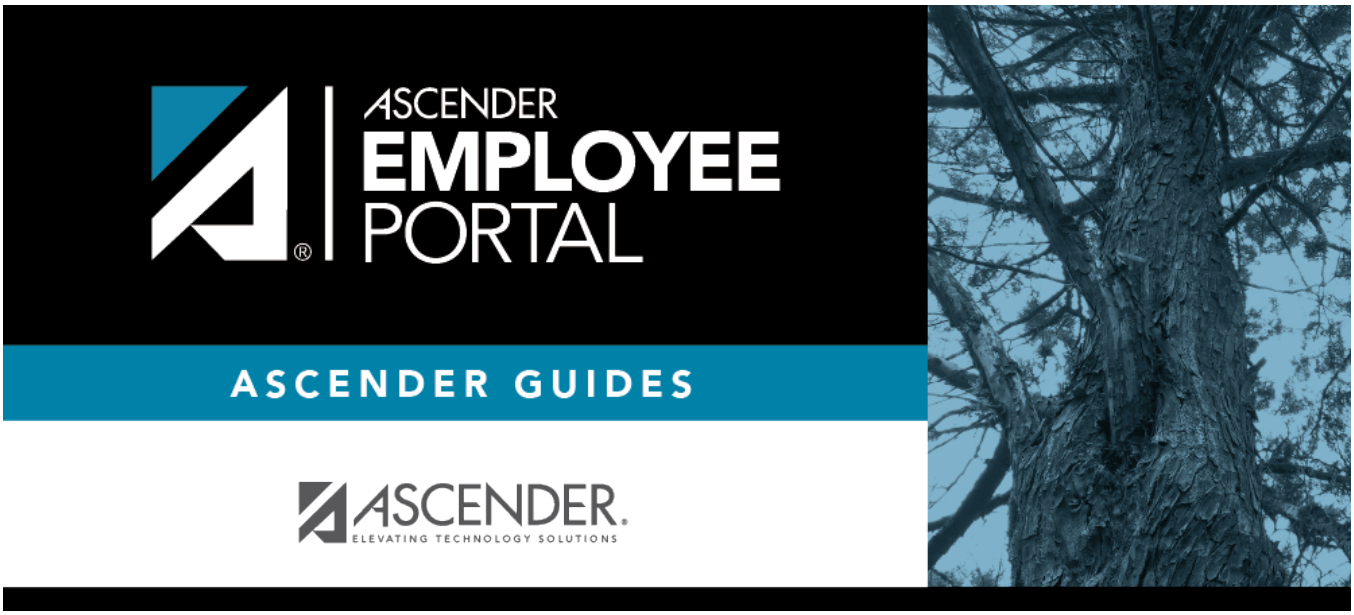


EmployeePortal Homepage Calendar

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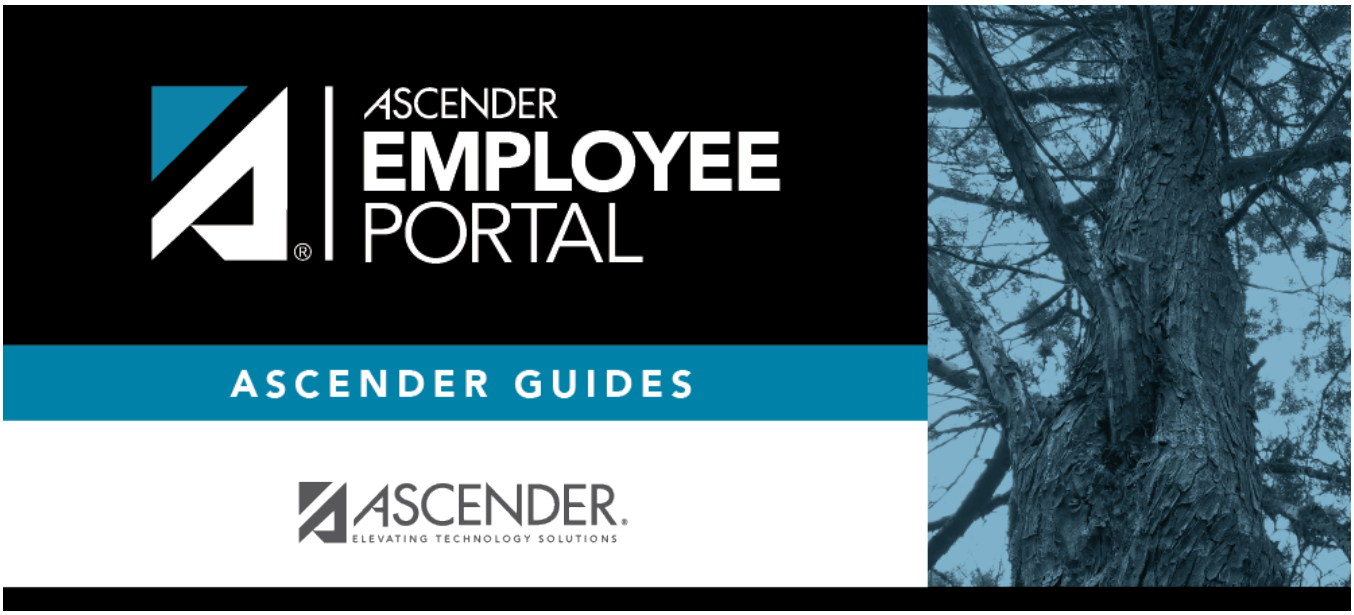
EmployeePortal > Homepage Calendar

The EmployeePortal calendar allows you to view various requests in a monthly format. At this time, only three entries can be displayed per day but there may be additional entries for that day. Additionally, you can select a day for which you want to add a request type such as Leave, Travel, or WorkJournal.

❑ Select an existing entry to view the details for the request. The requests from this view are display only and cannot be edited.

❑ Select a date for which you want to add a request. The Add Request Type pop-up window opens. You can only add requests for features that are enabled by your LEA.

- Click **Leave**. The Create Leave Requests pop-up window opens allowing you to create and submit leave requests.
- Click **Travel**. The Add Travel Request pop-up window opens allowing you to create and submit travel requests.
- Click **WorkJournal**. The Add/Edit Clock time pop-window opens allowing you to create and submit WorkJournal requests.


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