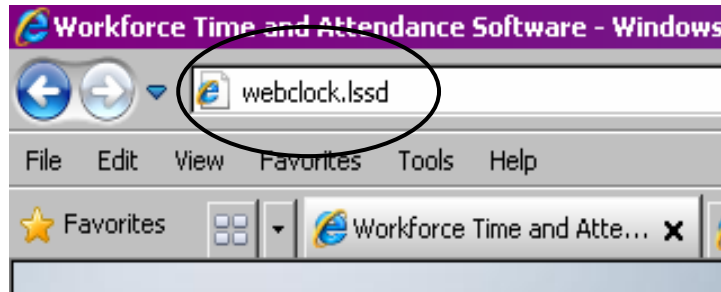


## Lee's Summit R-VII School District Workforce Software Instructions for Time-Off Request (TOR)

### To Log-in:


Access the webclock by typing in **webclock.lssd** in the address line in the Internet Browser.

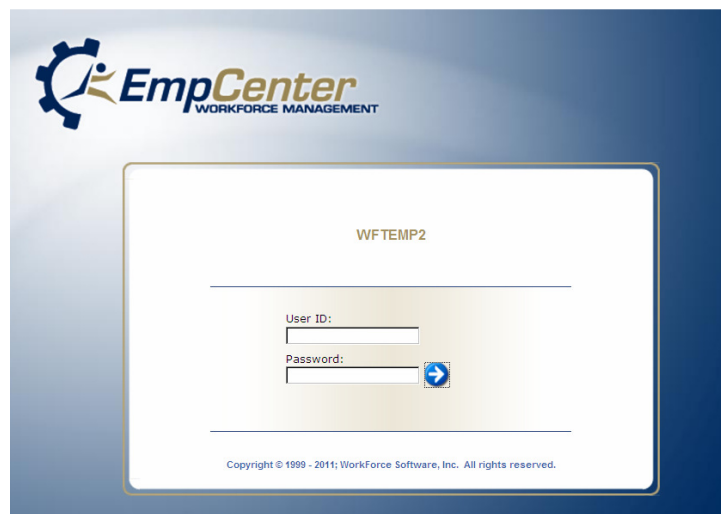


- Log in to Workforce Software using your employee identification number as the User ID. Your Employee ID is:

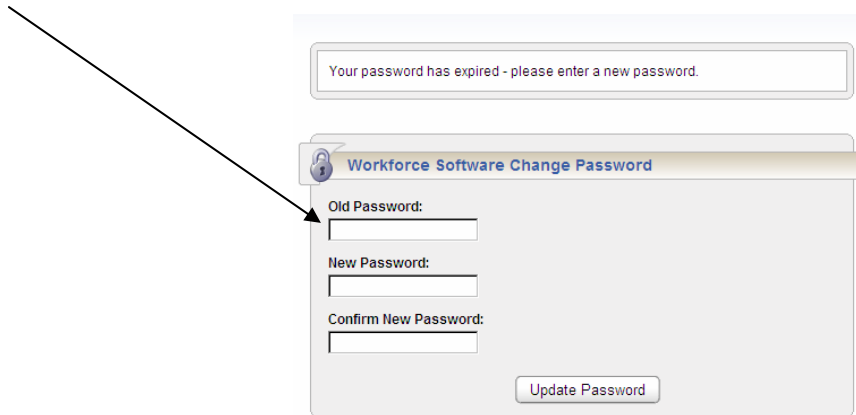
1    X X                      X X                      X X X X  
(Two Digits of Birth Month)    (Two Digits of Birth Day)                      (Last four digits of Social Security #)

**EXAMPLE:** if your birthday is September 28 and your Social Security Number ends in 1234, your Employee ID is: 109281234.

- Enter your User ID (Employee ID) and Password. Your **initial** password is the same number as your employee identification number. If you have already set your password, you will need to use the password that you set.
- To Login, Click on the  button.



