

1) 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: [Redacted]
Department and Number: [Redacted]
Leave Report Period: Aug 01, 2009 to Aug 31, 2009
Submit By Date: Sep 05, 2009 by 09:00 A.M. ← Due Date

Click here if you have no leave hours to report for the month

Earning	Total Hours	Total Saturday Units Aug 01, 2009	Sunday Aug 02, 2009	Monday Aug 03, 2009	Tuesday Aug 04, 2009	Wednesday Aug 05, 2009	Thursday Aug 06, 2009	Friday Aug 07, 2009
No Time Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	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
Military Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused Leave w/Pay	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0	0	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

Internet

Leave Report Period: Aug 01, 2009 to Aug 31, 2009
Submit By Date: Sep 05, 2009 by 09:00 A.M.

Earning: No Time Taken
Date: Aug 01, 2009
Hours: 1) Enter 1

2) Click here

Enter a 1 for the first day of the month ONLY

Earning	Total Hours	Total Saturday Units Aug 01, 2009	Sunday Aug 02, 2009	Monday Aug 03, 2009	Tuesday Aug 04, 2009	Wednesday Aug 05, 2009	Thursday Aug 06, 2009	Friday Aug 07, 2009
No Time Taken	1	1	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	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
Military Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused Leave w/Pay	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	1	1	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

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3) Click here