

Go to RSOCS home page. Look under district/employee information. Click [Time Card Plus-Leave requests, etc.](#)

Enter last 4 digits from back of badge.



Click LOG ON TO DASHBOARD

Click on requests.

tcp | TimeClock Plus

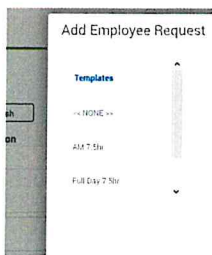


Find date needing leave request. Click on plus sign.



Over to the left of pop-up, select correct template. AM, Full Day, or PM

You may have to scroll down



Do not change times. You can change amount of days if needed. Select leave code from drop down. Enter a note in description. Hit save.



If you want to check for approval, log in to your dashboard and check request calendar.