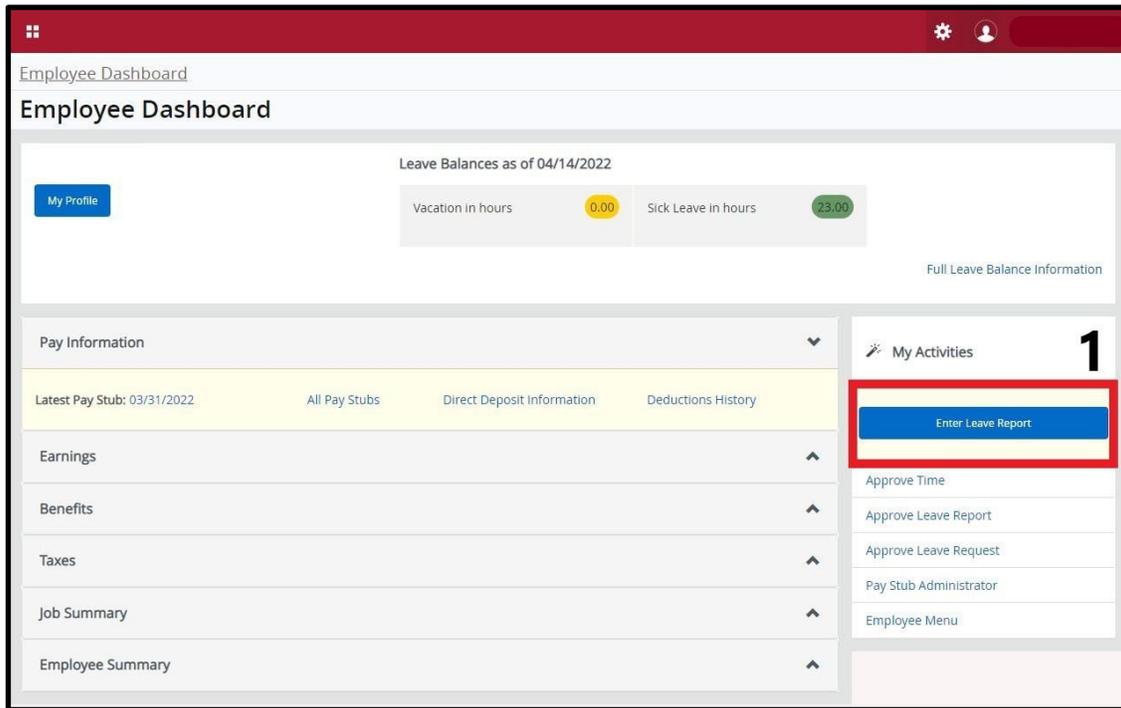


STARTING LEAVE REPORT

1. From Employee Dashboard, click “Enter Leave Report” button.

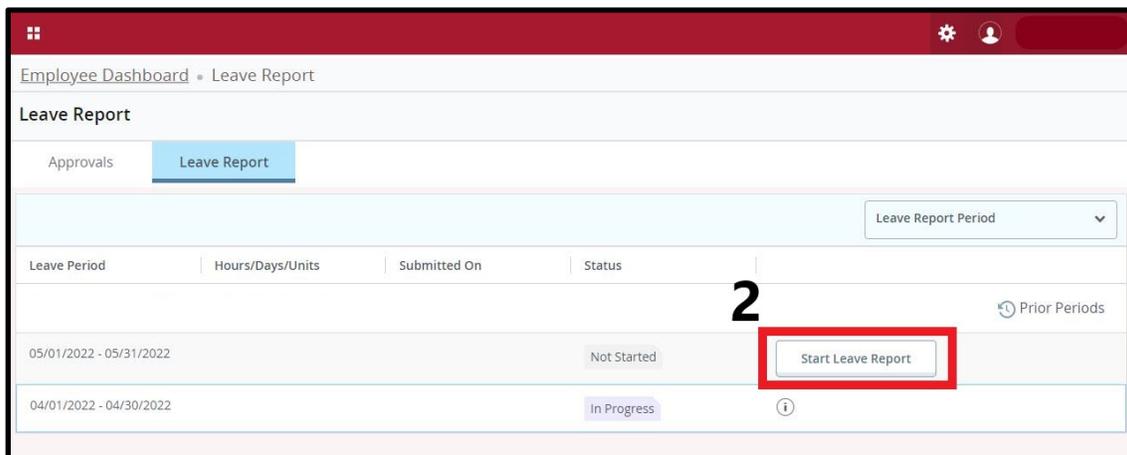


EDITING LEAVE REPORT

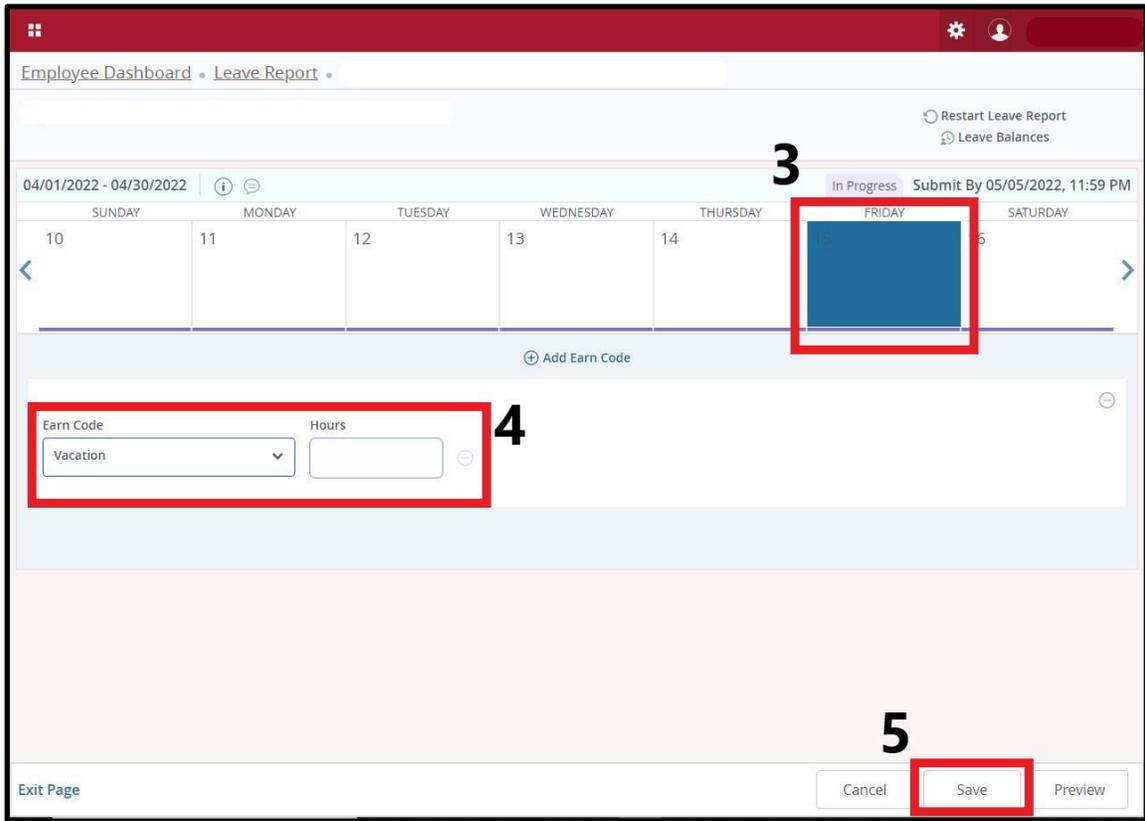
2. Choose month that you would like to edit/submit.

If status is “Not Started” click **Start Leave Report** button.

If status is “In Progress” click anywhere inside the month’s bar.

