

## Employee Dashboard

[Redacted Name]

My Profile

My Team

### Leave Balances as of 08/30/2023

Vacation in hours

120.00

Personal Leave in hours

64.00

[Full Leave Balance Information](#)

### Pay Information

Latest Pay Stub: 08/15/2023

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

Employee Summary

### My Activities

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Pay Stub Administrator](#)

[Employee Menu](#)

First, select the blue "Enter Leave Report" button on the mid-right hand side of the screen

## Leave Report

Approvals

Leave Report

Leave Report Period



Leave Period	Hours/Days/Units	Submitted On	Status	
[REDACTED]				Prior Periods
08/16/2023 - 08/31/2023			Not Started	<a href="#">Start Leave Report</a>
08/01/2023 - 08/15/2023			Not Started	<a href="#">Start Leave Report</a>
07/16/2023 - 07/31/2023			Not Started	<a href="#">Start Leave Report</a>

The next screen shows you the Leave Reports that are available to you for editing. Click “Start Leave Report” next to the Leave Report you want to fill out to begin.

UNIVERSITY OF HARTFORD White, Mark D.

[Employee Dashboard](#) • [Leave Report](#) • Payroll Manager, 999172-00, A, 4090, PAYROLL OFFICE

Payroll Manager, 999172-00, A, 4090, PAYROLL OFFICE Restart Leave Report  
Leave Balances

08/16/2023 - 08/31/2023 0.00 Hours In Progress Submit By 09/30/2023, 11:59 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30 0.00 Hours	31	1	2

+ Add Earn Code

Earn Code: Vacation Exempt Hours:

[Exit Page](#) Cancel Save Preview

You'll notice a scroll-bar at the top containing all the dates of the pay period. Use the left and right carrot-arrows on the left and right ends of this area to cycle through whichever days you need to look at.

Click on the day you need to enter time for (it should highlight blue when you click it). Once you're on the day you want, use the dropdown menu under "Earn Code" to select the type of leave time. Then enter the gross amount of hours and hit save. If you're using multiple types of leave time, simply use the "+ Add Earn Code" button near the middle of the screen. Once you've saved all time entries that you need to enter, the next button to use before submitting is the "Preview" button. The minus button can be used to remove time entries if you need to delete.

[Employee Dashboard](#) • [Leave Report](#) • [Payroll Manager, 999172-00, A, 4090, PAYROLL OFFICE](#) • Preview

### Leave Report Detail Summary

Payroll Manager, 999172-00, A, 4090, PAYROLL OFFICE 🖨️  
 Pay Period: 08/16/2023 - 08/31/2023 | 0.00 Hours | In Progress | Submit By 09/30/2023, 11:59 AM

Time Entry Detail			
Date	Earn Code	Shift	Total
08/30/2023	201, Vacation Exempt	1	0.00 Hours
08/31/2023	201, Vacation Exempt	1	0.00 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
201, Vacation Exempt	1				

Routing and Status	
Name	Action
	Originated On 08/30/2023, 01:02 PM by White, Mark D.
	Submit By 09/30/2023, 11:59 AM
Conley, Jennifer A.	In the Queue

Comment (Optional):

Add Comment

Return
Submit

After you've finished entering all time entries for the pay period, and are sure you don't need to enter any more time at all, the preview button on the previous page brings you to this screen. You can enter comments if necessary, such as a comment if any of the leave time being submitted is for a now-passed pay period that you no longer have access to, or whatever else you might want to say to your supervisor or have on the record regarding your leave time. Once you're sure everything looks good, you can hit the blue "Submit" button.