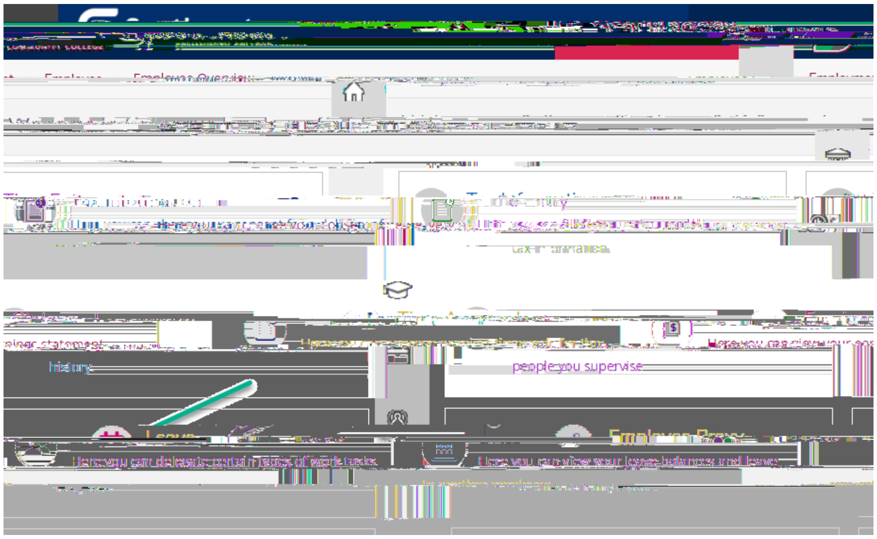
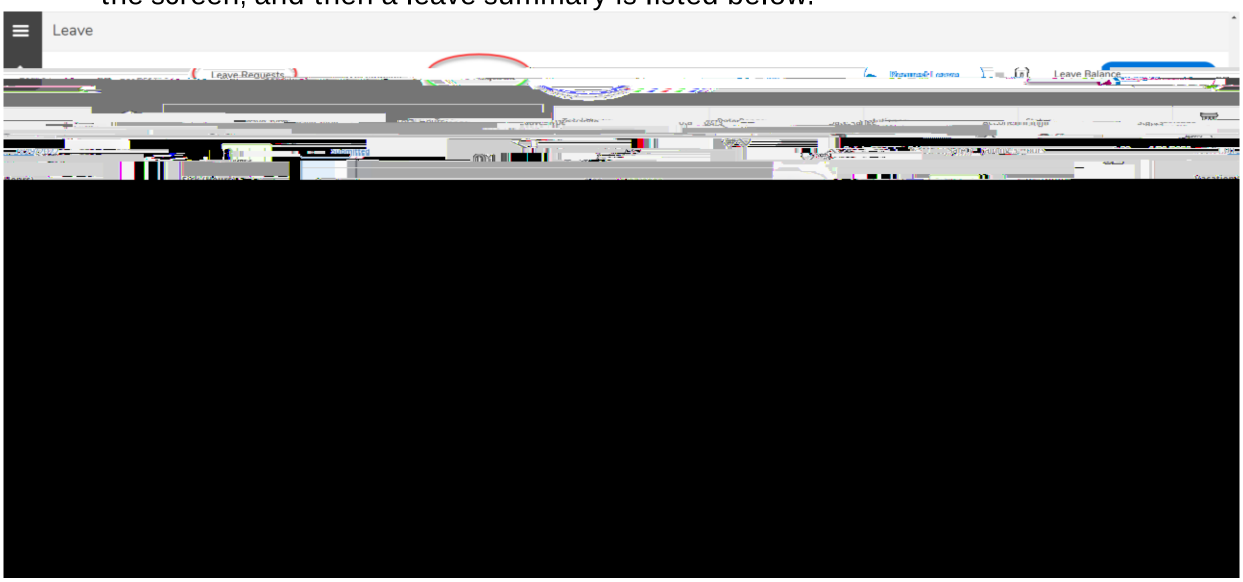
Leave Reporting for Employees

