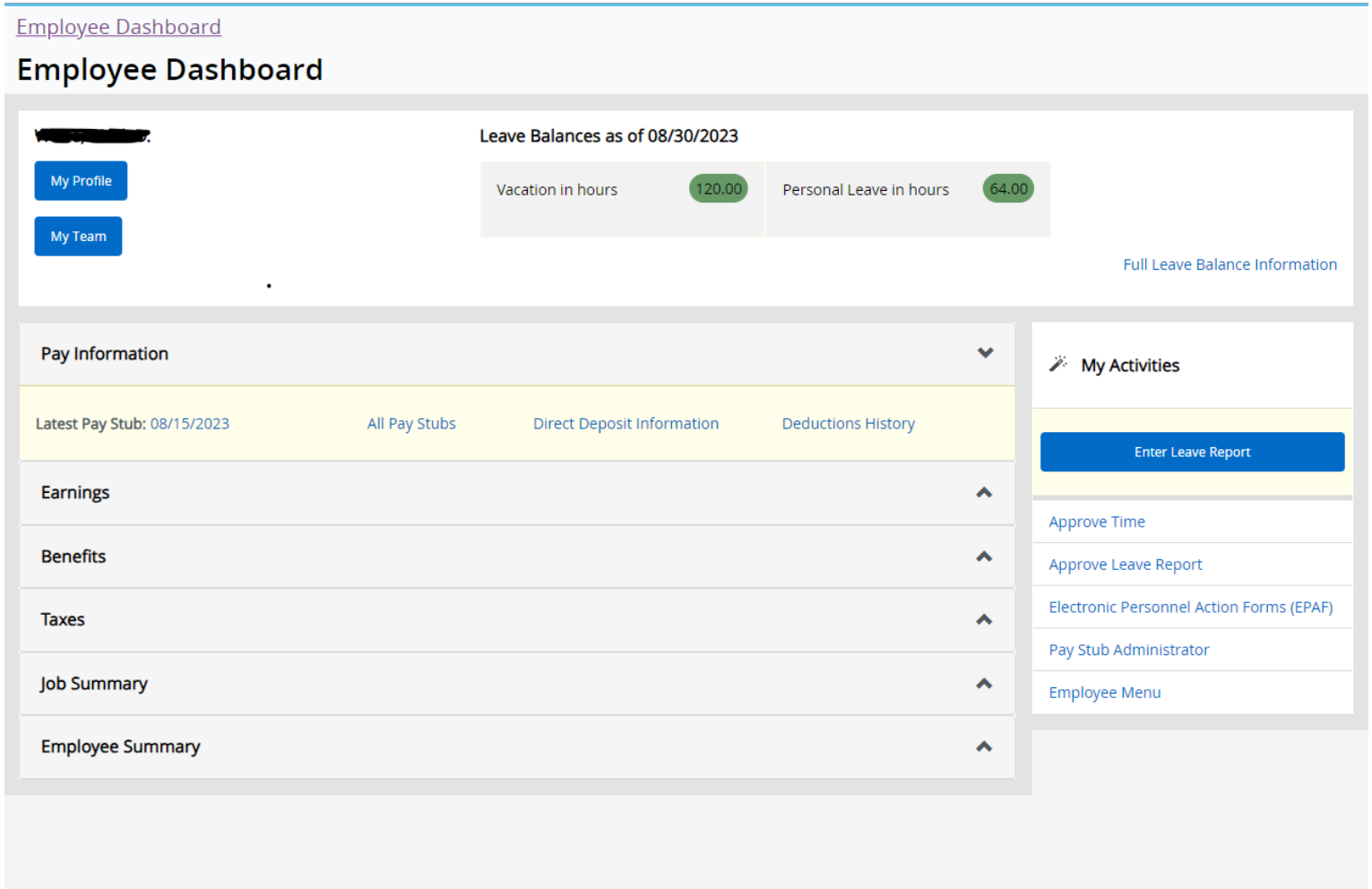
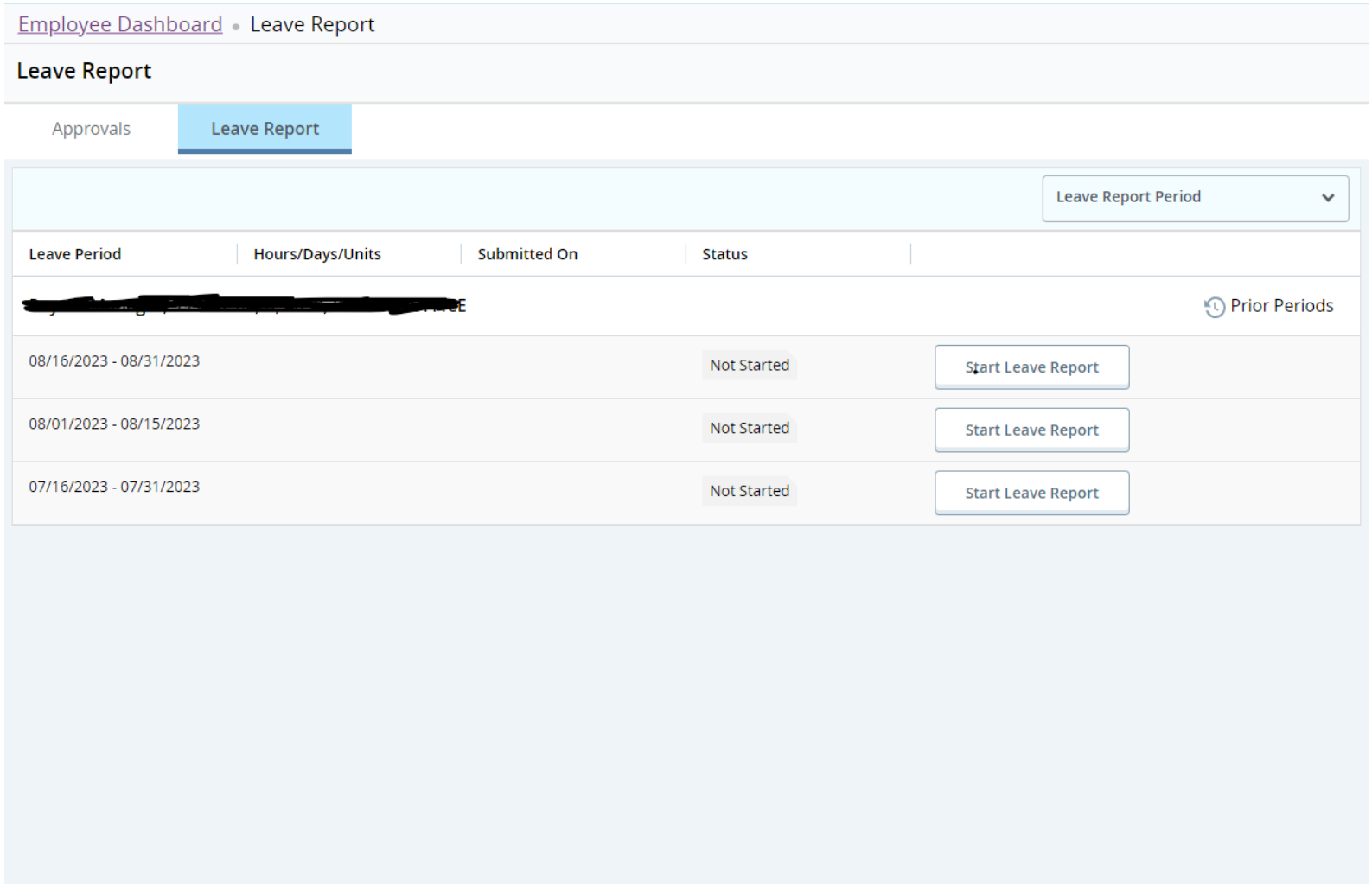
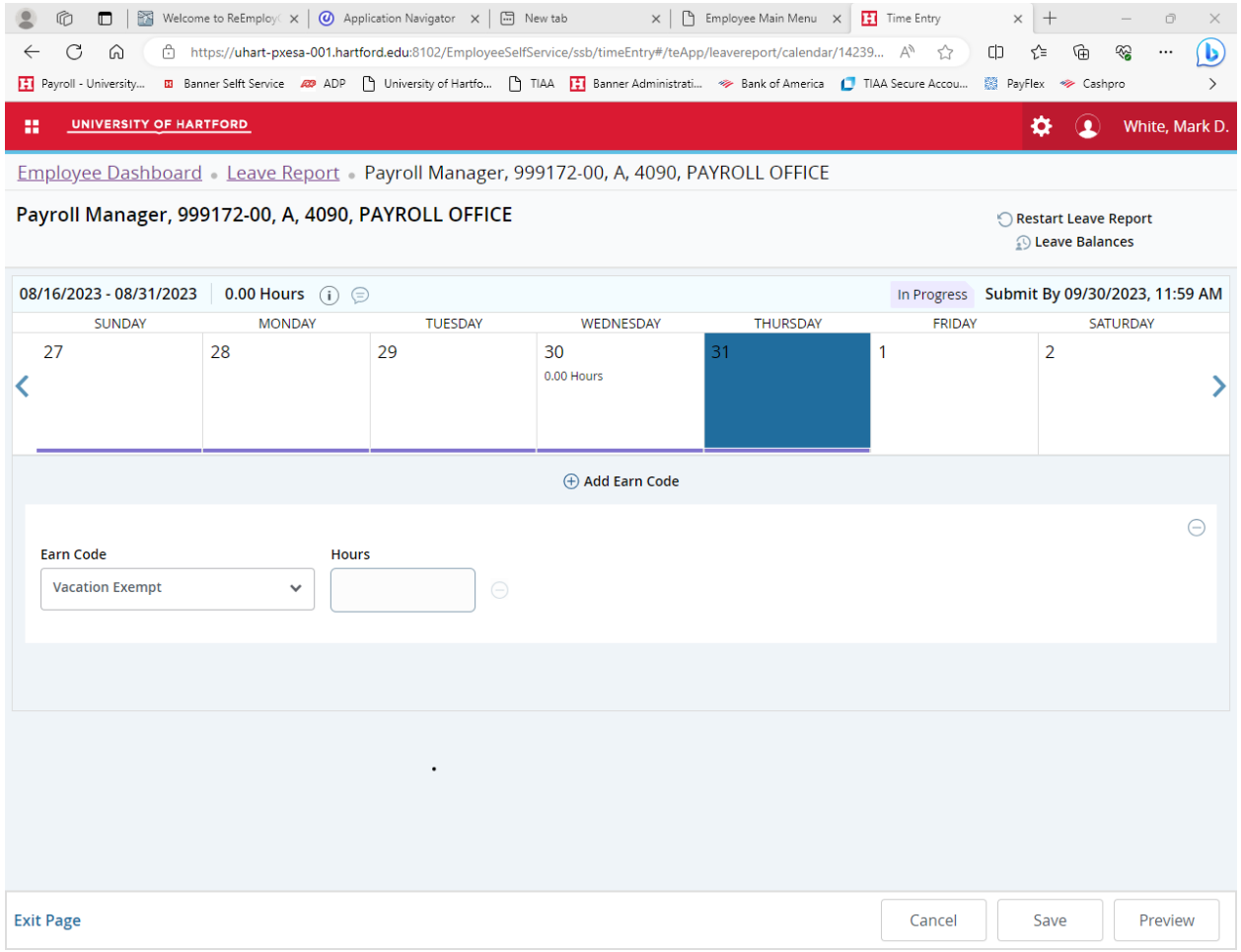