- The first time you enter the webclock, you will be prompted to change your password. To change your password, enter your old password (NOTE: When changing your password for the first time, your old password is your Employee ID).



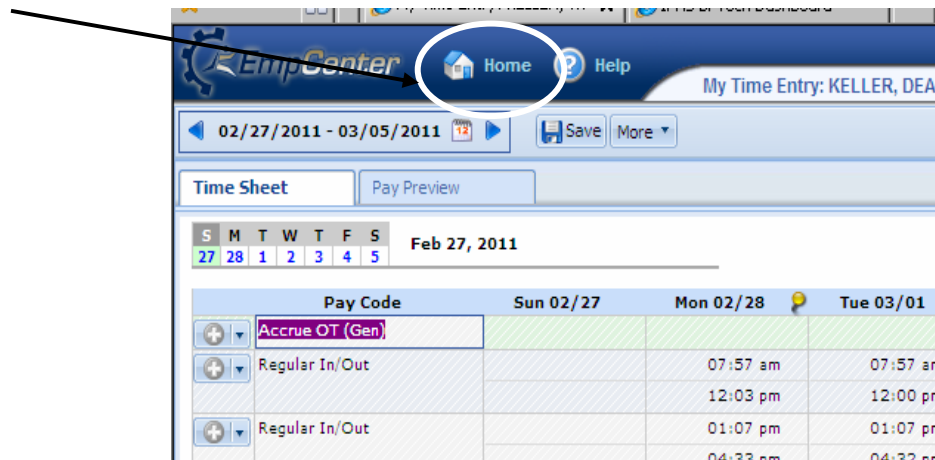
**NOTE:** Workforce passwords can be alpha/numeric, are case sensitive, must be at least FIVE characters and cannot be reused when you are prompted to change your password in the future. It is recommended that you use your network password for the Workforce Software password. Enter and confirm your new password.

- After changing your password, you will be directed to the Webclock.

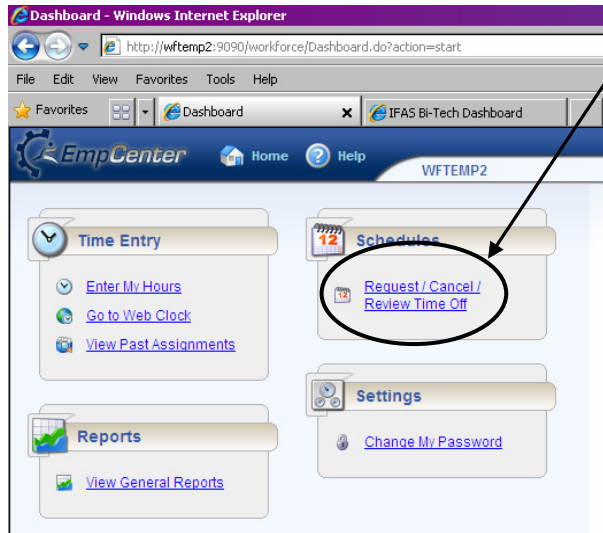
- Click on Timesheet



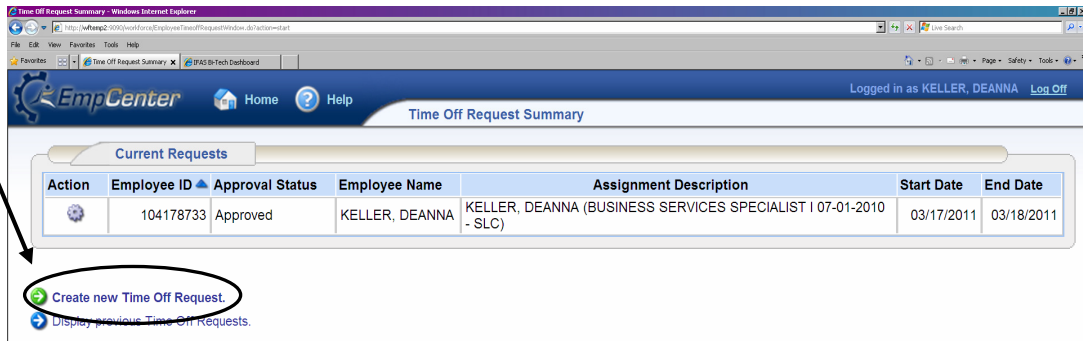
- Click on the Home icon, at the top of screen.