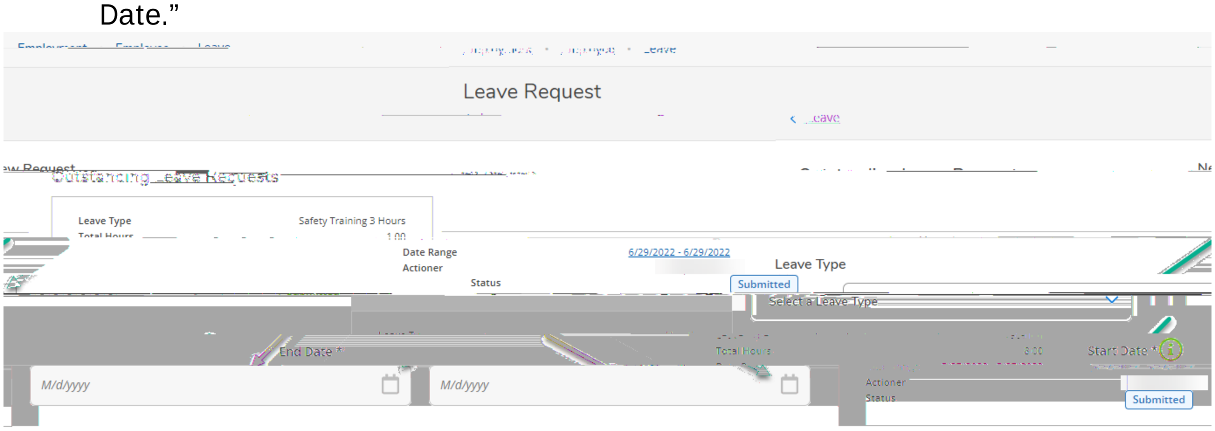
Select “Leave” tab



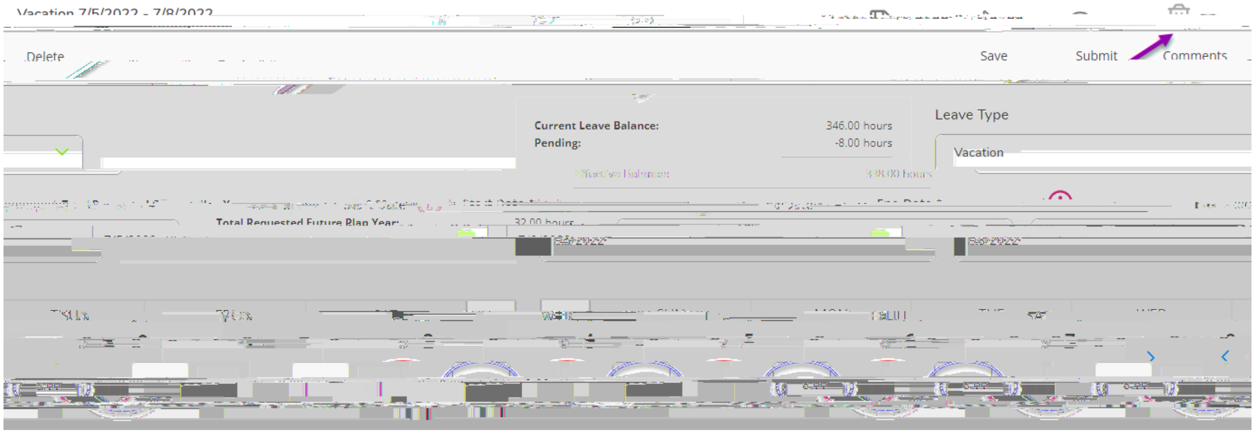
Click on “Request Leave.” Note that leave requests are viewed at the top of the screen. You can see Vacation and Sick leave at a glance in the upper left hand part of the screen, and then a leave summary is listed below.



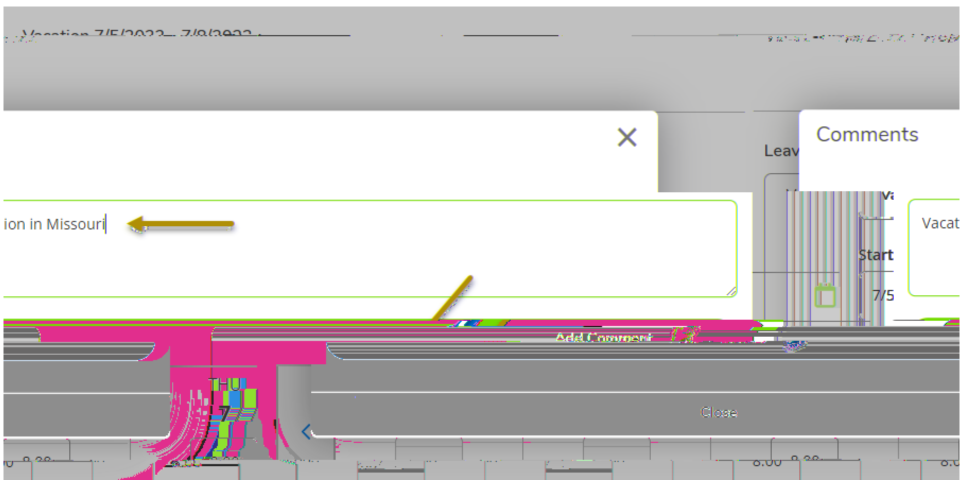
Using the drop down arrow, select a “Leave Type” and enter “Start Date” and “End Date.”



Enter the number of hours in the corresponding date(s) in the calendar that appears. Click on the “Comments” icon to enter a reason for the request.

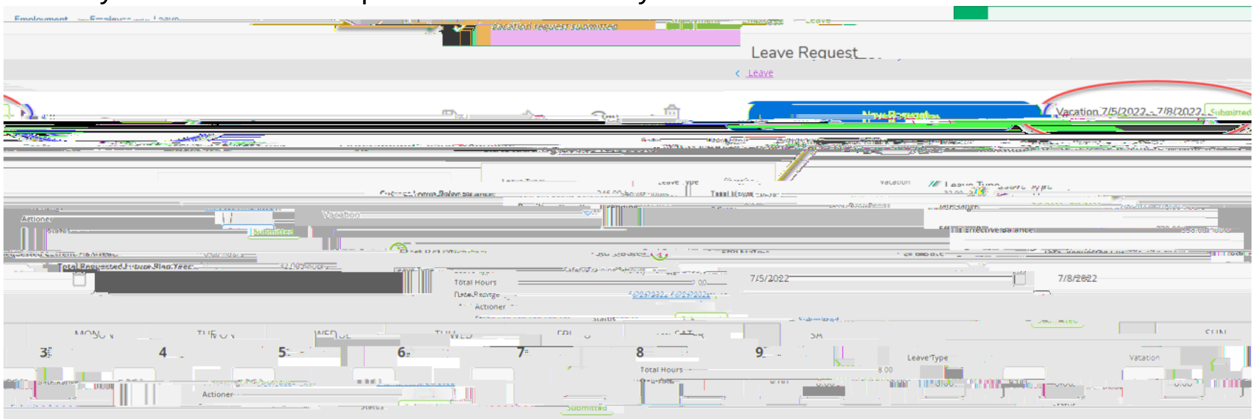


Type in the reason for the leave request in the “Comments” box that appears, and click on “Add Comment.”

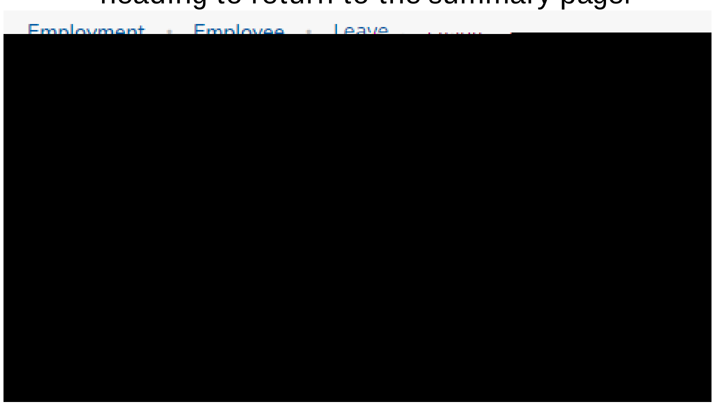


At this point, your leave request is in “Draft” mode. You can either Save to submit later, or click on “Submit.”

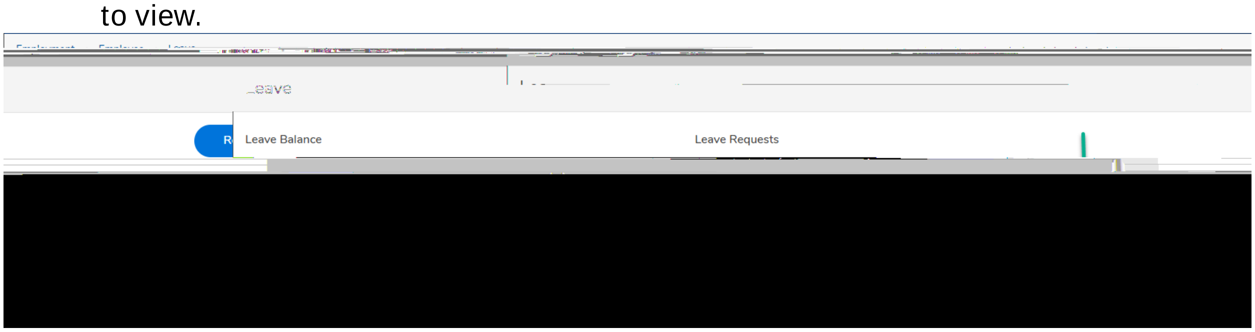
Once you click “Submit,” the status of the leave request changes to “Submitted,” and you see that the request was successfully submitted.



