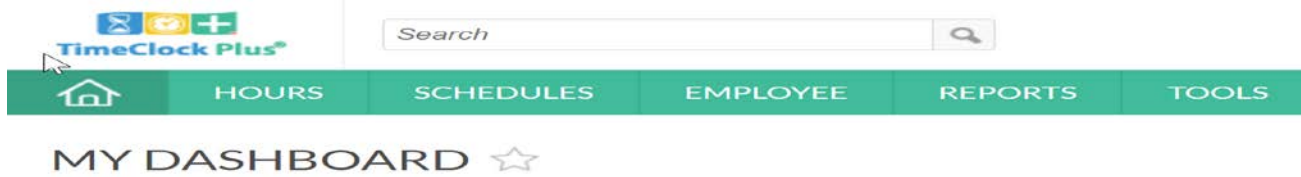


Approving Time Off in TimeClock Plus Using the Managers' Dashboard

TimeClock Plus now features “My Dashboard” – a collection of short cuts to a manager’s most frequently needed actions.

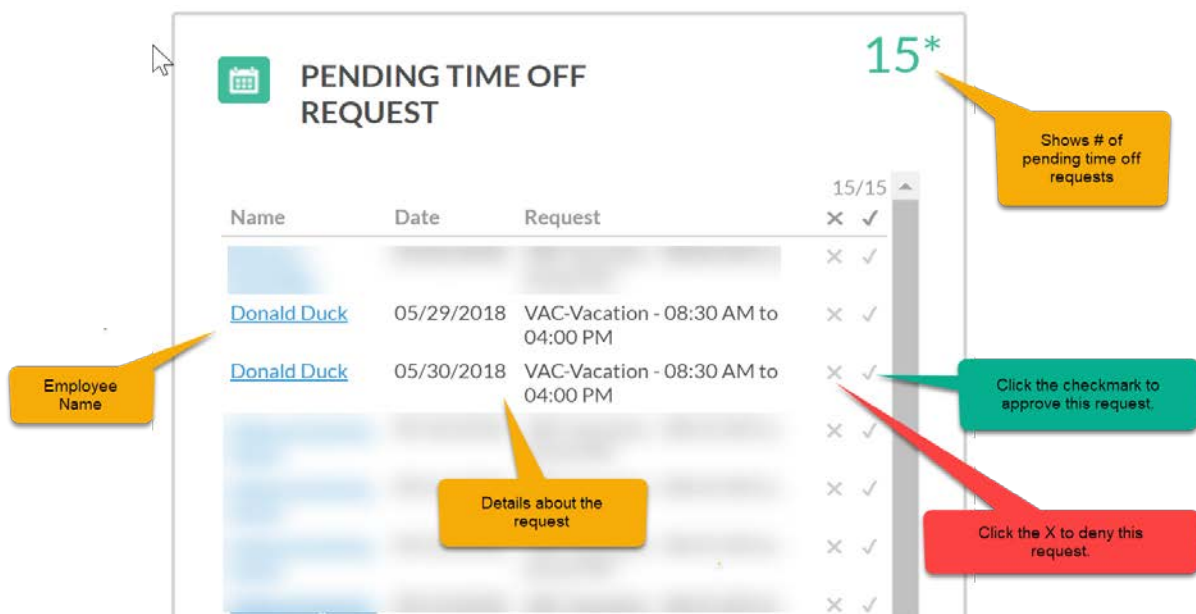
To access the TimeClock Plus Dashboard, click the chiclet on PirateNet called “TimeClock Plus for Managers”.

Upon login, you’ll immediately see your dashboard:



Managers are now able to more easily access their employee’s Time Off Requests via the “PENDING TIME OFF REQUESTS” portion of their Dashboard.

To view an employee’s pending time off requests, navigate to the “PENDING TIME OFF REQUESTS” module on the Dashboard.



After reviewing the employee’s time off request, click the check mark to approve the request or the “x” to deny the request.

The employee will receive an email confirming the response.

When an employee’s request has been responded to, the PENDING TIME OFF REQUESTS number will decrease and the request will disappear from the manager’s Dashboard.

Note: The dashboard will only show up to 15 requests. If there are any more requests than 15, the manager will need to go to the employee’s requests via the [request manager](#).