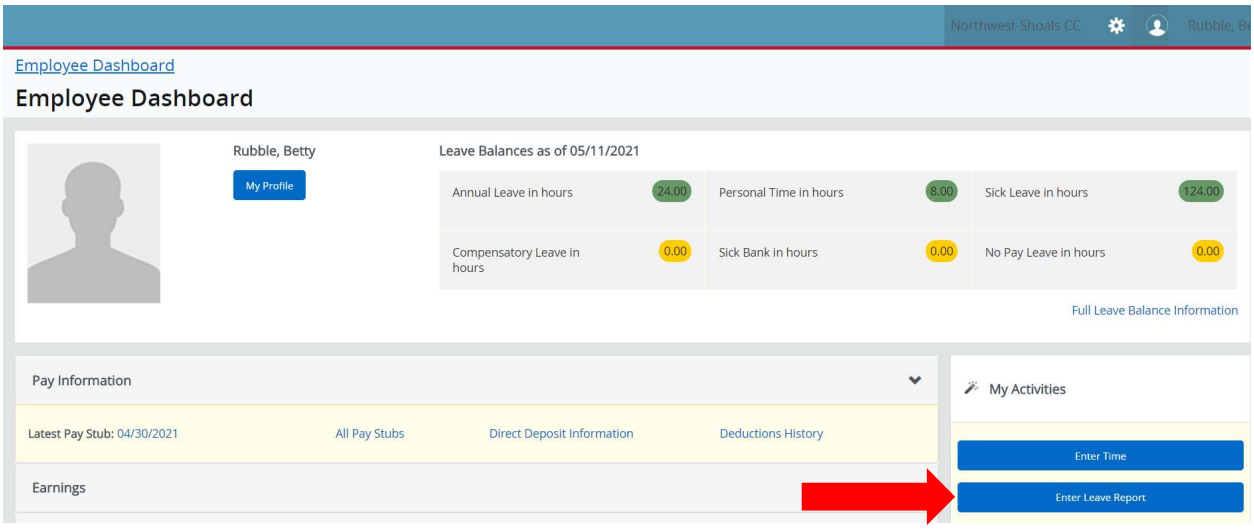
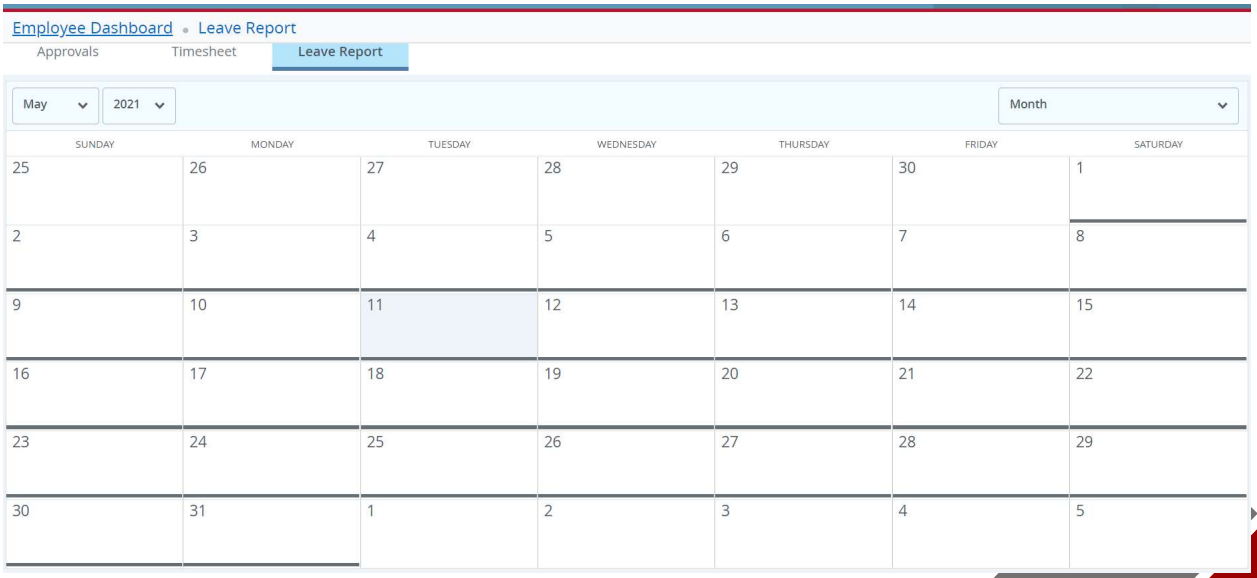
How to Enter a Leave Report

