

## How to submit your leave report from Employee Self Service?

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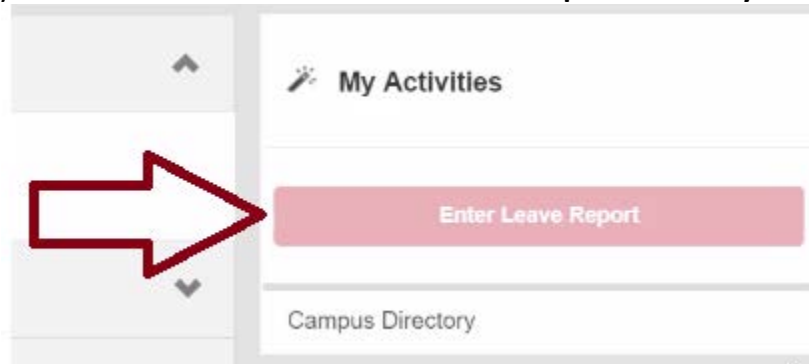
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## How to enter a Leave Report from Employee Dashboard?

1. Open Employee Self Service and click on **Enter Leave Report** under **My Activities**.



It will show your available leave reports sorted in descending order, which means, the most recent leave report will be at the bottom.

2. To start a leave report, click on the **Start Leave Report** button.

The screenshot shows the 'Leave Report Period' table. The table has columns for 'Leave Period', 'Hours/Days/Units', and 'Status'. The first row shows the period '12/01/2018 - 12/31/2018' with a status of 'Not Started'. A red arrow points to the 'Start Leave Report' button next to this row.

Leave Period	Hours/Days/Units	Status
12/01/2018 - 12/31/2018		Not Started

3. Since there are 4 weeks in each leave report period, you can switch among different weeks of the report using arrows on the sides.

The screenshot shows the leave report calendar view for the period 12/01/2018 - 12/31/2018. The calendar displays days 16 through 22. Red circles highlight the left and right navigation arrows. Below the calendar is a section for 'Add Earn Code' with a 'Select Earn Code' button.

SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20	21	22

## How to enter, edit, delete, and copy an earn code?

1. To add an earn code to a day, click on that day and select an **Earn Code** from the list of earn codes.

12/01/2018 - 12/31/2018 | [i](#) [c](#)

In Progress Submit By 01/10/2019, 11:59 PM

SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20	21	22

[+ Add Earn Code](#)

Earn Code

- Select Earn Code
- Vacation Leave Taken
- Sick Leave Pay
- Vacation Payout Request

2. Enter the required number of **days** and click on the **Save** button.

12/01/2018 - 12/31/2018 | [i](#) [c](#)

In Progress Submit By 01/10/2019, 11:59 PM

SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20	21	22

[+ Add Earn Code](#)

Earn Code


Vacation Leave Taken



Days

1

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

You will notice that the entered number of days and the earn code are showing on that day.

3. To add another earn code to the same day, click on the [+ Add Earn Code](#) button.
4. To edit the entered number of days for an earn code, click on the **edit**  button and click on the **Save** button after editing.

- To delete an entered earn code, click on the **delete**  button. It will prompt you if you want to delete the earning record. Click **Yes** and click on the **Save** button at the bottom.
- To copy an entered earn code and hours to other days of the pay period, click on the **copy**  button.  
Select the days where you need to copy this earn code and click on the **Save** button.

### Copy Leave Report Entry


Vacation Leave Taken : 1.00 Days (12/18/2018, TUESDAY)

**Select Options**

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

**Pay Period: 12/01/2018 - 12/31/2018** 

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18 1.00 Days	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Cancel

Save

## How to enter comments on the leave report?

1. To enter any comments, click on the **comments** button:

12/01/2018 - 12/31/2018 | 4.00 Days | **Comments** | In Progress | Submit By 01/10/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18 1.00 Days	19	20	21 1.00 Days	22

+ Add Earn Code

Vacation Leave Taken 1.00 Days

Total: 1.00 Days

2. Type your comments and click on the **Save** button. These comments will be visible to the timesheet approver.

**Comments** [X]

Have entered my vacation days...

1968 characters remaining

Cancel Save

## How to preview and submit the leave report?

1. Click on the **Preview** button at the bottom to view a summary of the entered earn codes, days, and comments.

12/01/2018 - 12/31/2018 | 4.00 Days | **Preview** | In Progress | Submit By 01/10/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
16	17	18 1.00 Days	19	20	21 1.00 Days	22

+ Add Earn Code

Earn Code

Select Earn Code

Exit Page Cancel Save **Preview**

- In the preview window, click on the **Submit** button to submit the leave report for approval.

Preview

Week 1	
Week 2	
Week 3	
Week 4	2.00
Week 5	2.00
Week 6	

Comment (Optional):

Have entered my vacation days...

1968 characters remaining

Cancel

Submit

You will notice that the status of the timesheet has changed from “**In progress**” to “**Pending**”.

## How to restart the leave report?

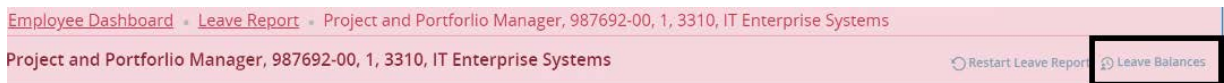
To restart the leave report, click on the **Restart Leave Report** button.



This will delete all the entered earn codes and comments and will restart the timesheet.

## How to view leave balances?

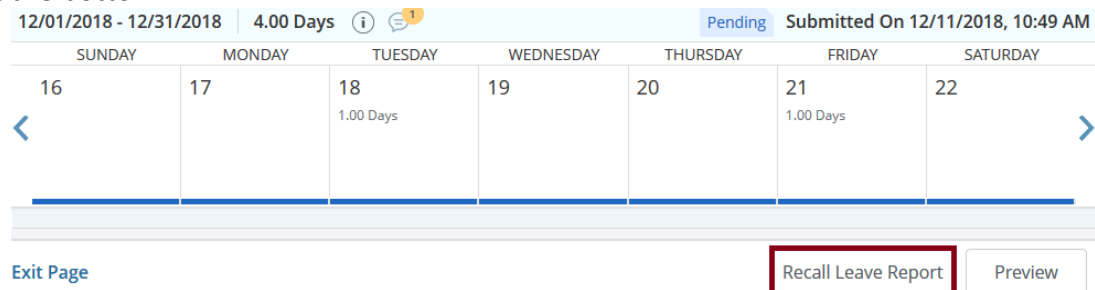
To view your leave balances, click on the **Leave Balances** button.



It will show you your leave balances for vacation, sick leave, etc.

## How to recall the leave report?

After submitting your leave report, if you need to recall it, click on the **Recall Leave Report** button at the bottom.



Please note that you can recall your leave report only if the approver has not approved it and if it is prior to the submission deadline.

## What do different statuses mean in the leave report?

Leave report's status changes from "Not Started" to "Completed" in the following manner:

