

## Accessing, Entering, and Submitting Your Leave Report

1. Log in to the [Employee Dashboard](#)
2. Locate **My Activities** on the right
3. Click on **Enter Leave Report**

 My Activities

Enter Leave Report

4. A calendar view will open for the current reporting period. Select the first date for which you'd like to enter time.
5. This selection will prompt a pop-up box. Select Start Leave Report, and return to the calendar view.

11/14/2019

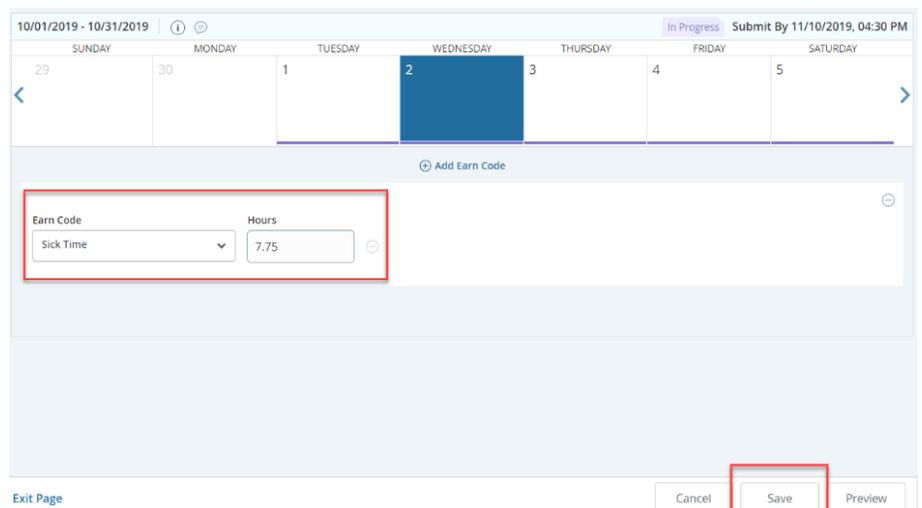
Job: HR Generalist, 998623-00, M, 740010, Employment Services

Pay Period: 11/01/2019 - 11/30/2019

Status: Not Started

Start Leave Report

6. Use the **Earn Code** dropdown menu to select the appropriate type of leave.
7. Enter the amount of time you were away, rounded to the nearest 15-minute interval. Enter time using.
8. When you are done with each day's entry, click **Save** in the lower right corner.
9. You will receive a green notification in the upper right corner of your screen when you have successfully submitted your leave report.



10/01/2019 - 10/31/2019

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

29 30 1 2 3 4 5

Add Earn Code

Earn Code Sick Time Hours 7.75

Exit Page Cancel Save Preview

 The Leave Report has been successfully submitted.

## Copying Time Entries

If you would like to copy a leave entry to another day, for example if you go on vacation for a week, you can do so.

1. Click on the entry you would like to duplicate. To the right of the time-entry details, there will be an icon that looks like two stacked pieces of paper.
2. Select the dates for which you would like to enter the duplicate leave details. There are mass-entry options to the left as well.
3. Once you have chosen the appropriate dates, click **Save** on the bottom right.

Copy Leave Report Entry

Vacation Leave : 7.75 Hours (11/11/2019, MONDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 11/01/2019 - 11/30/2019

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11 7.75 Hours	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Cancel Save

## Adding Comments

If you would like to add comments for your supervisor regarding the leave you entered, you may do so.

1. Click on **Preview** in the lower right corner. This will display a pop-up window with the leave details you have entered to that point.
2. Scroll to the bottom of the pop-up window. There will be a box there labeled **Comments**.
3. Once you have entered in your notes, you can click **Submit**.

