

College of Engineering, Architecture and Technology

Banner HR Leave Entry Guide Monthly – Exempt

July 2016



America's Brightest **ORANGE™**

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Monthly Leave Reporting

1. Log into my.okstate.edu using your O-Key User Name and Password.

O-Key - Sign In Service

Login Address:

Password:

Login

Under Applications in center of the screen click on the **Self Service** icon.



2. Click on the **Employee** tab.



3. Click on the **Monthly Paid Leave Report** link.

Employee

[Biweekly Time Sheet](#)

For Employees Paid on a biweekly time - hours worked and leave taken.

[Monthly Paid Leave Report](#)

For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.
For Monthly Paid Exempt Employees to record Leave taken.



[Electronic Personnel Action Forms \(EPAF\)](#)

4. If you get the following message that will mean there is an error with your leave report set up. Contact your payroll administrator or your supervisor as soon as possible to get the system corrected. If you do not get this message continue on to step 6.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the

Title and Department **My Choice** **Pay Period and Status**

You have no records available at this time. Please contact your Payroll Administrator if you have any questions.

***** ERROR *****
Contact your Payroll Administrator, ASAP

5. Using the drop-down **Pay Period and Status**, select the correct pay period.

The screenshot shows the 'Leave Report Selection' page. At the top, there are tabs for 'PERSONAL INFORMATION', 'EMPLOYEE', and 'FINANCE'. Below the tabs, the page title is 'Leave Report Selection' and it indicates 'Your current institution is OSU'. The main content area has two columns: 'Title and Department' and 'My Choice Leave Report Period and Status'. The 'Title and Department' column contains 'ADMIN SVCS MANAGER, 530853-00' and 'Dean of Engineering, 100447'. The 'My Choice Leave Report Period and Status' column contains a dropdown menu with the selected option 'Jun 01, 2016 to Jun 15, 2016 Pending'. An orange arrow points to this dropdown menu. Below the columns is a 'Leave Report' button.

6. Click on the Leave Report Button below selection

This screenshot is identical to the previous one, showing the 'Leave Report Selection' page. In this view, an orange arrow points to the 'Leave Report' button located below the 'My Choice Leave Report Period and Status' dropdown menu.

- Locate the start date for the leave.

PERSONAL INFORMATION **EMPLOYEE** FINANCE

Your current Institution is OSU

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report
Title and Number: ADMIN SVCS MANAGER -- 530853-00
Department and Number: Dean of Engineering -- 100447
Leave Report Period: Jun 01, 2016 to Jun 15, 2016
Submit By Date: Jul 18, 2016 by 12:00 PM

Earning: Annual Leave
Date: Jun 08, 2016
Hours: 2

Earning	Total Hours	Total Units	Wednesday Jun 08, 2016	Thursday Jun 09, 2016	Friday Jun 10, 2016	Saturday Jun 11, 2016	Sunday Jun 12, 2016	Monday Jun 13, 2016	Tuesday Jun 14, 2016
Annual Leave	2	0	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	2	0	2	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0	0

Position Selection Comments Preview Previous Next

- Click on the line associated with the type of leave taken (e.g. annual, sick, etc.) and the column associated with this start date.

PERSONAL INFORMATION **EMPLOYEE** FINANCE

Your current Institution is OSU

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report
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Date: Jun 08, 2016
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Earning	Total Hours	Total Units	Wednesday Jun 08, 2016	Thursday Jun 09, 2016	Friday Jun 10, 2016	Saturday Jun 11, 2016	Sunday Jun 12, 2016	Monday Jun 13, 2016	Tuesday Jun 14, 2016
Annual Leave	2	0	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	2	0	2	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0	0

Position Selection Comments Preview Previous Next

9. Click on “enter hours” under the date and leave type used.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: ADMIN SVCS MANAGER -- 530853-00
Department and Number: Dean of Engineering -- 100447
Leave Report Period: Jun 16, 2016 to Jul 15, 2016
Submit By Date: Jul 18, 2016 by 12:00 PM

Earning: Annual Leave
Date: Jun 20, 2016
Hours:

Earning	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
Annual Leave	11		Enter Hours		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11		0	1	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jul 11, 2016

Approved By:

Waiting for Approval From:

10. Enter the number of leave hours taken in the opened box.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

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Department and Number: Dean of Engineering -- 100447
Leave Report Period: Jun 16, 2016 to Jul 15, 2016
Submit By Date: Jul 18, 2016 by 12:00 PM

Earning: Annual Leave
Date: Jun 20, 2016
Hours:

Earning	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
Annual Leave	11		Enter Hours		1	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11		0	1	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jul 11, 2016

Approved By:

Waiting for Approval From:

11. Once hours are entered click “save”.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: ADMIN SVCS MANAGER -- 530853-00
Department and Number: Dean of Engineering -- 100447
Leave Report Period: Jun 16, 2016 to Jul 15, 2016
Submit By Date: Jul 18, 2016 by 12:00 PM

Earning: Annual Leave
Date: Jun 20, 2016
Hours:



Earning	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
Annual Leave	11		Enter Hours	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11		0	1	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jul 11, 2016
Approved By:
Waiting for Approval From:

Preview your leave report

1. Review your leave report. Click the **Preview** button at the bottom of your leave report.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: ADMIN SVCS MANAGER -- 530853-00
Department and Number: Dean of Engineering -- 100447
Leave Report Period: Jun 16, 2016 to Jul 15, 2016
Submit By Date: Jul 18, 2016 by 12:00 PM

Earning	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
Annual Leave	11		Enter Hours	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11		0	1	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jul 11, 2016
Approved By:
Waiting for Approval From:

- Review the summary of hours; if all correct click **“Previous Menu”**

Self Service

PERSONAL INFORMATION **EMPLOYEE** FINANCE

Your current Institution is OSU

Summary of Reported Time

Set your printer layout to Landscape before printing.

Linda Williams
ADMIN SVCS MANAGER, 530853-00

Dean of Engineering, 100447

Leave Report

Earning Code	Total Hours	Total Units	Wednesday, Jun 01, 2016	Thursday, Jun 02, 2016	Friday, Jun 03, 2016	Saturday, Jun 04, 2016	Sunday, Jun 05, 2016	Monday, Jun 06, 2016	Tuesday, Jun 07, 2016	Wednesday, Jun 08, 2016	Thursday, Jun 09, 2016	Friday, Jun 10, 2016	Saturday, Jun 11, 2016	Sunday, Jun 12, 2016	Monday, Jun 13, 2016	Tuesday, Jun 14, 2016
Annual Leave	2									2						
Total Hours:	2									2						
Total Units:		0														

[Previous Menu](#)

- After you have checked your hours to ensure all is correct, click the “submit for approval” button at the bottom of your leave report. **Hint: You must submit no later than the Submit By Date at the top of the Leave Report.**

Time and Leave Reporting

Your current Institution is OSU

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: ADMIN SVCS MANAGER -- 530853-00
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Leave Report Period: Jun 16, 2016 to Jul 15, 2016
Submit By Date: Jul 18, 2016 by 12:00 PM

Earning: Annual Leave
Date: Jun 20, 2016
Hours: 2

[Save](#) [Copy](#)

Earning	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
Annual Leave	11		Enter Hours	Enter Hours	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11		0	0	1	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By: You on Jul 11, 2016
Approved By:
Waiting for Approval From:

Adjusting Leave entries (Prior to submitting for approval)

Changing leave you have entered for a particular day is no problem, as long as you have not submitted the leave report for approval.

1. Click 'Enter Hours' or the Hours Displayed for the date requiring correction.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

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Leave Report Period: Jun 16, 2016 to Jul 15, 2016
Submit By Date: Jul 18, 2016 by 12:00 PM
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Hours:

Earning	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
Annual Leave	11		Enter Hours	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11		0	1	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jul 11, 2016
Approved By:
Waiting for Approval From:

2. Enter the appropriate number of hours (delete the entered hours in the input box to remove the hours).

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

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Annual Leave	11		Enter Hours	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11		0	1	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jul 11, 2016
Approved By:
Waiting for Approval From:

3. Click "Save"

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

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Submit By Date: Jul 18, 2016 by 12:00 PM

Earning: Annual Leave
Date: Jun 20, 2016
Hours:

Save 

Earning	Total Hours	Total Units	Thursday Jun 16, 2016	Friday Jun 17, 2016	Saturday Jun 18, 2016	Sunday Jun 19, 2016	Monday Jun 20, 2016	Tuesday Jun 21, 2016	Wednesday Jun 22, 2016
Annual Leave	11		Enter Hours	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	11		0	1	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jul 11, 2016
Approved By:
Waiting for Approval From:

Leaving a Comment on Your Leave Report

You can leave a comment on your leave report your supervisor will see when she/he opens it up for approval.

1. Click the **Comments** button at the bottom of the leave report page.

STATE Self Service

PERSONAL INFORMATION **EMPLOYEE** FINANCE

Your current Institution is OSU

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

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Earning	Total Hours	Total Units	Wednesday Jun 08, 2016	Thursday Jun 09, 2016	Friday Jun 10, 2016	Saturday Jun 11, 2016	Sunday Jun 12, 2016	Monday Jun 13, 2016	Tuesday Jun 14, 2016
Annual Leave	2		2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave-Leave Report	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Medical Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	2		2	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection **Comments** Preview Previous Next

2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your Leave Report. **Note: Comments on your leave report are only visible to you in Preview mode.**