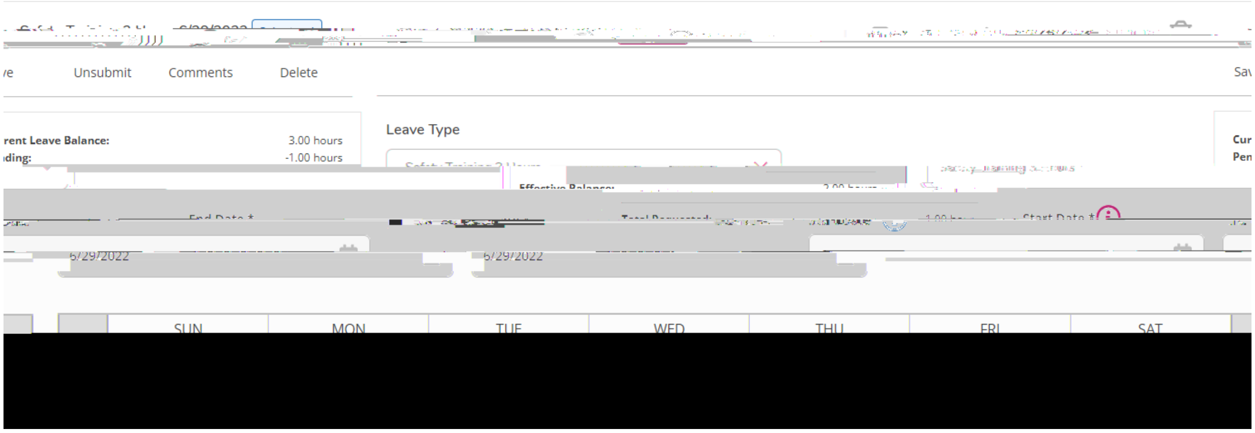
You may enter another request by clicking on “New Request.” If you’re done entering leave requests, you can click on the Leave arrow just below the Leave Request heading to return to the summary page.



To view the details of a leave request, click on the “Date Range” for the one you want to view.

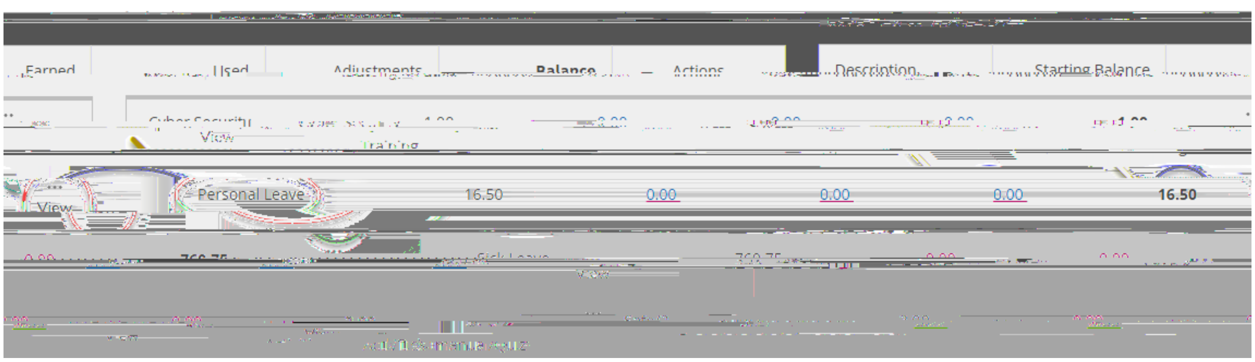


The leave request detail will appear on the screen



If you wish to see any comments, click on the “Comments” icon.

You can view the details of each leave plan by clicking on …View under Actions for the particular leave you’ve selected.



Leave Balance Details, including accrual rate, accrual limit and maximum carryover can be viewed in the box that appears on the screen, along with balance information. Click on Close to close the box.