

TCP- TimeClocks Plus - online Leave Request

EMPLOYEE Link: <https://57699.tcplusedemand.com/app/webclock/#/EmployeeLogOn/57699/1>
(Computer Access)

Employee requesting leave time will see the following screen



2/27/2024
09:41:54 AM

Select Company

Little Rock School District 1

Badge Number

Clock In

Clock Out

Leave On Break

Return From Break

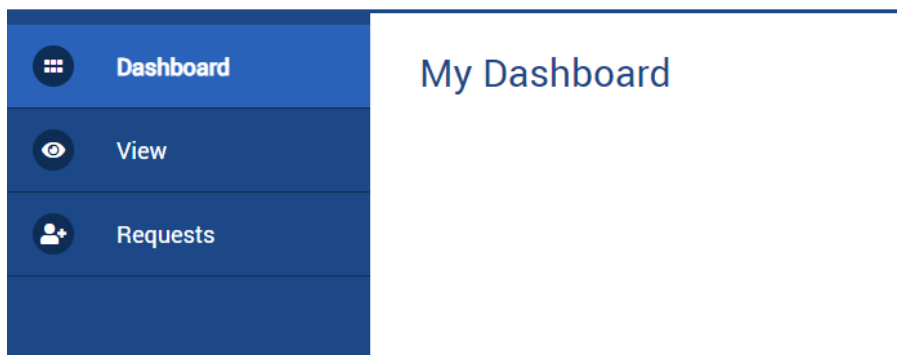
Log On To Dashboard

Where it shows Badge number you will enter the **EMPLOYEE ID #: XXXXX**
(ASSIGNED from EFinance Plus)

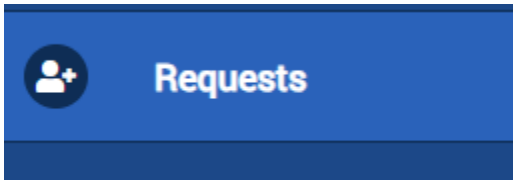
Click on

Log On To Dashboard

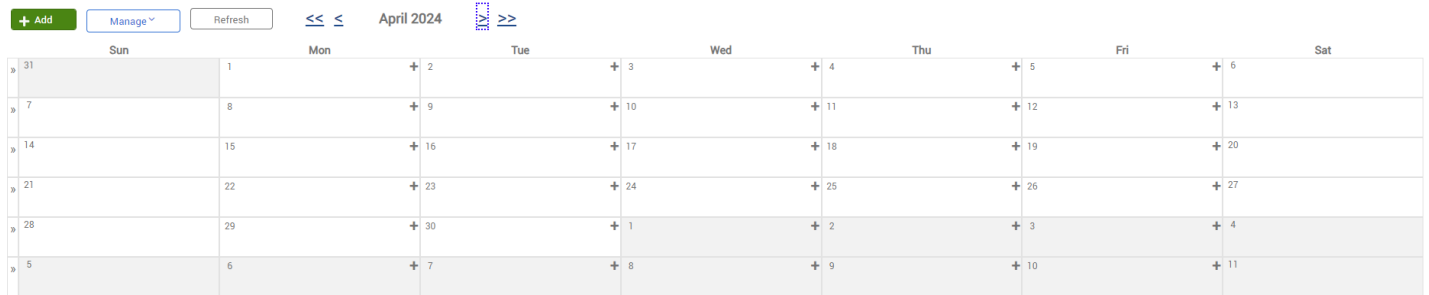
When you do so the following screen will come up – *COMPUTER VERSION*



You will click on



You will find a Calendar



Once you find the date you are looking to take off, click the **(+)** plus sign and the following box will appear. You will see YOUR name by employee. . .


Add Employee Request


?

Feedback

Templates

No records found

Employee 

Date requested 

Start time

Hours

Days

Leave Code

Description

Cancel

Save

Click the calendar to find the date you want to use EXAMPLE: 4/1/2024


Click the clock to find times options and once you enter time **click OK** (ex: 8 / 00 / AM - OK)

Click number of hours: xxx (1 hour up to 8 hour work day)

Select number of days if out more than one day for the same entry, in the same week.


Select the Leave Code that reflect type of leave being requested. **Use drop down**

******* Add Description / Note if you would like. . . and **press SAVE**

10:00 AM 

0	1	2	3
4	5	6	7
8	9	10	11
12	AM	PM	Clear
00	15	30	45

Cancel Ok

Date requested 

Start time < Mar 2024 >

Hours	Su	Mo	Tu	We	Th	Fr	Sa
Days	25	26	27	28	29	1	2
	3	4	5	6	7	8	9
Leave Code	10	11	12	13	14	15	16
Description	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6

Days

ve Code

cription

Leave Code << NONE >>

Description

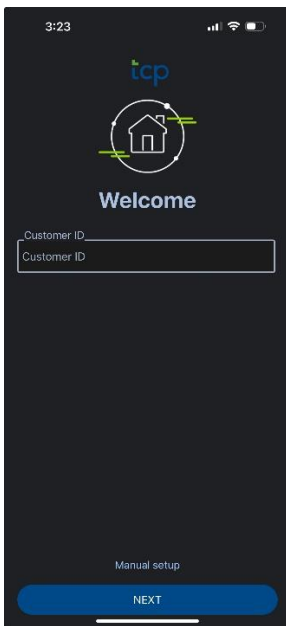
- 901 - SICK
- 911 - PERSONAL
- 921 - VACATION
- 930 - MILITARY LEAVE W/PAY
- 931 - MILITARY LWOP

