Employee Dashboard

Entering Leave Time on Leave Report
STEP 1

Go to Employee Dashboard

STEP 2

Click on Enter Leave Report
STEP 3
Click on Specified Date Range

STEP 4
Use Directional Arrows to Scroll Through Dates
STEP 5
Click on Desired Date

STEP 6
Click on Select Earn Code
STEP 7
Select Earn/Leave Code From the List

STEP 8
Enter Hours Taken

8.0
STEP 9

Click on Save

STEP 10

Repeat this process for each day leave was taken
STEP 11
To Enter Multiple Types of Leave On the Same Day Click on Add Earn Code and Repeat Steps 7&8

STEP 12
Once All Leave is Entered Click on Preview

Total: 4.00 Hours
### STEP 13

**Add Any Comments If Necessary**

<table>
<thead>
<tr>
<th>Total Hours</th>
<th>8.00</th>
</tr>
</thead>
</table>

**Routing and Status**

<table>
<thead>
<tr>
<th>Name</th>
<th>Action</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Originated</td>
<td>01/08/2022, 10:03 PM</td>
</tr>
<tr>
<td></td>
<td>In the Queue</td>
<td></td>
</tr>
</tbody>
</table>

**Comment (Optional):**

ENTER COMMENTS HERE

1981 characters remaining

### STEP 14

**Review Your Leave Report for Accuracy, Then Click on Submit**

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
</tr>
<tr>
<td>Hours</td>
</tr>
</tbody>
</table>

Return  Submit