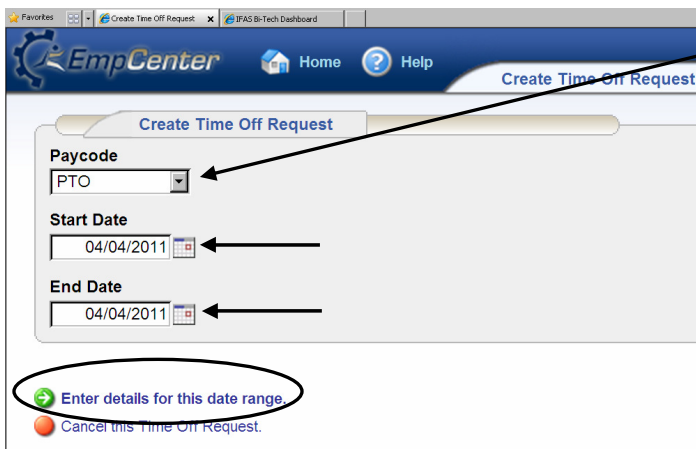
- At the Home screen, click on "Request/Cancel/Review Time Off"



- You will be directed to a summary of past time off requests, if applicable. To create a new request, click on "Create New Time Of Request"



- Next, enter the type of TOR. Use the drop-down menu to select the valid type of request. You can select the type of time off using the drop-down menu (click on the drop down).



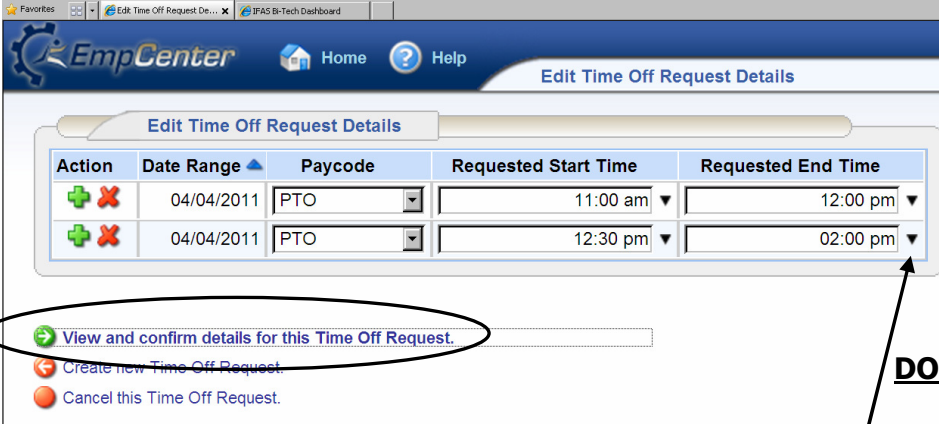
**Note:**  
The available leave codes are:

- PTO
- VTO
- Professional
- Brvmt - Immed
- Brvmt - Extnd
- Jury

**Note:** Use PTO for Paid Time Off, VTO for Vacation, etc. Use PTO/VTO as the absence type even if you plan to use Comp Time for the absence.

