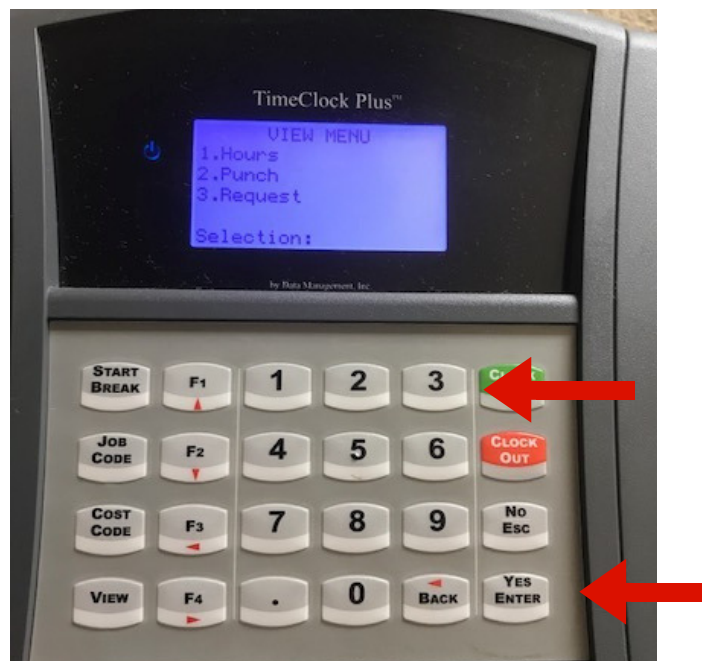


# Requesting Leave in TimeClocks on a Terminal



Click the 'View' Key

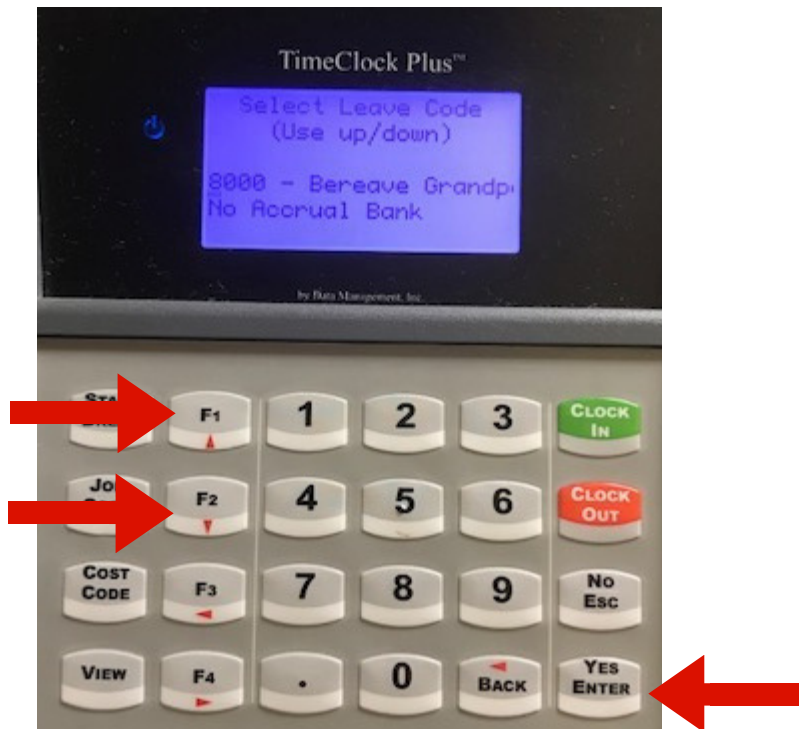


Hit 3 for Request

Enter your 4 digit ID Number and hit 'Yes/Enter'  
Enter your 4 digit Pin Number and hit 'Yes/Enter'



Using the numbers pad, enter the date of leave in a mm/dd/yyyy format. Press 'Yes/Enter' to Start Time and enter the time in a TT:TT format. Use the up/down arrow to change AM to PM. Hit 'Yes/Enter'. Enter the number of hours in a HH:MM format. Press 'Yes/Enter'. Set the number of days if more than 1. Hit 'Yes/Enter' when information is correct.



Select the proper 'Leave Code' by using the arrow keys to scroll up or down between options. Please make sure to select the correct code.  
Hit 'Yes/Enter'



Confirm that everything is correct and hit 'Yes/Enter'.  
You're good to go!