be added to each eligible employee’s accruals (prorated for part-time employees).

This can be requested like annual and sick leave in the Requests section.

Hikaru Sulu
 Clocked out
 5/31/2022 11:04:31 PM


Change Project


View

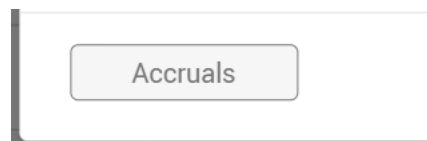

Requests

Click the plus sign in the requests calendar on a day when the admin leave is requested.

<< <
July 2022
> >>

Tue		Wed		Thu	
28	+	29	+	30	+
5	+	6	+	7	+

To view current accrual balance as of that day, click the Accruals button.



The balance is separate from annual and sick leave, called “Pro Development Admin Leave.”

Accrual Bank 17	Accrued	Accrual Forecast	Used	Used Forecast	Expired	Expired Forecast	Remaining
Annual Leave	200.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	200.0000 Hours
Comp Time	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours
Pro Development Admin Leave	24.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	0.0000 Hours	24.0000 Hours

On the leave request, enter the number of hours to take for the day and choose “Pro Development Admin Leave” as the leave code.

Add Employee Request

? Feedback

Templates

No records found

Employee **Hikaru Sulu [9999982]**

Date requested

Start time

Hours

Days

Leave Code

Description

Accruals

+ 12

+ 13

15

Annual Leave

1 - Annual Leave

Sick Leave

2 - Sick Leave

Pro Development Admin Leave

12 - Pro Development Admin Leave

Comp Time

The request will show as pending, and an email will be sent to the supervisor for approval. Once approved, the leave taken will be deducted from the leave bank.

6 +

Pending (1)

8:00 AM 8:00

12 - Pro Development Admin Leave