

LINQ

EMPLOYEE REQUESTING LEAVE

- 1) Go to Time Keeper
- 2) Enter your employee ID #
- 3) Enter your employee PIN#
- 4) Click on Request

The screenshot displays the LINQ Time Keeper web application interface. The top navigation bar includes the LINQ logo, the text 'Think smart. Think LINQ', and the 'Time Keeper' title. The user is logged in as 'Norma H Braswell'. The main content area is divided into two sections: 'Create Request' and 'Request Board'.

Create Request Form:

- Request:** Absence Request (dropdown menu)
- Job:** OFFICE 12 MONTH (003) (dropdown menu)
- Message:** (text input field)
- Absence Type:** Select (dropdown menu)
- Start:** 06/22/2016 (calendar icon)
- End:** 06/22/2016 (calendar icon)
- Substitute Name:** (text input field)
- Absence Hours:** 8:00 (text input field)
- Buttons: Send Request, Clear Request

Request Board:

View: New Pending Authorized Declined

Request	Request Date	Status	View
<input type="checkbox"/> Absence Request	6/23/2016	Authorized	View
<input type="checkbox"/> Absence Request	5/10/2016	Authorized	View
<input type="checkbox"/> Absence Request	6/3/2016	Authorized	View
<input type="checkbox"/> Missed Clock Out	5/27/2016	Authorized	View
<input type="checkbox"/> Missed Clock Out	5/13/2016	Authorized	View

Buttons: Check All, Delete

Request: (text input field)

Response: (text input field)

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- 5) After Clicking Request the above screen will appear. Under Create Request Click on the drop down for Absence Request and CHOOSE ABSENCE REQUEST.
- 6) Click on DATE and choose the date you are requesting.
- 7) Choose your CORRECT job assignment

8) Type in message

If **Professional leave**, in the comment section the employee should type in explanation of the workshop and who is sponsoring the workshop and scan copy of documentation into the employee's document cabinet. If the professional leave is for jury duty, a copy of the jury summons is required along with a copy of the letter from the Clerk of Court verifying jury services. Same with military leave. Scan documents into the employees document cabinet. If there is NO documentation for the request do not approve until you can get the proper documentation.

9) Under Absence Type: click on drop down arrow and choose the correct type of absence you are requesting.

10) Click on the date you are requesting that will be your first day out.

11) Click on the date that will be your last day out.

If it is only ONE day the date should be the same. If you are requesting several days for EXAMPLE: Oct. 3 through Oct. 5, click on Oct. 3 for start date and then click on Oct. 5 for end date. PLEASE MAKE SURE THESE DATES ARE NOT WEEKEND OR HOLIDAY DATES.

12) DO NOT ADD SUB; NOTIFY YOUR BOOKKEEPER with this information

13) put in the number of hours needed.

NOT ALLOWED TO TAKE TIME BY THE HOUR

MANDATORY TO TAKE 1 FULL DAY OR ½ DAY