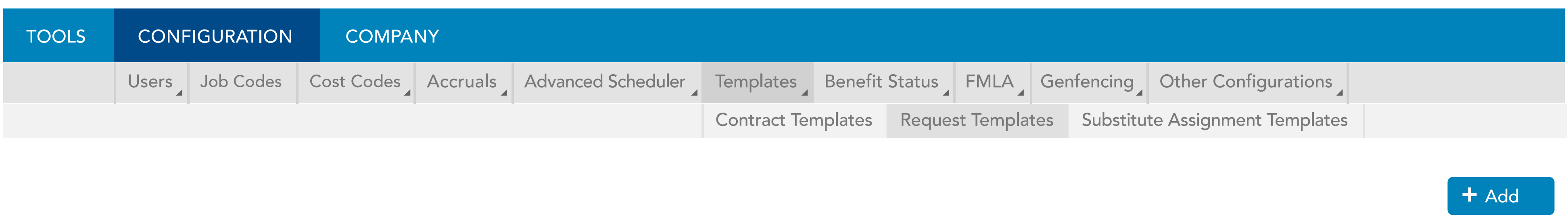
How to Configure FFCRA Relief

Setting Up Request Templates

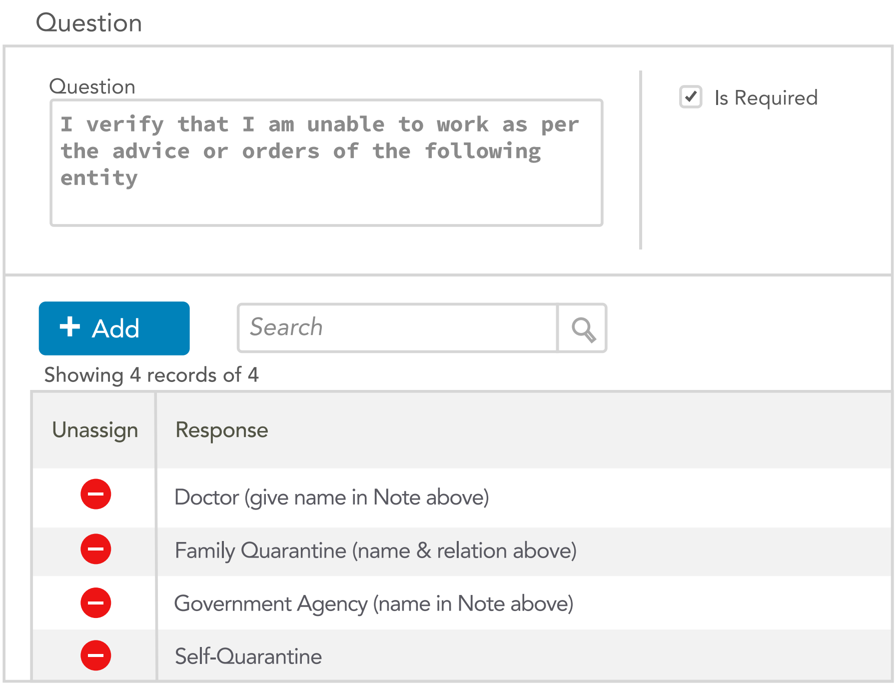
1. Log into TimeClock Plus.
2. Navigate to Configuration > Templates > Request Templates.
3. Click "Add."



Setting Up Request Templates

(Continued)

1. Under "Leave Codes", select the leave codes you would like to apply to this scenario.
2. Under Question, check "Is Required."
3. Enter a question similar to the one pictured.
4. Add the appropriate responses (see picture).