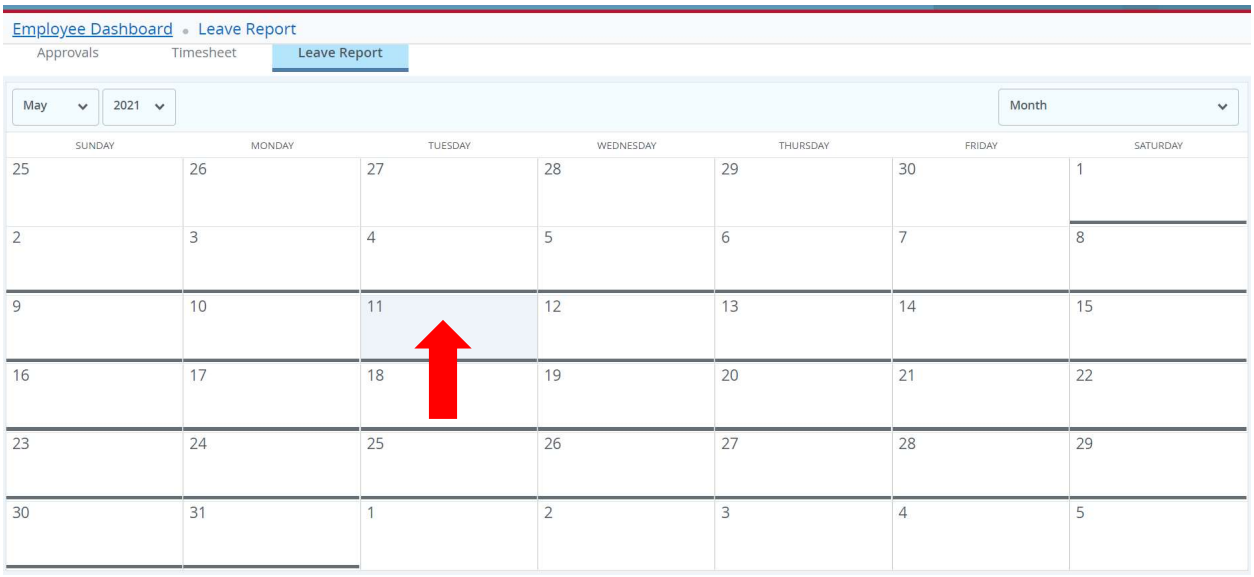
On the Employee Dashboard, click on Enter Leave Report.



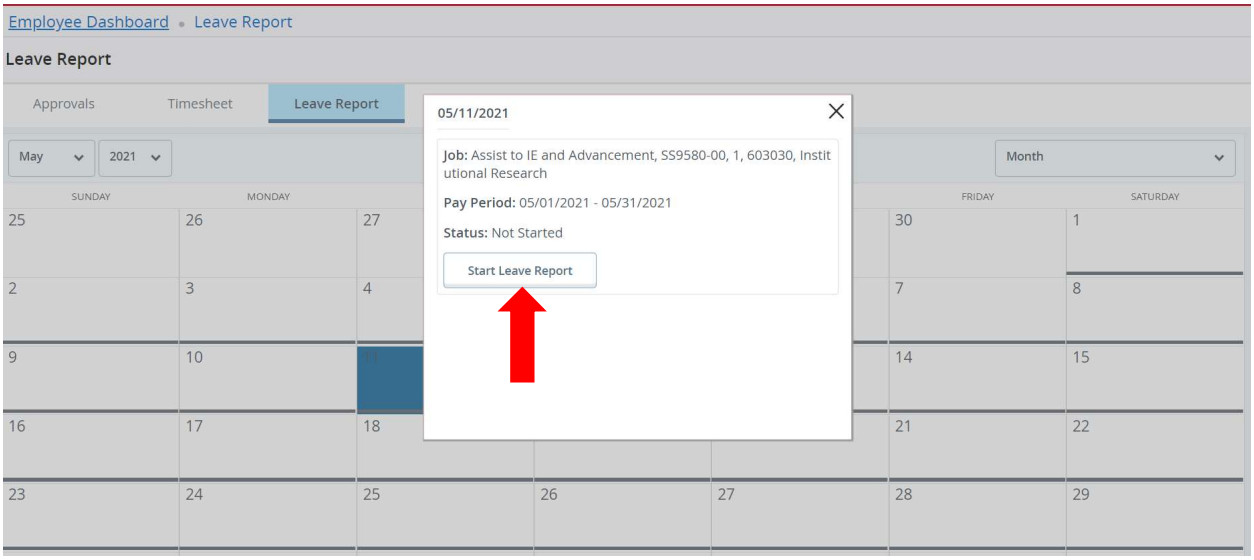
You will see the Leave Report Calendar for the current month (reporting period).



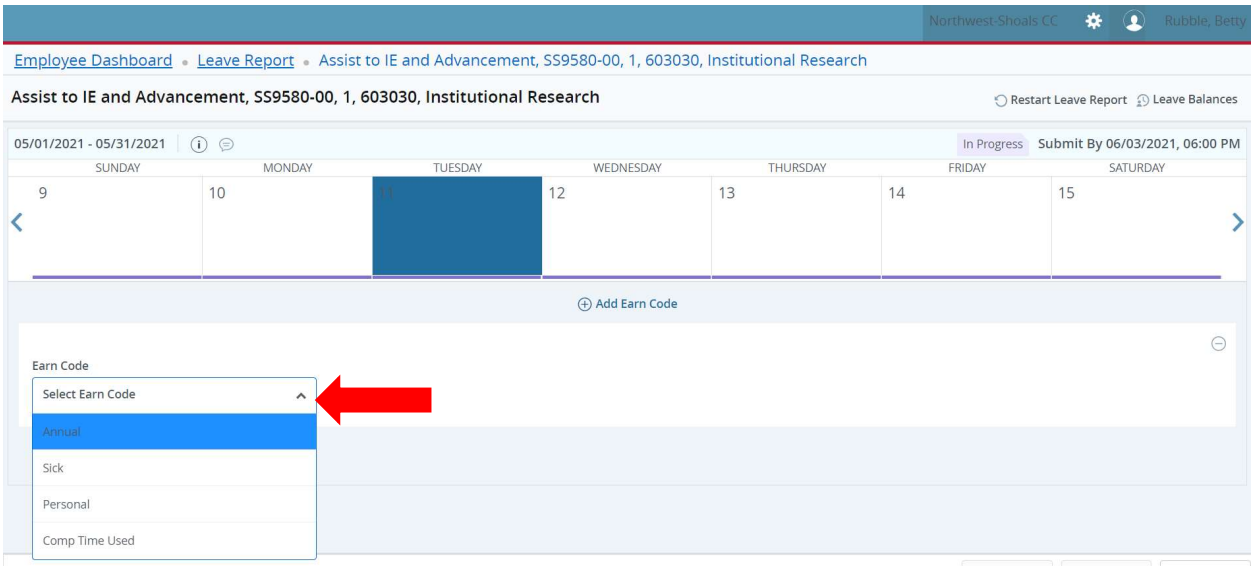
To enter leave, click on the date to add leave hours. For example, click on day 11.