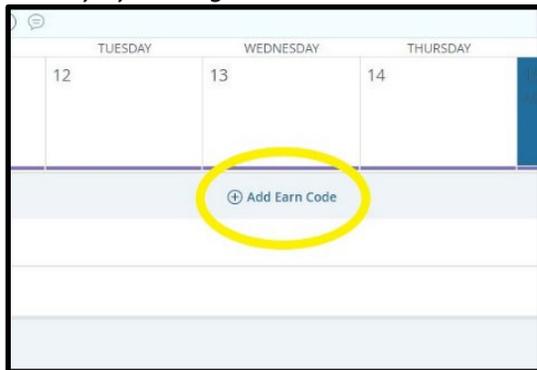


3. Choose day you want to edit hours for.
4. Select earn code from Earn Code drop-down box. Enter hours by typing in Hours box.
5. Save by clicking the "Save" button.

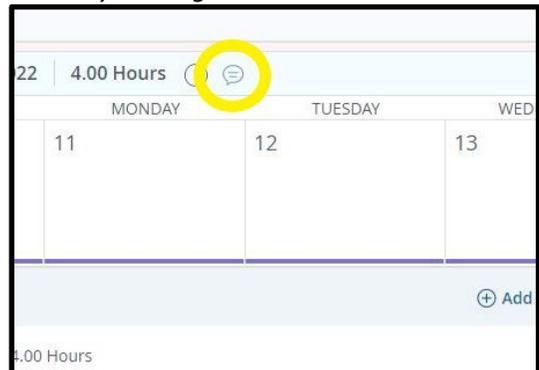


Editing Options:

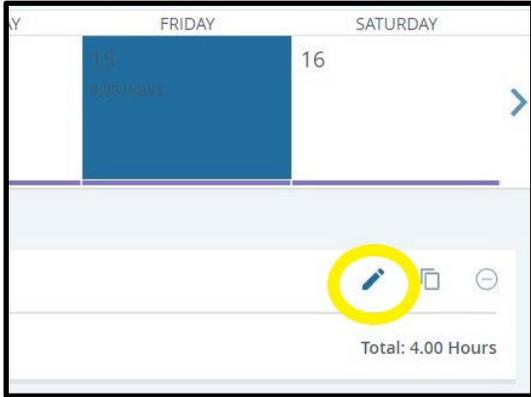
Multiple earn codes can be entered for the same day by clicking "Add Earn Code" button.