Configuration Steps

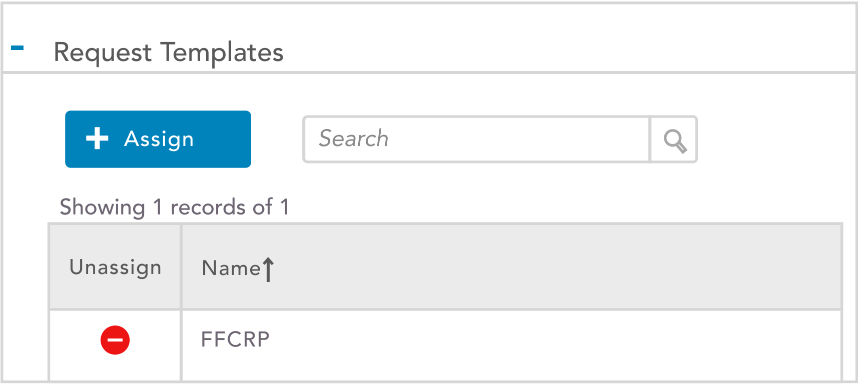
1. Navigate to Company Defaults.
2. Click on the Client Tab, then Request Entry.
3. Under Request Options, check "Allow entry of a description when submitting a time-off request."
4. If you would like to require notes, check "Require a description to be entered."
5. If you would like to require notes, check "Require a description to be entered."
6. Navigate to Configuration > Other Configuration > Clock Configuration.
7. Select the Clock Configurations your employees use.
8. Under Operations, make sure that "Allow time off request" is selected.

Employee Set Up

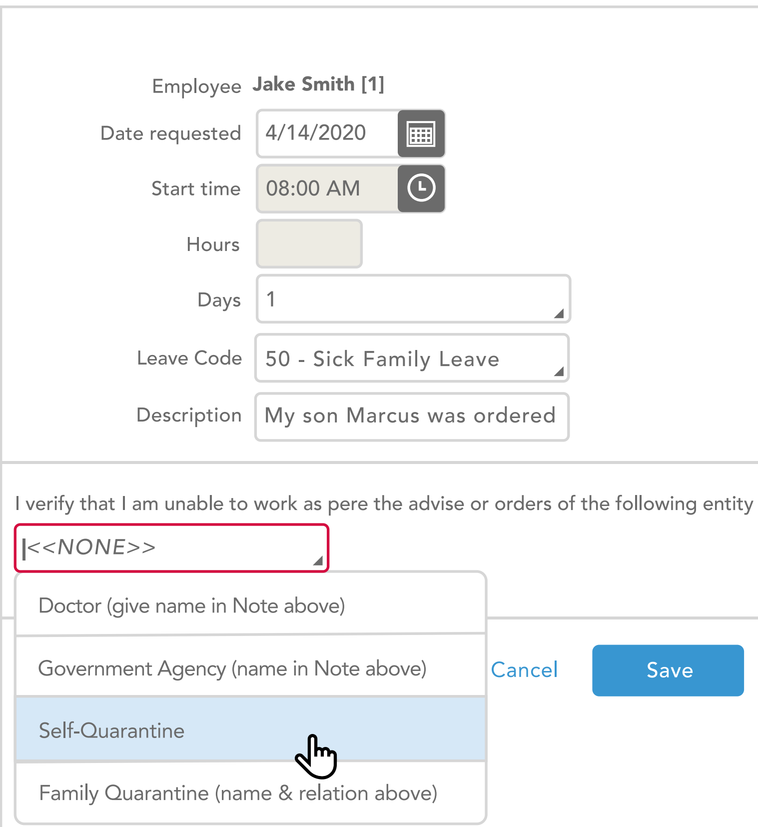
1. Navigate to Employee Profiles/Employee Roles.

2. Select the employee or role you'd like to modify, then select the Leave tab.

3. Under Request Templates, click "Assign" then assign the newly created Template.



Employee Entry



1. Have your employee log into WebClock.
2. Select "Requests."
3. Enter in a request and select the template created earlier.
4. Enter a valid leave code defined by the company.
5. In "Description," briefly explain why you are requesting the leave.
6. Under the question, select the reason why the request is being made, and make sure to include any extra information in the Description above.