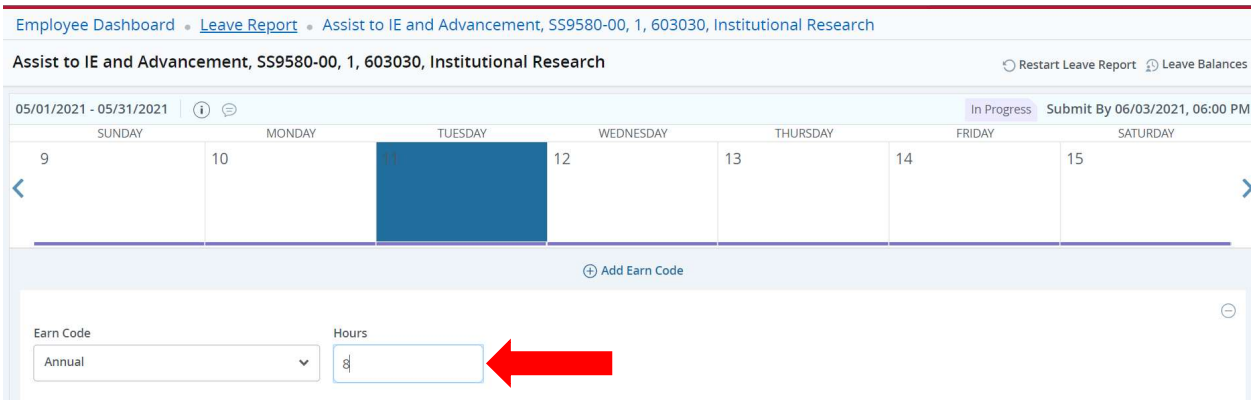
A popup box will appear. Click on Start Leave Report.



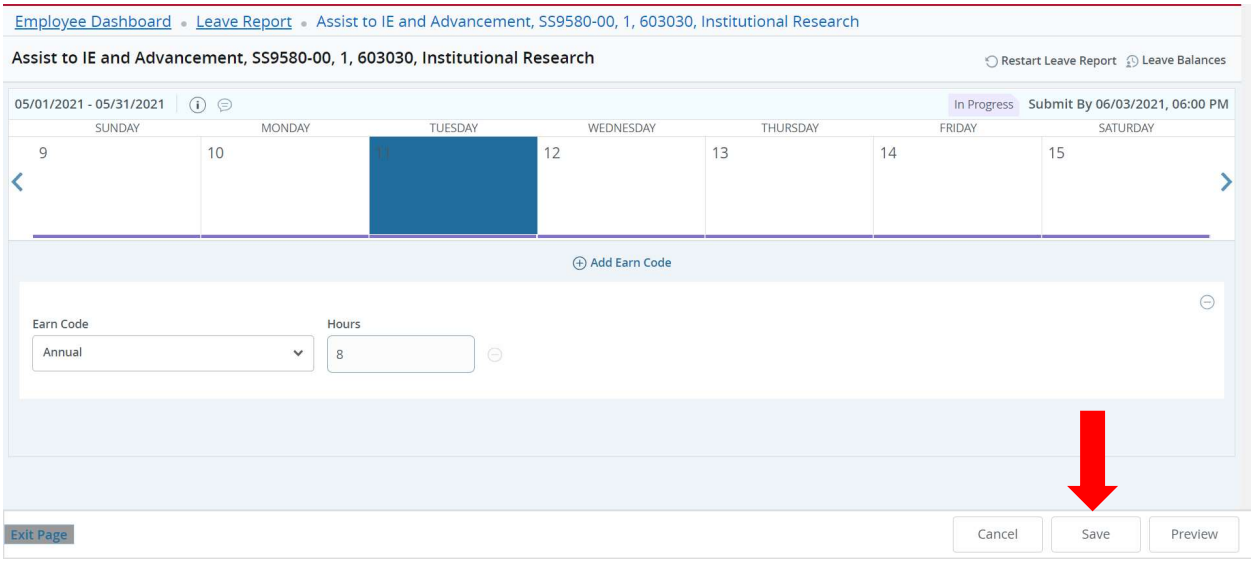
Select the drop down box under Earn Code. Then select the correct code needed.



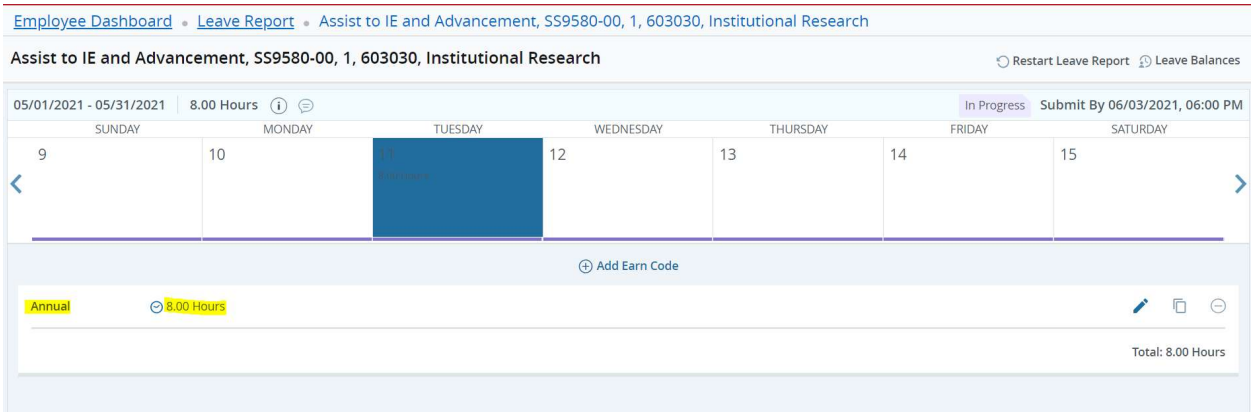
Then a box will appear to enter the hours. Enter the number of hours taken for the day.



