



# How to Configure FFCRA Relief



# Setting Up Request Templates

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

TOOLS	CONFIGURATION				COMPANY					
	Users	Job Codes	Cost Codes	Accruals	Advanced Scheduler	Templates	Benefit Status	FMLA	Genfencing	Other Configurations
						Contract Templates	Request Templates	Substitute Assignment Templates		

+ 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).

## Question

Question

**I verify that I am unable to work as per the advice or orders of the following entity**

Is Required

+ Add🔍

Showing 4 records of 4

Unassign	Response
<span style="color: red; font-weight: bold;">-</span>	Doctor (give name in Note above)
<span style="color: red; font-weight: bold;">-</span>	Family Quarantine (name & relation above)
<span style="color: red; font-weight: bold;">-</span>	Government Agency (name in Note above)
<span style="color: red; font-weight: bold;">-</span>	Self-Quarantine

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## 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.

- Request Templates

[+ Assign](#)

Showing 1 records of 1

Unassign	Name↑
	FFCRP

# Employee Entry

Employee **Jake Smith [1]**

Date requested 4/14/2020

Start time 08:00 AM

Hours

Days 1

Leave Code 50 - Sick Family Leave

Description My son Marcus was ordered

I verify that I am unable to work as per the advise or orders of the following entity

- Doctor (give name in Note above)
- Government Agency (name in Note above)
- Self-Quarantine
- Family Quarantine (name & relation above)

- 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.