How to submit your leave report from Employee Self Service?

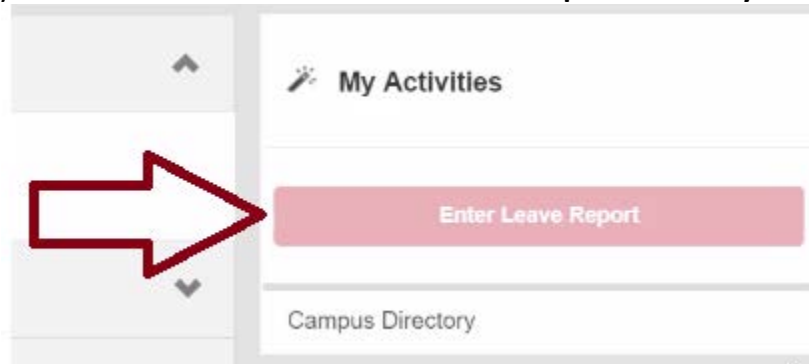## Contents

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.

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.

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.

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

   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.

5. 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.

6. 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.

How to enter comments on the leave report?

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

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

How to preview and submit and the leave report?

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

2. 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**".
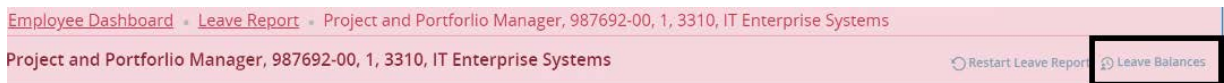
How to restart the leave report?

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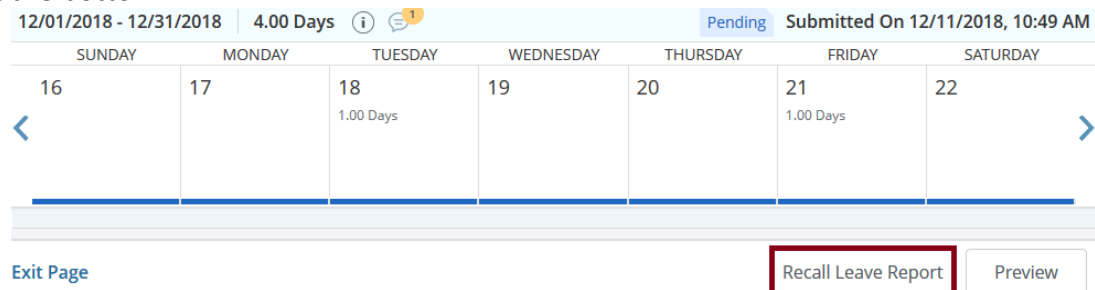
Please note that you can recall your leave report only if the approver has not approved it and if it is prior to the submission deadline.

What do different statuses mean in the leave report?

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

Not started: When you have not started editing the leave report.	→	**In Progress**: When you have started editing the leave report, but have not submitted it for approval.
Completed: When the approver has approved the leave report.	←	**Pending**: When the leave report has been submitted for approval and is pending an approval from the approver.