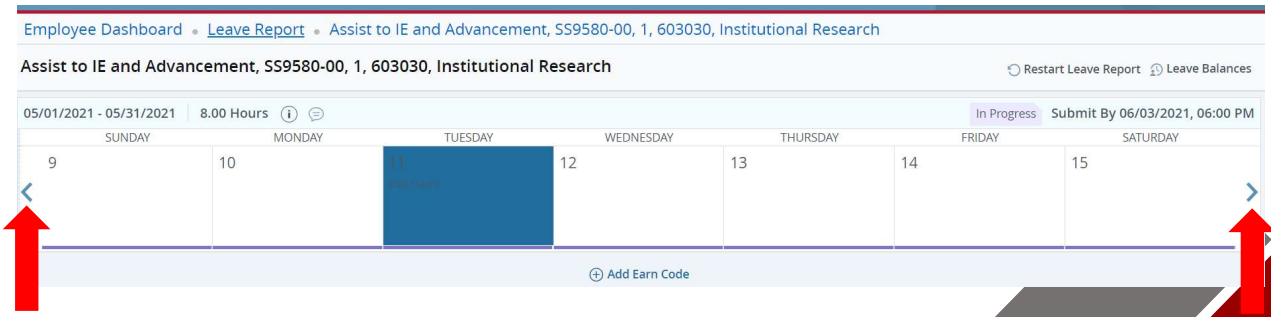
Select Save at the bottom of the screen to save these hours.



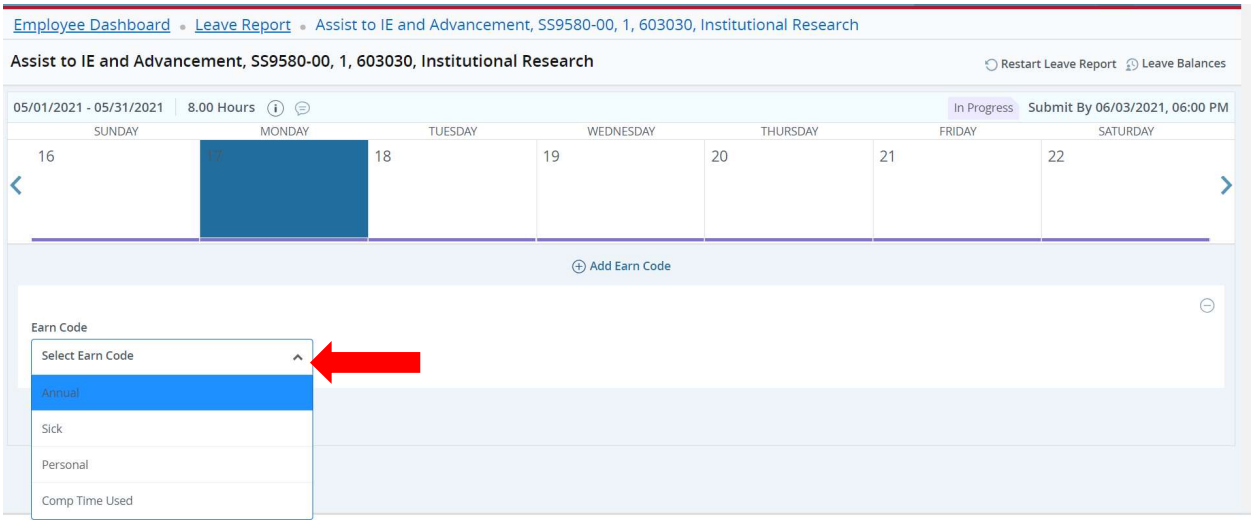
Now you can see the hours have been entered into the date selected.



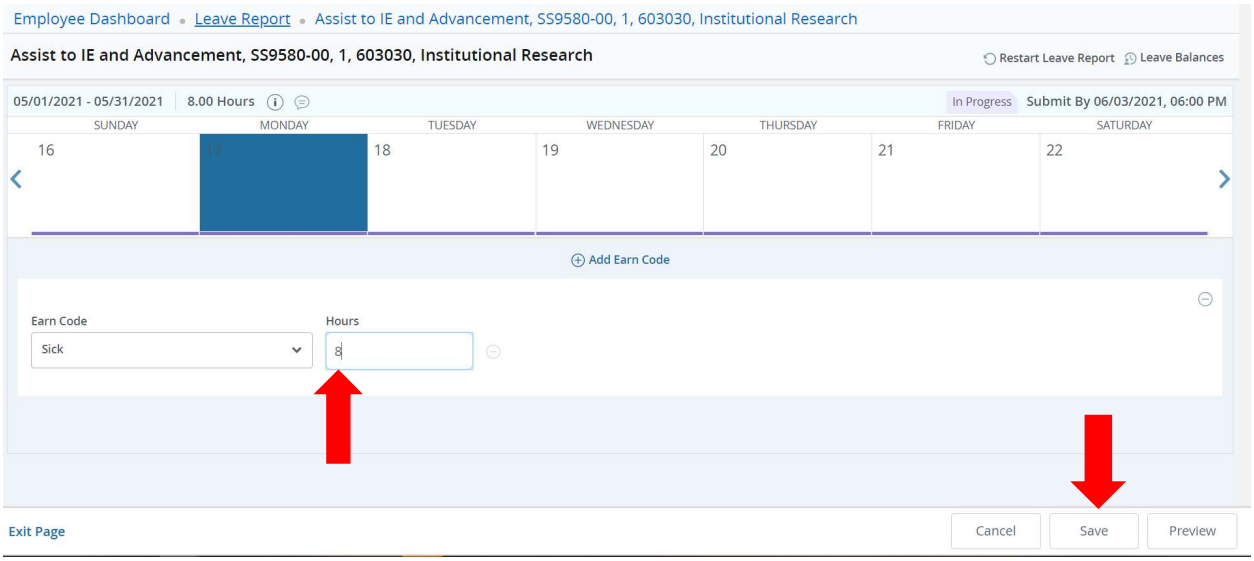
To enter additional hours, select the next date needed for leave and repeat the process. The form has arrows on both sides to advance to the next week or go back to the previous week.



