



Request Manager Essentials

The **Request Manager** allows the user to view and approve any time-off requests that have been submitted by employees through either the **WebClock** on a **Remote Data Terminal**. Additionally, employee time-off requests can be manually added through this feature.

Approving/Denying a Request

1. Browse to **Tools > Request Manager**.
2. To view detailed information on a request submitted and how its approval will be handled, right-click and select **Detail**.
3. To approve or deny a request, right-click on any request and select either the **Approval Level** needed or **Deny**.

Adding a Request through Request Manager

1. Browse to **Tools > Request Manager**.
2. Click the **Add** button.
3. Select the employee you are adding the request for in the **Employee** field.
4. Enter the date of the time-off request, an anchor time, the amount of hours requested off, and the leave type.
5. Click **Save**.

For assistance please call Customer Support at: (325) 223-9300

Or visit us at: Support.TimeClockPlus.com

Request Manager Essentials

© **Data Management, Inc. All Rights Reserved.** This document is confidential and shall not be duplicated, published or disclosed, in whole or in part, without prior written permission of Data Management, Inc. This documentation is subject to change without notice.