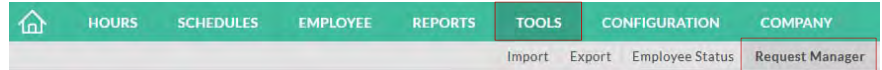


Quick User Guide: APPROVER – FMLA Leave in TimeClock Plus



Enter Employee Time Off Request.

Select "Tools" > Select "Request Manager" →



- Click **+Add** button
 - Use template (on the left) or manually enter:
 - Select **Employee**
 - Enter Date, Start Time, Hours, Days
 - Select Leave code = **FMLA Case**
 - Select FMLA Case

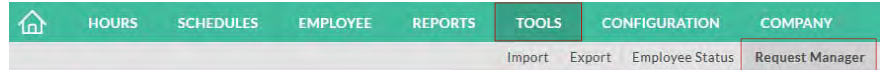
If you are also able to approve time (on behalf of the supervisor) > Click Approve request

- Save

Approved requests will appear as "green" → Pending requests will appear as "blue" until approved (by supervisor)

Approve Employee Time Off Request.

Select "Tools" > Select "Request Manager" →



- Locate "**blue**" Pending Request
 - Right-click on request
 - Select **Approve Request Level 1** (from the list)
 - Request will change to 'green' (approved)