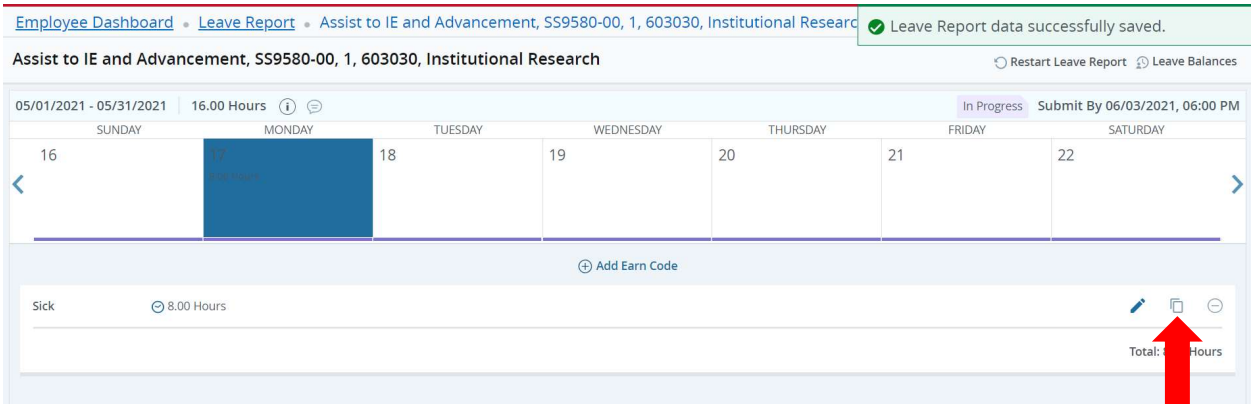
The form also has an option to copy leave hours from one day to the next day. Click on the date you need to enter hours. Then select the correct earnings code from the drop down menu.



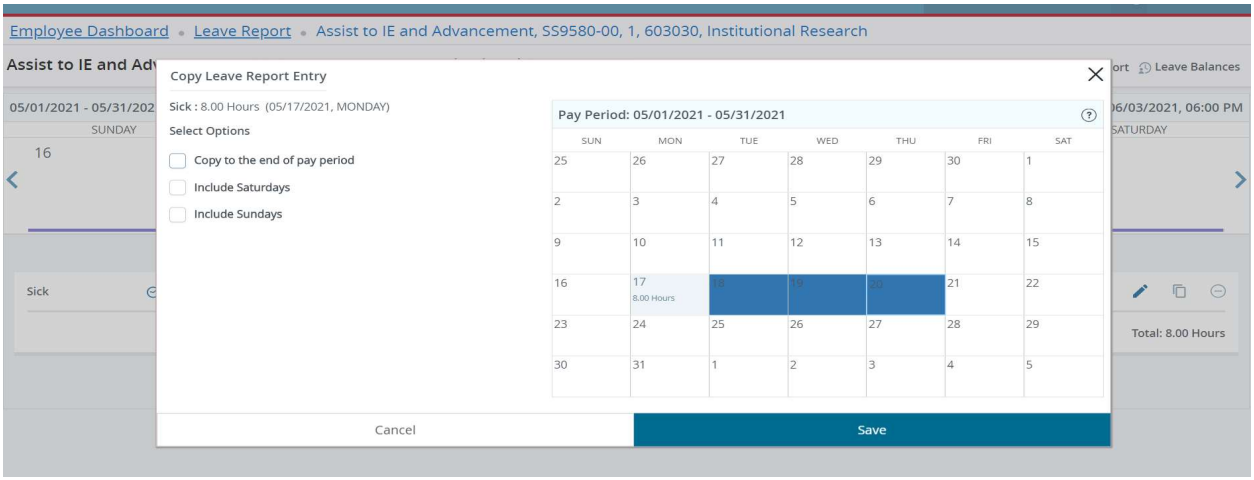
Add the hours needed for leave and select Save at the bottom of the screen.



