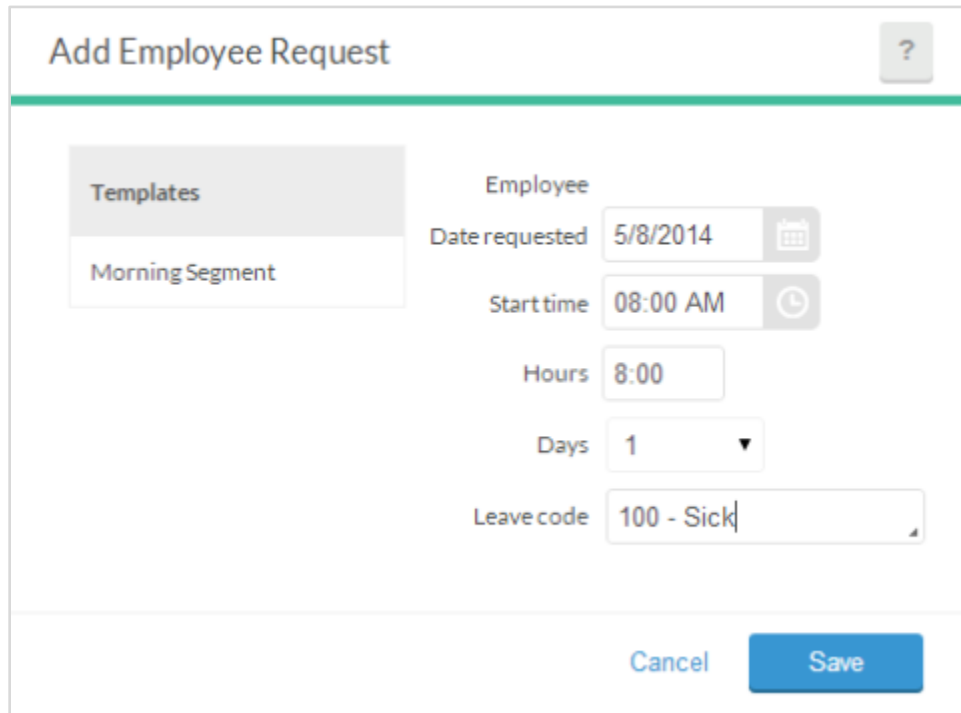## Adding a Request

Employees with the correct clock configuration will be able to enter requests for assigned leave codes. To create a request:

1. Click on the **Add** button on the information bar, or when in Calendar view click the plus sign on the desired date. The date of the request must be within the allowed range defined in **Company Defaults**.

2. Select the **Start time**. This will be the anchor time for the leave time sheet. Enter in the length of the leave request in the **Hours** field. For example, if you wanted to create a leave request from 9:00 AM to 5:00 PM, you would enter a start time of 9:00 AM and a length of 8:00.

3. Select how many days are being requested. By default, the request will only be entered for the initial date requested. To create identical requests on the subsequent days, select the number from the **Days** field.

4. Select the **Leave Code** to be used for this time off request. If enabled in **Company Defaults**, an unspecified leave code can be selected. Please note that any unspecified leave codes must be replaced with a valid leave code before the segment can be approved.

5. Enter in a description for this leave request. This step is optional and dependent on **Request Entry** settings within **Company Defaults**.

6. Click **Save**.

WebClock Essentials

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