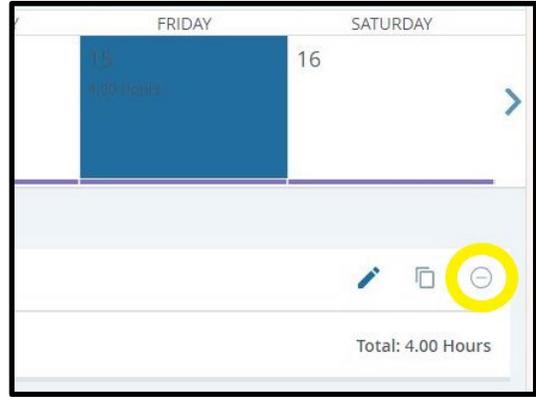
Comments can be added to your report by clicking on the comment icon.



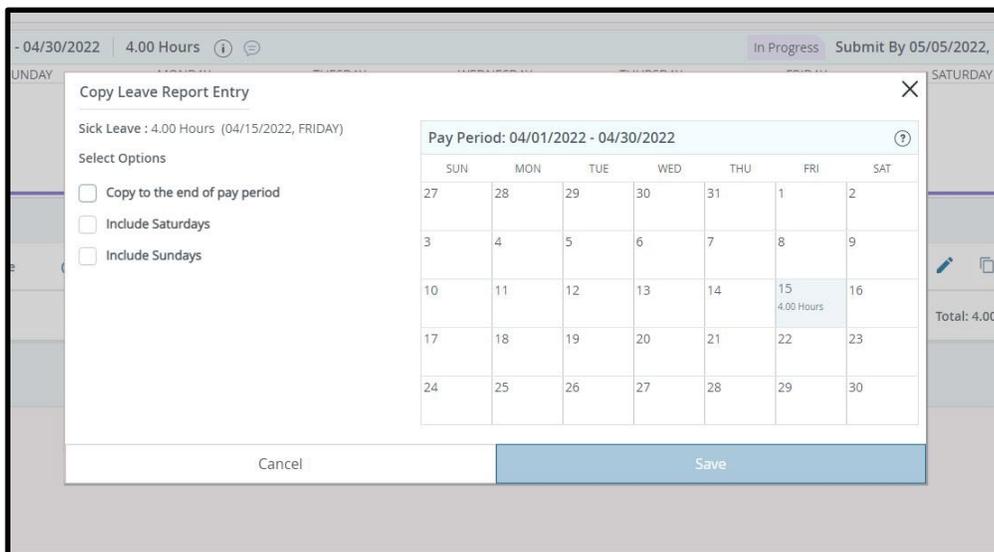
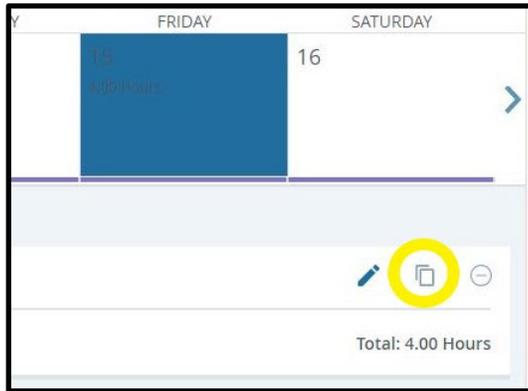
Hours can be edited by clicking on the pencil icon.



Hours can be removed by clicking on the minus icon.



Hours can be copied and added to multiple Days by clicking the copy icon. A calendar will appear and you can choose days to copy time to.



IMPORTANT: Click "Save" button after each entry, edit or deletion.

SUBMITTING LEAVE REPORT FOR APPROVAL

6. Click the “Preview” button while in leave report.

Employee Dashboard • Leave Report •

Leave Report data successfully saved.

Restart Leave Report
Leave Balances

04/01/2022 - 04/30/2022 | 4.00 Hours | In Progress | Submit By 05/05/2022, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10	11	12	13	14	15 4.00 Hours	16

+ Add Earn Code

Sick Leave | 4.00 Hours

Total: 4.00 Hours

Exit Page | Cancel | Save | **Preview**

6

7. Review entered time and comments. Click “Submit” button.

Employee Dashboard • Leave Report • Preview

Leave Report Detail Summary

Pay Period: 04/01/2022 - 04/30/2022 | 4.00 Hours | In Progress | Submit By 05/05/2022, 11:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
04/15/2022	SIC, Sick Leave	1	4.00 Hours

Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
SIC, Sick Leave	1			4.00			4.00 Hours
Total Hours		4.00					

Routing and Status		
Name	Action	Date & Time
	Originated	04/14/2022, 03:02 PM
	In the Queue	

Comment (Optional):

Add Comment

2000 characters remaining

Return | **Submit**

7