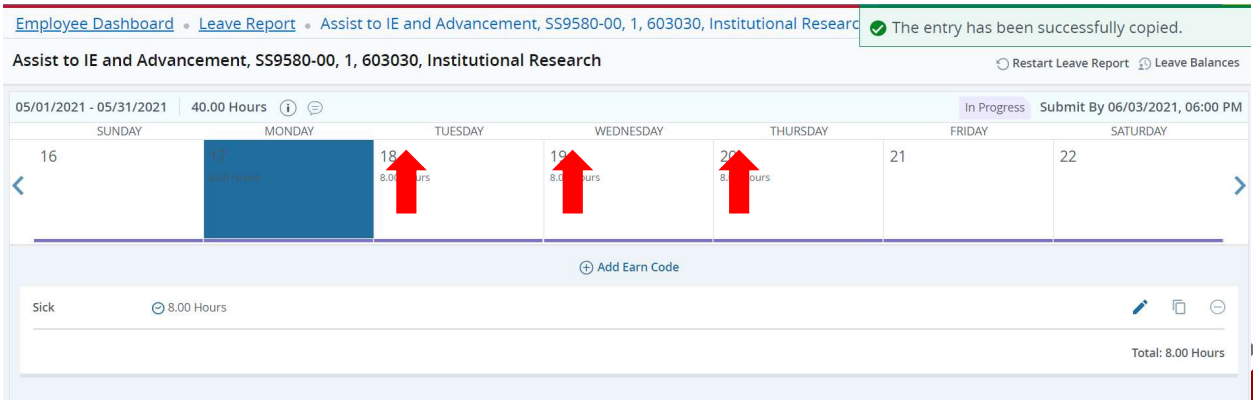
To copy select the paper icon.



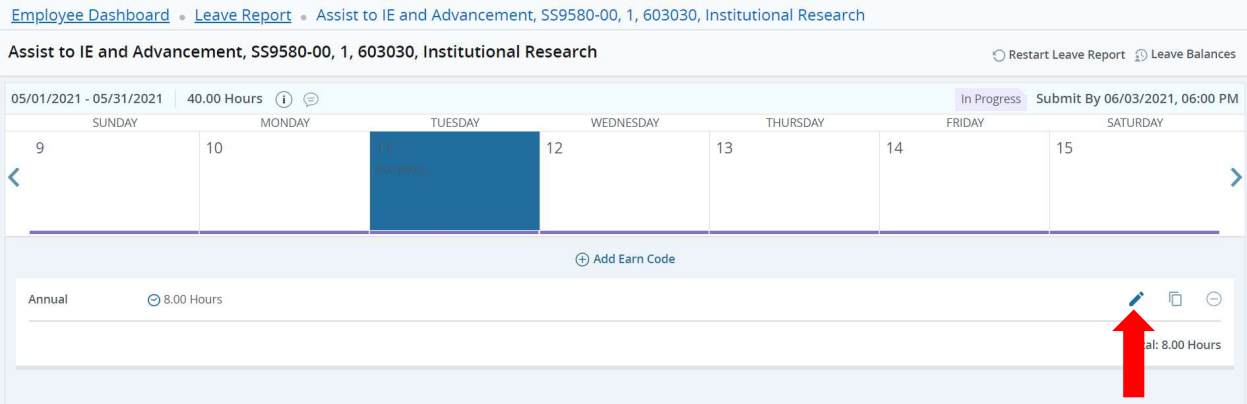
The pay period month will appear. Select the dates you would like copied hours added. Then select Save.



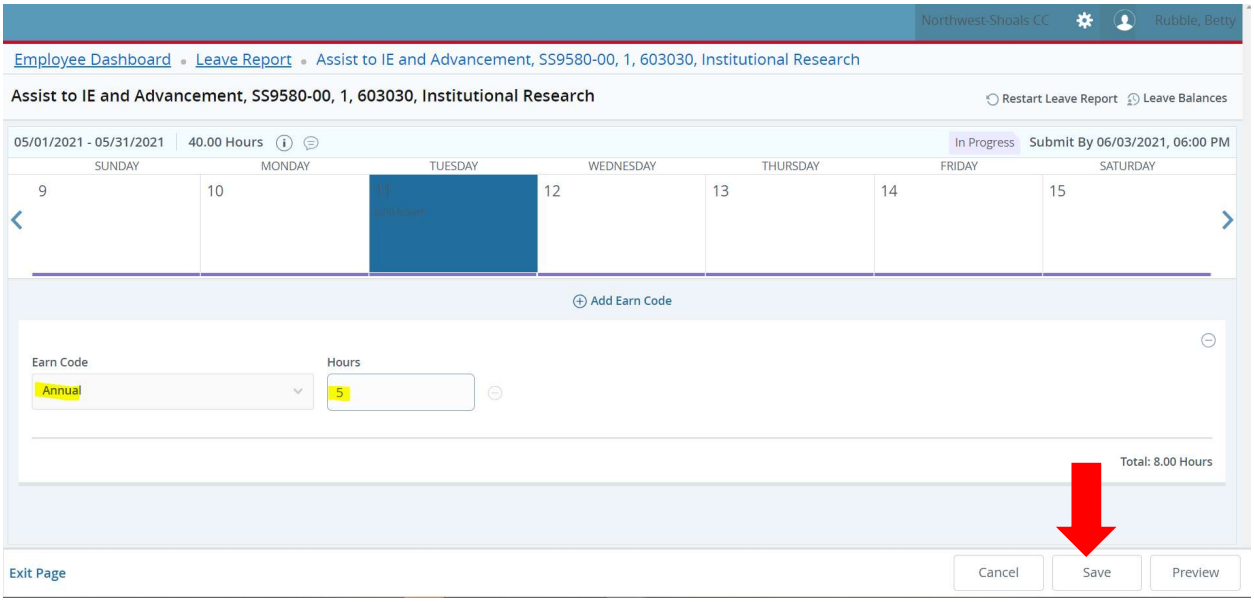
Once the copy form has been saved, the hours will be added to the dates selected.