- Enter the "Start Date" and "End Date" by typing the date in the format: MM/DD/YYYY or using the calendar to select the date.
- To continue, click "Enter details for this date range" or "Cancel this Time Off Request" to stop the TOR.
- Enter the TOR Requested Start Time and Requested End Time. It is extremely important to enter time(s) in this format: **HOURL : (Colon) MINUTES AM OR PM**. For example: If your absence start time is 8:15 am, you will need to type in 8:15 am. To move to the end time field, use the Tab key and type in the end time—being careful to type AM or PM after the hour and minutes are entered.
  - Note: **If the absence is for a full day**, the amount of lunch time will automatically be subtracted from the total hours calculated for the absence when the absence is calculated for the actual payroll period.
  - Note: **If the absence is less than a full day** and the absence includes your lunch time, you will need to enter multiple start and end times for the absence. For example, if your lunch schedule is 30 minutes and you want to request an absence beginning at 11:00 a.m. and ending at 2:00 p.m., you will need to click on the Green Plus Action button to add a row to enter the absence times of:
 

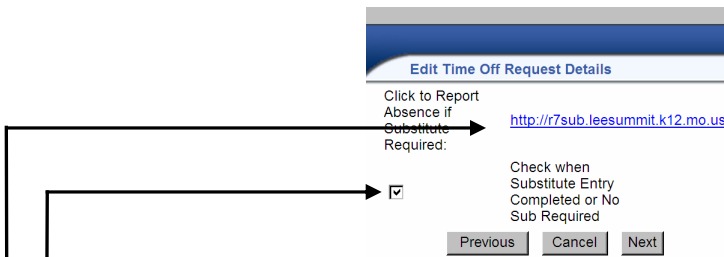
Start Time	End Time
11:00 am	12:00 pm
12:30 pm	2:00 pm



**DO NOT USE!!**

**NOTE: The drop-down arrows to the right of the Requested Start Time and Requested End Time cannot be used. These drop-downs contains dates, not times.**

- Click "View and confirm details for this Time Off Request" to Continue or Cancel to stop the TOR.

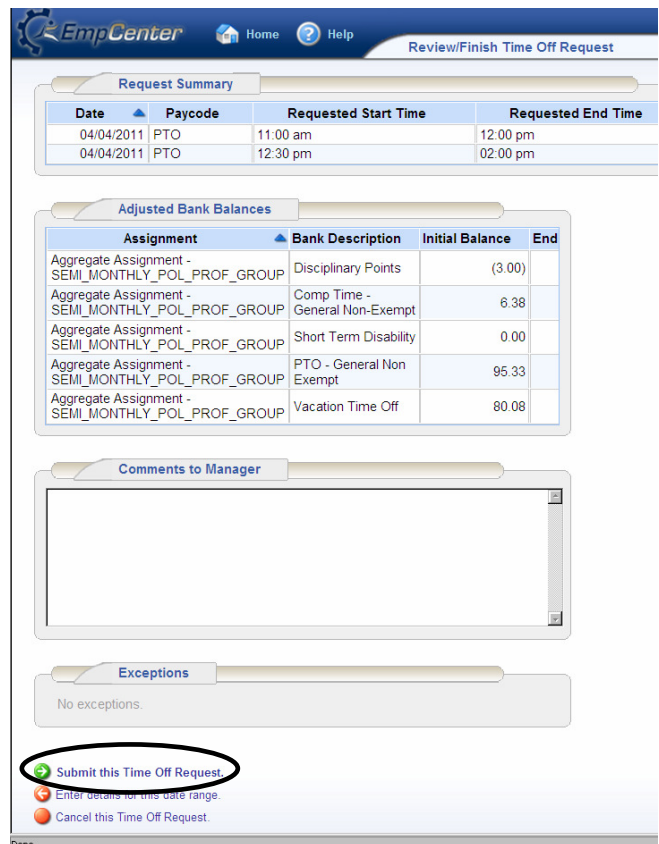


- **If a substitute is required** follow directions in A and B. If not, skip to C.
  - click on the link to SmartFind Express. A new window will open for you to enter the appropriate information to acquire your substitute, then
  - Come back into Workforce to complete TOR for your timesheet.**
  - “Click” on the check box and select “NEXT”.