APP VERSION

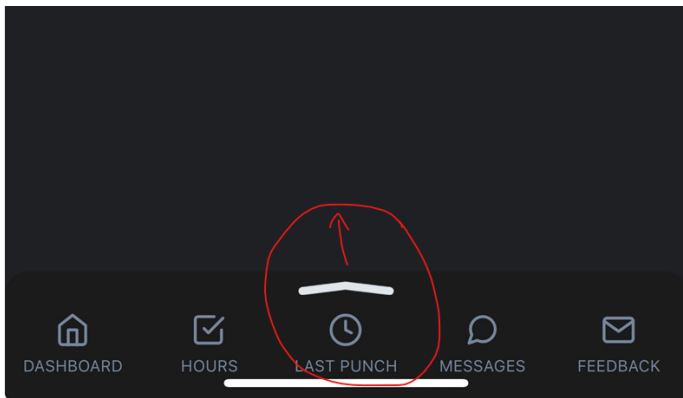
Download the APP: (Mobile or Tablet)



TCP MobileClock

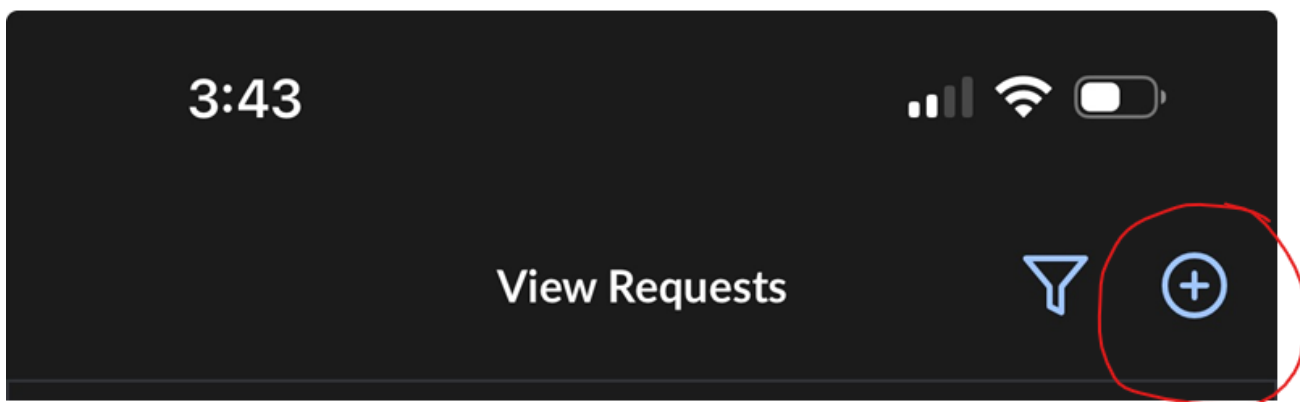
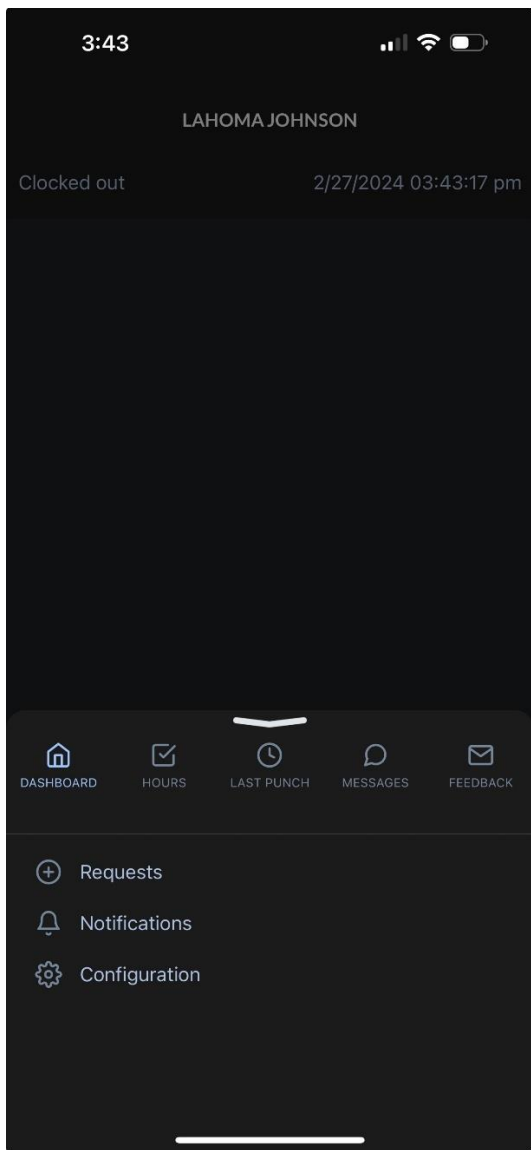


for the first time use you will enter the following **Customer ID: 57699**



PULL UP the white line located above Last punch

What you will find once you pull the line up at the bottom of the screen – **press REQUEST**



You will find a **(+)** a plus in the top right of your screen – press to move to next screen.

At this time you will select the Date / Start time / Hours taken / # of days / Leave Type and **Save**

4:35

<

Add Employee Request

Date requested

2/27/2024

Start time

Start time

Hours

Hours

Days

1

Leave Code

<< NONE >>

Description

Description

Save

If you have any questions feel free to contact Payroll Department for assistance.