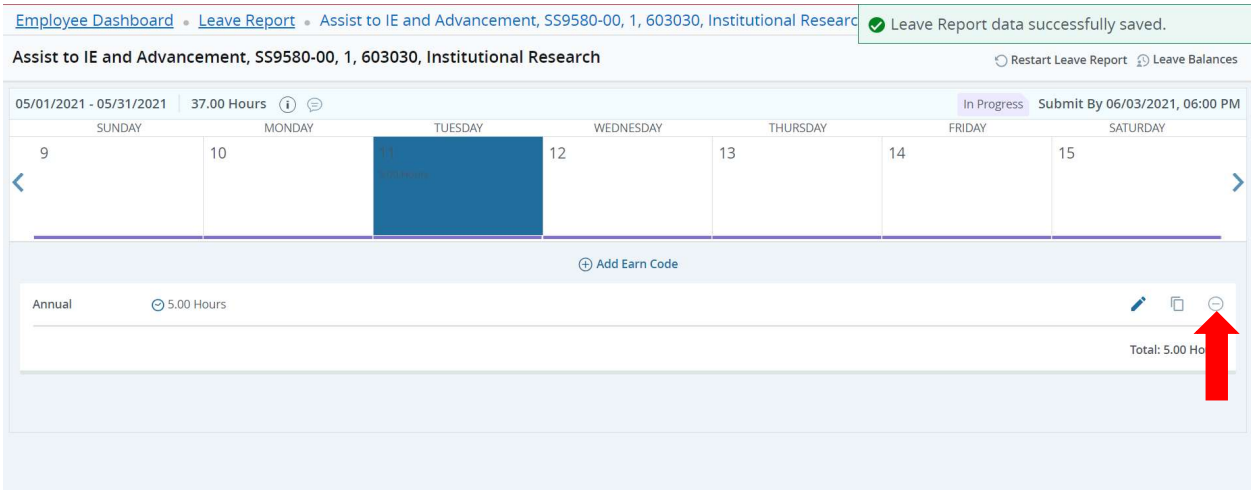
To edit leave that has already been entered, select the date that needs correcting. Then select the edit pencil icon.



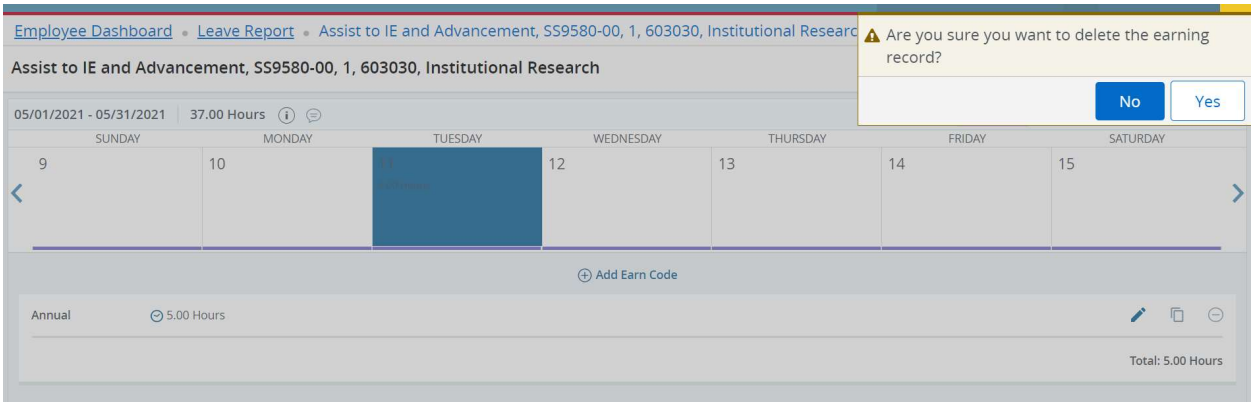
The hours can be changed to reflect the corrected hours. Then select Save at the bottom.



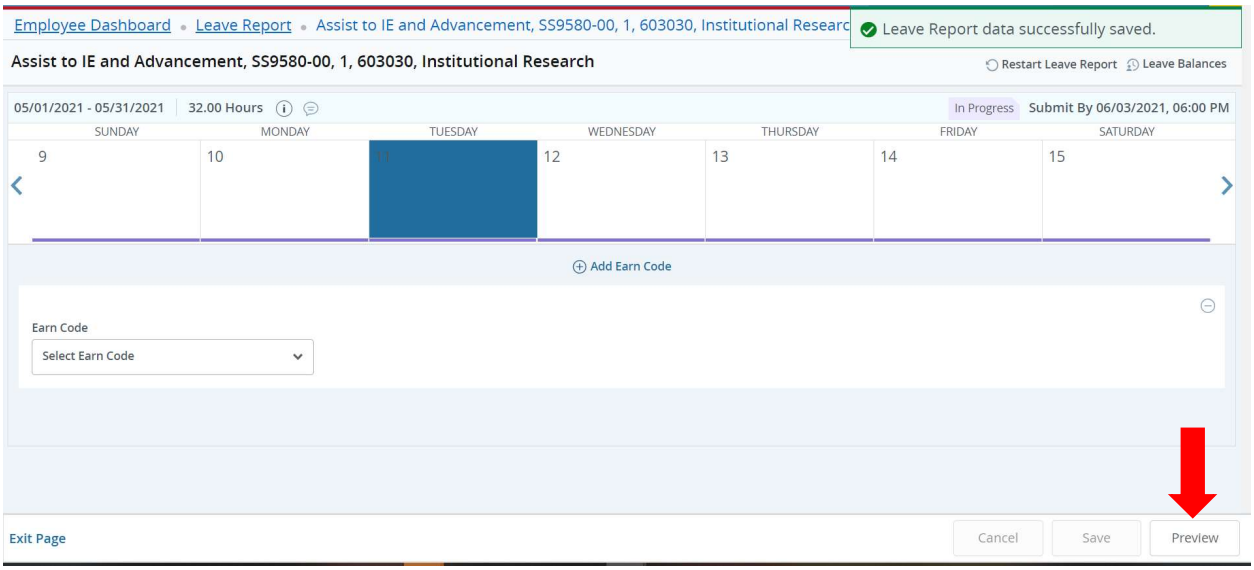
To delete the saved hours, select the dash icon.



