

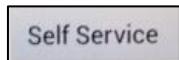
## EmpCenter - Employee Leave Requests Using the Wall Clock

The purpose of this job aid is to assist employees with submitting leave requests using the EmpCenter wall clock.

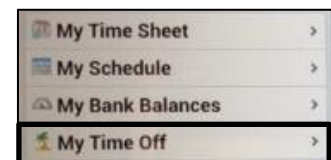
### Creating a Leave Request

1. Use your key fob or ID number to login to the system.

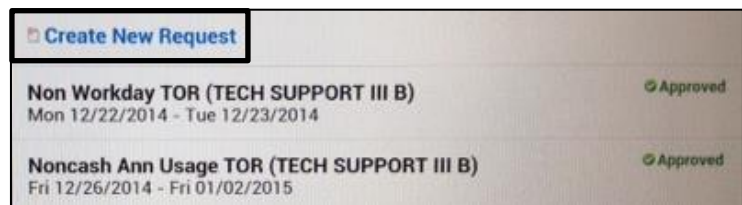
2. Press the **Self Service** option.



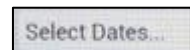
3. Press **My Time Off** option.



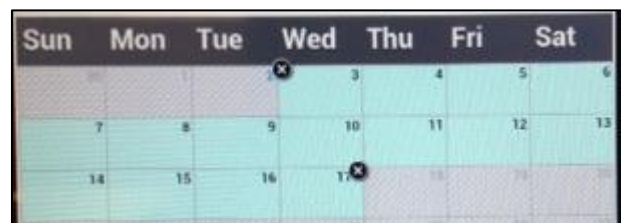
4. The next screen will show you all of your current and future leave requests. Press the **Create New Request** option.



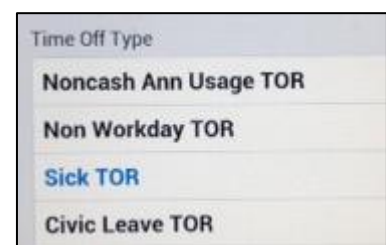
5. Press the **Select Dates** option.



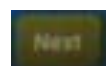
6. A calendar window will appear. Select the **first date** of requested leave and, if more than one day is wanted, press the **last date** of requested leave.



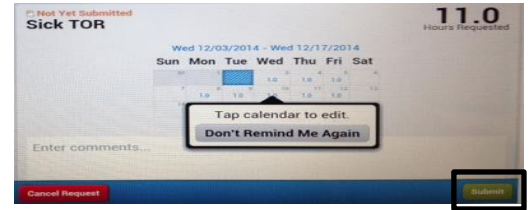
7. Select the **Time Off Type**. Note that the time off types will vary depending on bargaining group.



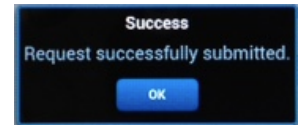
8. Press **Next**.



- Review request. You have the option to edit, or press the **Submit** option.



- Press **OK**.



### Cancelling a Leave Request

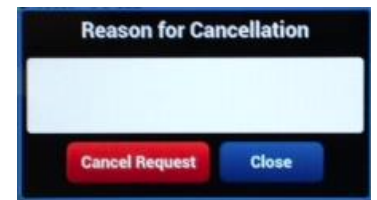
- Press the **Pending** leave option.



- Press the **Cancel Request** option.



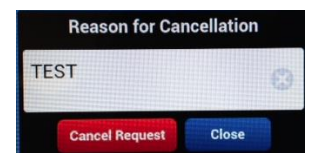
- Press the white text box to bring up a keyboard so that you can enter your **Reason for Cancellation**.



- Enter your reason for cancellation and press the **keyboard** button to return to the previous screen.



- Press the **Cancel Request** option.



- Press **OK**

