



EmployeePortal Homepage Calendar

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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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