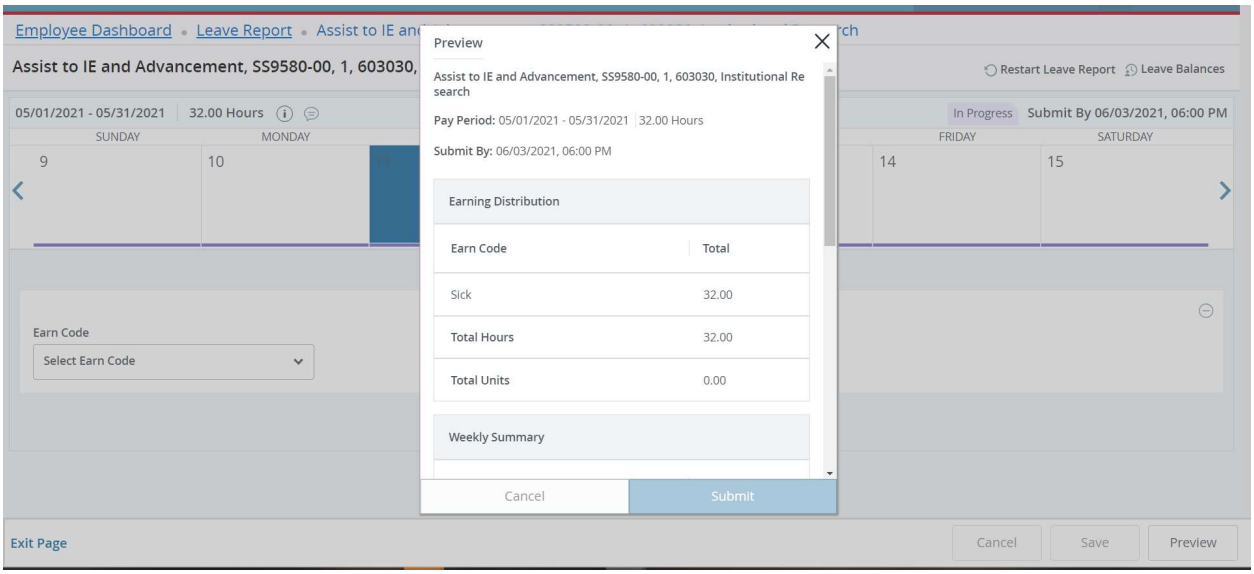
A warning message will appear, select yes if you would like to delete the earning record.



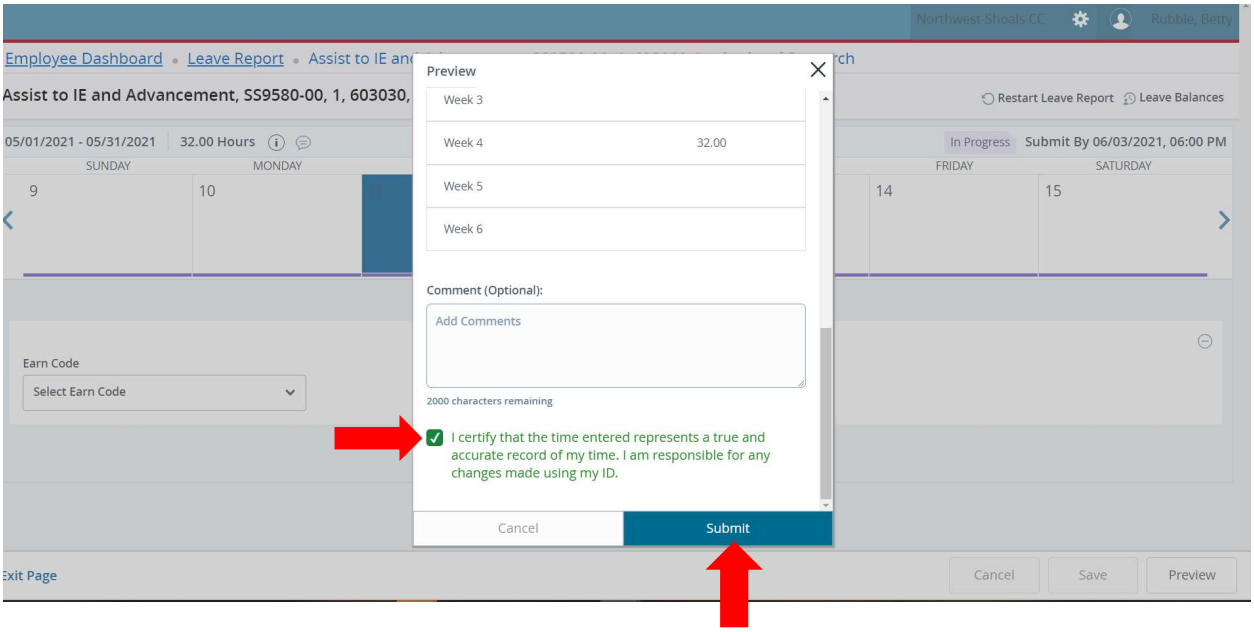
Once the leave period is ready to be submitted for approval, select preview at the bottom of the screen.



A preview of the earning codes and total hours will show along with a weekly summary.



Scroll to the bottom of the preview screen and check “I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.” Once this is checked, select submit.



The leave report has now been submitted to the supervisor for approval.