

How to Enter a Leave Report

On the Employee Dashboard, click on Enter Leave Report.

Employee Dashboard

Rubble, Betty

Leave Balances as of 05/11/2021

Annual Leave in hours	24.00	Personal Time in hours	8.00	Sick Leave in hours	124.00
Compensatory Leave in hours	0.00	Sick Bank in hours	0.00	No Pay Leave in hours	0.00

Pay Information

Latest Pay Stub: 04/30/2021

Earnings

My Activities

Enter Time

Enter Leave Report

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

Employee Dashboard • Leave Report

Approvals Timesheet Leave Report

May 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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

[Employee Dashboard](#) » [Leave Report](#)

Approvals Timesheet **Leave Report**

May 2021 Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

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

[Employee Dashboard](#) » [Leave Report](#)

Approvals Timesheet **Leave Report**

May 2021 Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27			30	1
2	3	4			7	8
9	10	11			14	15
16	17	18			21	22
23	24	25	26	27	28	29

05/11/2021

Job: Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research

Pay Period: 05/01/2021 - 05/31/2021

Status: Not Started

Start Leave Report

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

Northwest Shoals CC Rubbie, Betty

[Employee Dashboard](#) • [Leave Report](#) • Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research

Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research Restart Leave Report Leave Balances

05/01/2021 - 05/31/2021 Info Comments In Progress Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

[Add Earn Code](#)

Earn Code

- Select Earn Code
- Annual**
- Sick
- Personal
- Comp Time Used

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

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Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research Restart Leave Report Leave Balances

05/01/2021 - 05/31/2021 Info Comments In Progress Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

[Add Earn Code](#)

Earn Code: Annual

Hours:

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

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Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research Restart Leave Report Leave Balances


05/01/2021 - 05/31/2021 8.00 Hours In Progress Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

Add Earn Code

Earn Code: Hours:

Exit Page Cancel Save Preview



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

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05/01/2021 - 05/31/2021 8.00 Hours In Progress Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

Add Earn Code

Annual 8.00 Hours Total: 8.00 Hours

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.

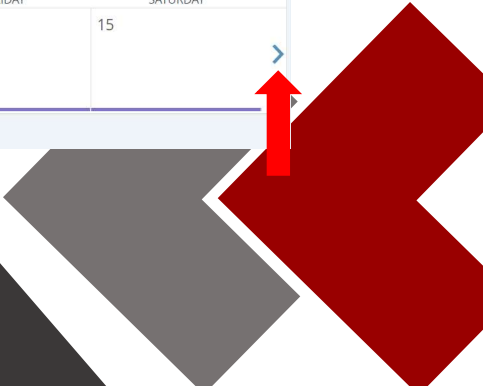

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Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research Restart Leave Report Leave Balances

05/01/2021 - 05/31/2021 8.00 Hours In Progress Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

Add Earn Code



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.

Employee Dashboard • Leave Report • Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research

Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research Restart Leave Report Leave Balances

05/01/2021 - 05/31/2021 | 8.00 Hours | In Progress | Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18	19	20	21	22

➕ Add Earn Code

Earn Code

- Select Earn Code
- Annual
- Sick
- Personal
- Comp Time Used

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

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Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research Restart Leave Report Leave Balances

05/01/2021 - 05/31/2021 | 8.00 Hours | In Progress | Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18	19	20	21	22

➕ Add Earn Code

Earn Code Sick Hours 8

Exit Page Cancel Save Preview

To copy select the paper icon.

Employee Dashboard • Leave Report • Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research ✔ Leave Report data successfully saved.

Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research ○ Restart Leave Report 🔍 Leave Balances

05/01/2021 - 05/31/2021 16.00 Hours 📄 🗨 In Progress Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17 8.00 hours	18	19	20	21	22

+ Add Earn Code

Sick 🕒 8.00 Hours ✎ 🗑 ⊖

Total: 8.00 Hours

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

Employee Dashboard • Leave Report • Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research

Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research 🔍 Leave Balances

05/01/2021 - 05/31/2021 16.00 Hours 📄 🗨 In Progress Submit By 06/03/2021, 06:00 PM

Copy Leave Report Entry ✕ 🔍

Sick: 8.00 Hours (05/17/2021, MONDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 05/01/2021 - 05/31/2021 📄

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 8.00 Hours	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Cancel Save

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

Employee Dashboard • Leave Report • Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research ✔ The entry has been successfully copied.

Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research ○ Restart Leave Report 🔍 Leave Balances

05/01/2021 - 05/31/2021 40.00 Hours 📄 🗨 In Progress Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17 8.00 hours	18 8.00 hours	19 8.00 hours	20 8.00 hours	21	22

+ Add Earn Code

Sick 🕒 8.00 Hours ✎ 🗑 ⊖

Total: 8.00 Hours

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




[Employee Dashboard](#) • [Leave Report](#) • Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research


Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research Restart Leave Report Leave Balances

05/01/2021 - 05/31/2021 | 40.00 Hours | In Progress | Submit By 06/03/2021, 06:00 PM



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

+ Add Earn Code

Annual 8.00 Hours    Total: 8.00 Hours



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

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Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research Restart Leave Report Leave Balances

05/01/2021 - 05/31/2021 | 40.00 Hours | In Progress | Submit By 06/03/2021, 06:00 PM


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

+ Add Earn Code

Earn Code: Annual Hours: 5 

Total: 8.00 Hours

Exit Page Cancel Save Preview



To delete the saved hours, select the dash icon.

Employee Dashboard • Leave Report • Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research ✓ Leave Report data successfully saved.


Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research ○ Restart Leave Report 🔗 Leave Balances

05/01/2021 - 05/31/2021 | 37.00 Hours ⓘ 🗨 In Progress Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

+ Add Earn Code

Annual 🕒 5.00 Hours ✎ 🗑 ⊖

Total: 5.00 Hours 

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

Employee Dashboard • Leave Report • Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research ⚠ Are you sure you want to delete the earning record?

Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research No Yes

05/01/2021 - 05/31/2021 | 37.00 Hours ⓘ 🗨

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

+ Add Earn Code

Annual 🕒 5.00 Hours ✎ 🗑 ⊖

Total: 5.00 Hours

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

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Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research

05/01/2021 - 05/31/2021 | 32.00 Hours | In Progress | Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

Exit Page

Cancel Save Preview

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

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Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research

05/01/2021 - 05/31/2021 | 32.00 Hours | In Progress | Submit By 06/03/2021, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15

Exit Page

Cancel Save Preview

Preview

Assist to IE and Advancement, SS9580-00, 1, 603030, Institutional Research

Pay Period: 05/01/2021 - 05/31/2021 | 32.00 Hours

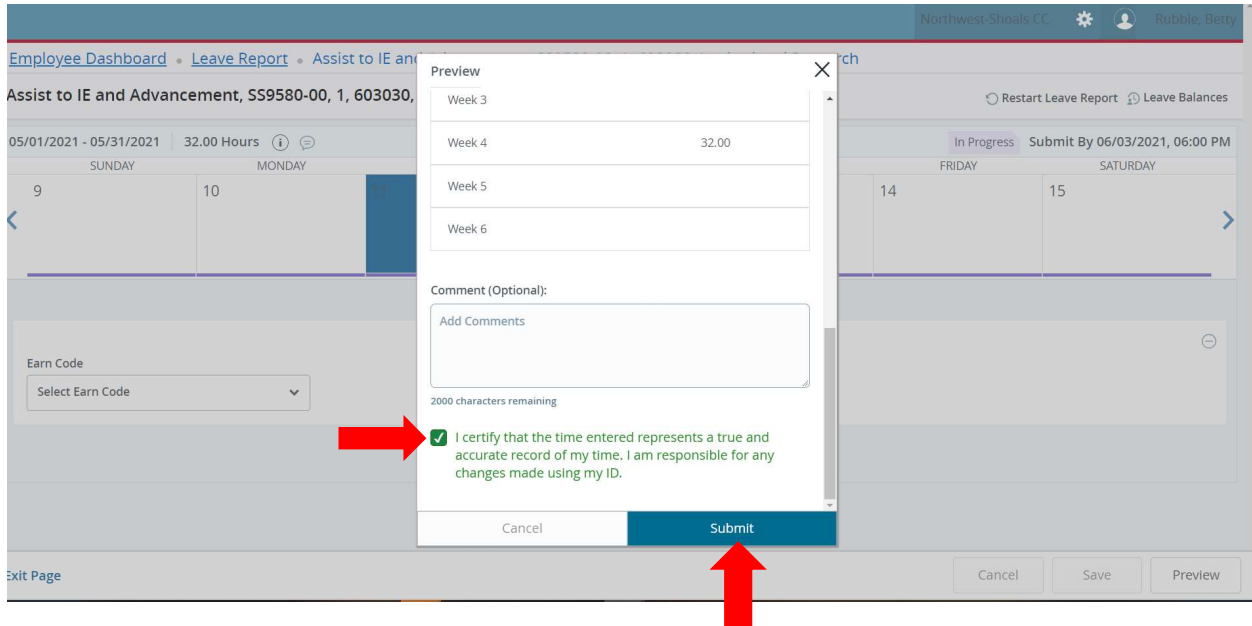
Submit By: 06/03/2021, 06:00 PM

Earning Distribution	
Earn Code	Total
Sick	32.00
Total Hours	32.00
Total Units	0.00

Weekly Summary

Cancel Submit

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.