First, select the blue “Enter Leave Report” button on the mid-right hand side of the screen

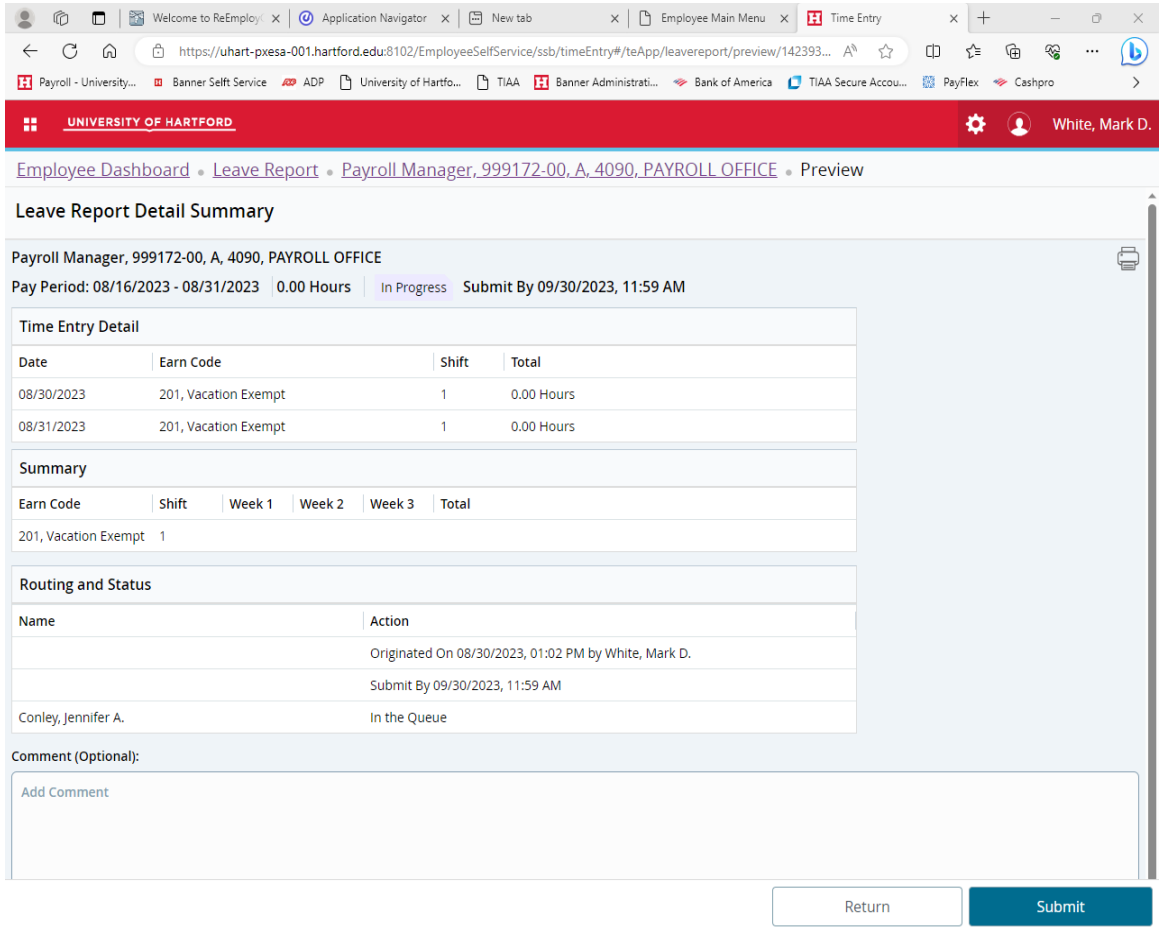


The next screen shows you the Leave Reports that are available to you for editing. Click “Start Leave Report” next to the Leave Report you want to fill out to begin.



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.



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.