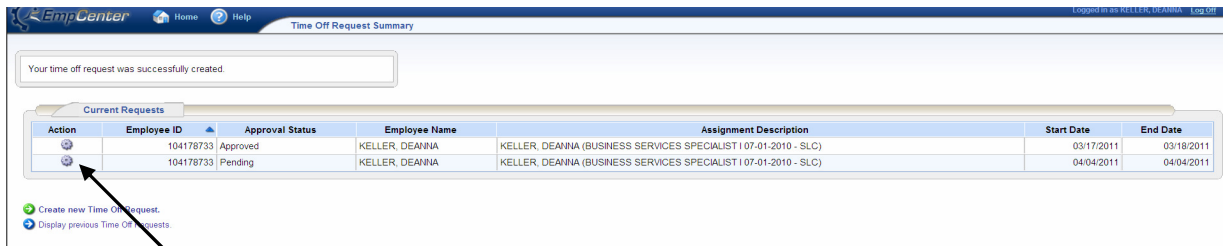
**NOTE:**

- **This TOR process replaces Lotus.**
- **This TOR also replaces SmartFind Express unless a substitute is required.**
- **You will not be able to enter a TOR for an absence on an "Emergency Day". Instead, you will need to send an email to the Assistant Superintendent for Human Resources, to request an "Emergency Day" absence. If the "Emergency Day" request is approved, the day will be shown as an approved absence on your timesheet.**

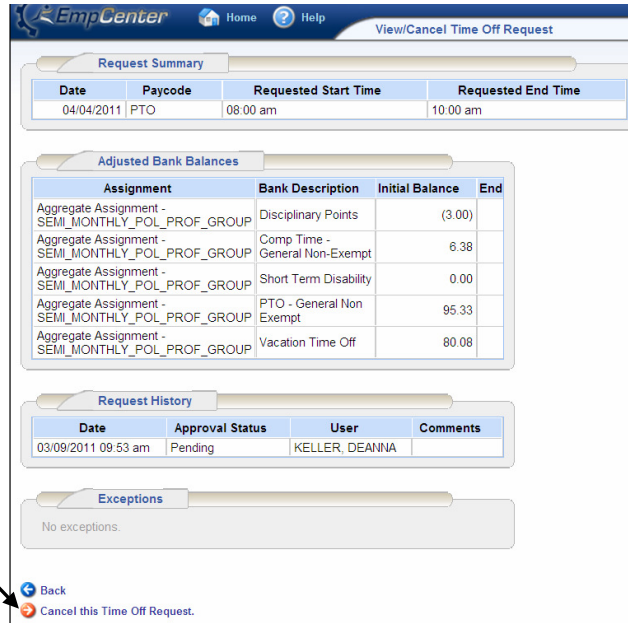
- You will be directed to this screen that provides a summary of your absence balances. At this screen you may also add "Comments to Manager" in the space provided. If requesting an absence with less than 2 weeks notice, the reason must be included in the comments box. After you have completed the comments, click on "Submit this Time Off Request". Exceptions may appear here if you are requesting time-off in excess of your current balance. NOTE: Absence balances shown reflect the balances as of the last payroll run.
- By submitting, your absence request will electronically be sent to your manager via email. You will receive email notification when the absence is approved or denied by your manager.
- NOTE: The absences requested will show on the timesheet for the appropriate week after the manager (supervisor) approves the TOR.



- After submitting, you will be directed to a Time Off Request Summary. At this screen you can add a new TOR **and/or** review past requests by clicking on the appropriate selection.



- To **View** or **Cancel** this request, click on the "Action" wheel.
- If you wish to cancel this request, click on "Cancel this Time Off Request".



- After completing your review, return to the "Home" page to continue in Workforce or to logout of the system, use the "Log Off" in the upper right-hand portion of the screen.