Preview

Weekly Summary

Week	Total Hours
Week 1	
Week 2	
Week 3	16.00
Week 4	40.00
Week 5	

Comment (Optional):

Add Comments

2000 characters remaining

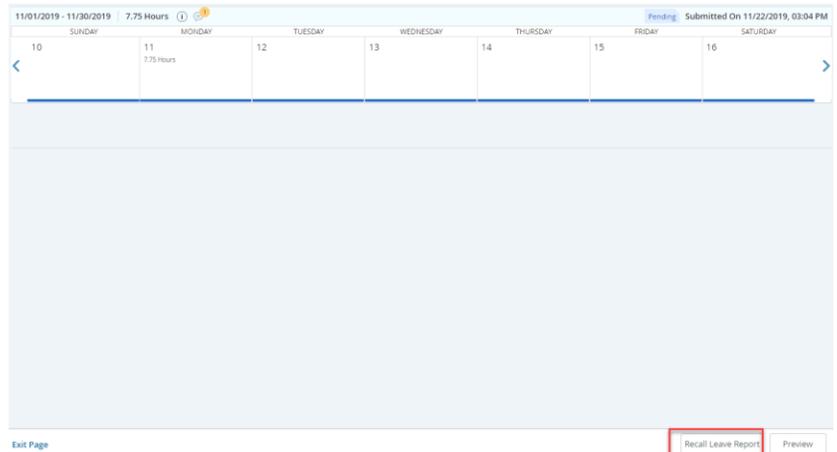
Cancel Submit

## Returned Leave Reports

From time to time, your leave report may require changes after you have submitted it. This can be done one of two ways: You can recall your own time, or your supervisor can return it to you.

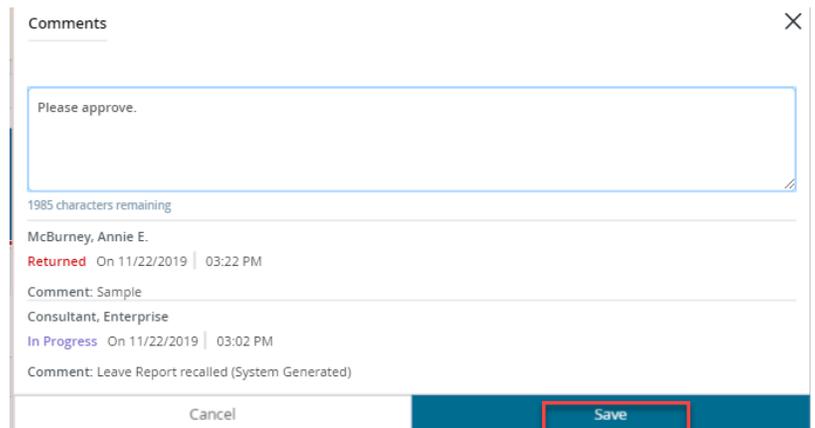
To edit your own submitted leave report:

1. Access your leave report as normal.
2. Click on **Recall Leave Report** in the lower right corner.
3. Continue to edit your leave report in the normal fashion.



To edit your leave report after your supervisor has returned it:

1. Access your leave report as normal after you receive a notification that your supervisor returned your leave report.
2. View the comments your supervisor included in the returned leave report. You can access these by clicking on the message bubble above the calendar view. You may also add your own comments if needed. If you do, click **Save** before leaving the message feature.
3. Edit your leave report in the normal fashion to make the necessary edits.
4. When you have made those changes, click **Preview** in the lower right corner, and then **Submit**.



### **Additional Notes, Deadlines**

- For months in which you do not take any leave, submit your leave report by entering a zero on any day, or any type of leave.
- Paid Parental Leave can only be used with Employment Services' prior authorization. Unauthorized use will result in the time reported being debited from a separate leave bank, such as vacation.
- Your leave banks will update as soon as your supervisor approves your leave report.
- Employees can access their leave report until 4:30 pm on the 10<sup>th</sup> of the month following the reporting period. For example, you can edit your September leave report until 4:30 pm on October 10<sup>th</sup>.
- Contact Employment Services with any questions or concerns.
  - Phone: 651-696-6280
  - Email: [hr@macalester.edu](mailto:hr@macalester.edu)
  - FAX: 651-696-6612
  - Location: 77 Mac, room 201