

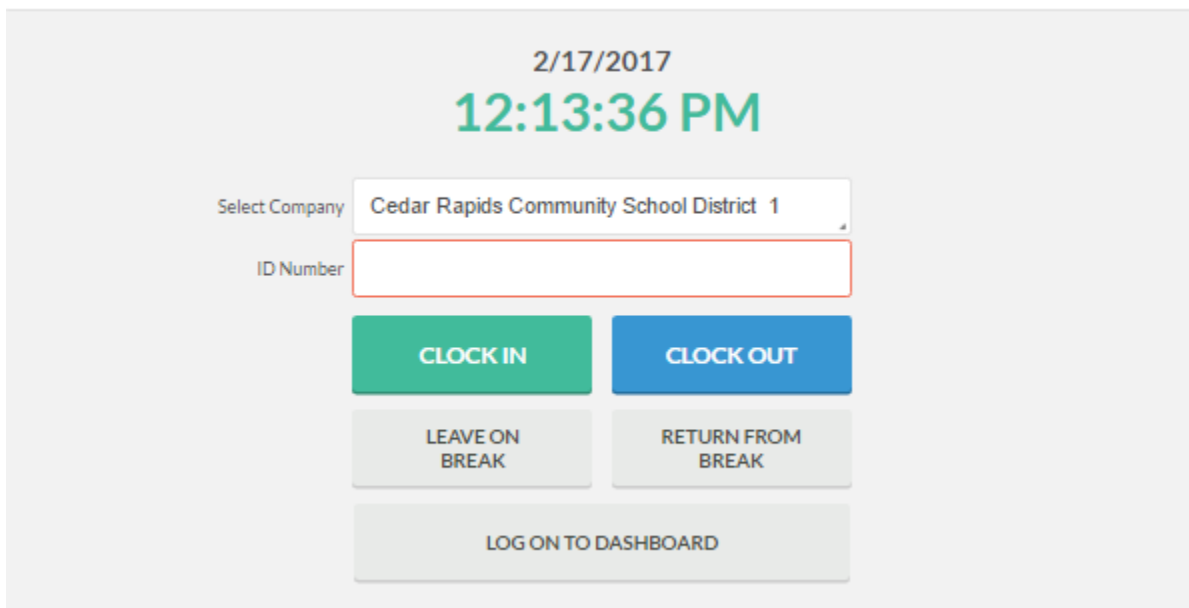
Submitting Leave Requests from On-Screen TimeClock

Below is the link to the Onscreen Time Clock. *You may want to save this link to your favorites.*

<https://crcsd-tcplus.cr.k12.ia.us/app/webclock/#/EmployeeLogOn>

Or

cr.k12.ia.us – Departments & Services – Human Resources – Payroll – Electronic Timekeeping - WebClock



2/17/2017
12:13:36 PM

Select Company Cedar Rapids Community School District 1

ID Number

CLOCK IN CLOCK OUT

LEAVE ON BREAK RETURN FROM BREAK

LOG ON TO DASHBOARD

Enter your timeclock ID number.

Click LOG ON TO DASHBOARD.

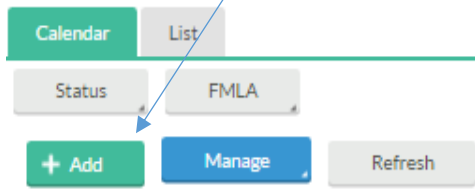
Enter your PIN. (last four of SSN unless you have changed your PIN). Push Enter on the keyboard.

Click on Requests tab.



Click on + Add tab.

VIEW REQUESTS



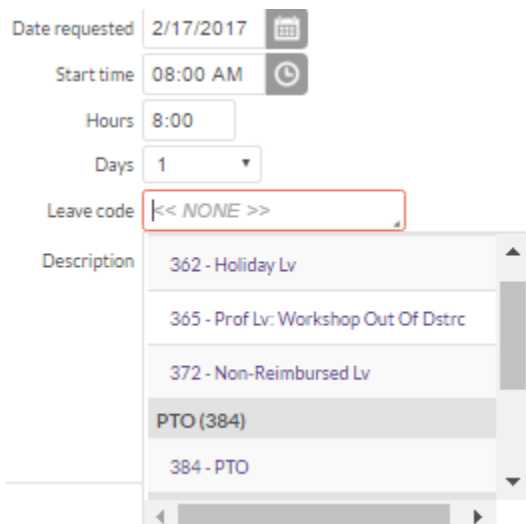
Enter the Date of request.

Enter the start time.

Select number of hours if other than 8. Do not include unpaid lunch times.

Select number of consecutive Days.

Select the Leave code.

A screenshot of a form for creating a request. The fields are: "Date requested" with value "2/17/2017" and a calendar icon; "Start time" with value "08:00 AM" and a clock icon; "Hours" with value "8:00"; "Days" with value "1" and a dropdown arrow; "Leave code" with value "<< NONE >>" and a dropdown arrow. Below the "Leave code" field is a dropdown menu with the following options: "362 - Holiday Lv", "365 - Prof Lv: Workshop Out Of Dstrc", "372 - Non-Reimbursed Lv", "PTO (384)", and "384 - PTO".

You may view your accrual balances by clicking Accruals at the bottom left of the screen.

Click Save