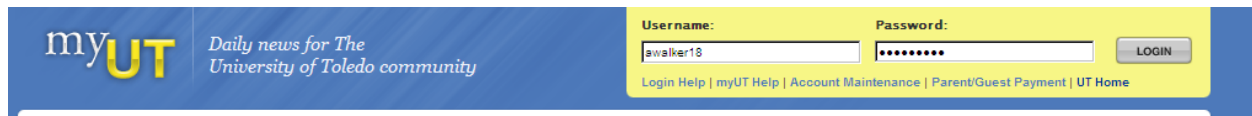


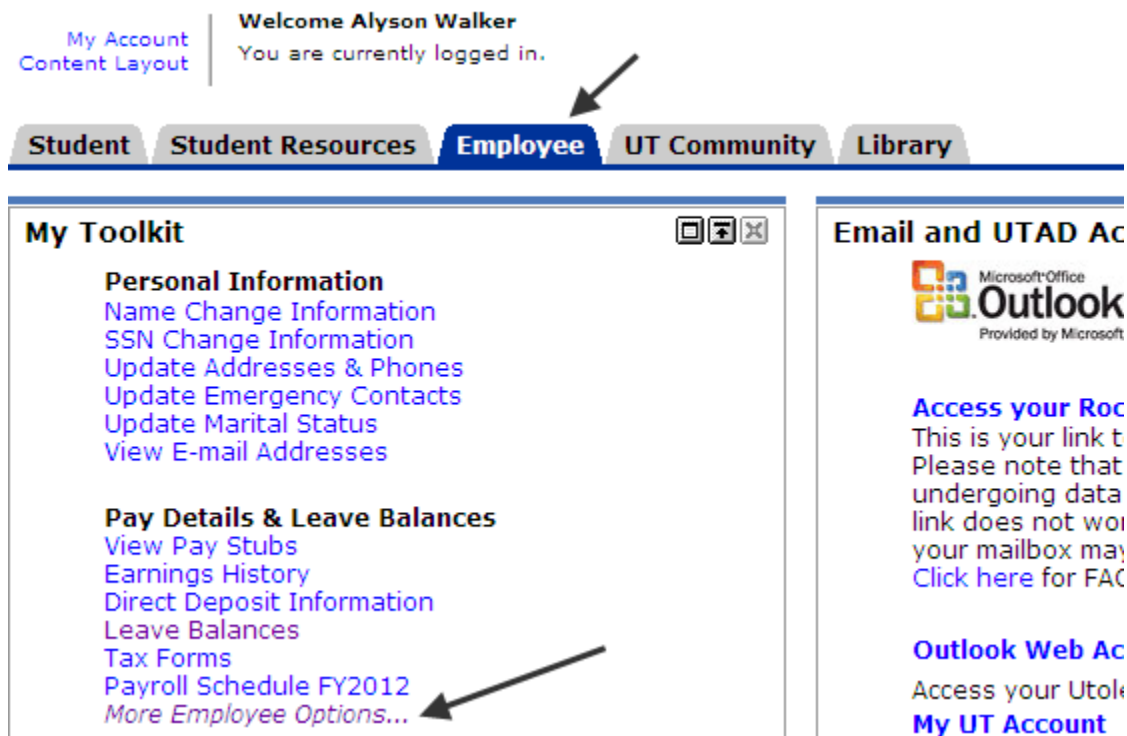
## Entering Leave Time on Employee Self Service Portal

Reporting Leave through Self Service is currently to be used by Full Time and 9 month Faculty and Main Campus PSA non-hourly employees to report Vacation, Vacation Holding (for those who that applies), and Basic Sick only. Any other employee and/or other type of leave still use the 3 part Absence Report Form.

**Step One:** Log into myUT with utad credentials



**Step Two:** On the employee tab select *More Employee Options*



Step Three: Select Leave Report under the options listed for Employee

Personal Information Student Financial Aid **Employee**

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## Employee

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- [Pay Stubs](#)
- [Earnings History](#)
- [Direct Deposit Information](#)
- [Leave Balances](#)
- [Electronic Personnel Action Forms](#)
- [Tax Forms](#)
- [Time Sheet](#)
- [Leave Report](#)

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RELEASE: 8.4.1

Step Four: Chose Access my Leave Report and click Select.

Personal Information Student Financial Aid **Employee**

Search

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## Time Reporting Selection

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### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

**Step Five:** Chose the desired reporting period to enter time into and click Leave Report

Personal Information Student Financial Aid **Employee**

Search  Go [SITE MAP](#) [H](#)

## Leave Report Selection

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Title and Department	My Choice	Leave Report Period and Status
Budget Analyst, 962131-00 Office Of Bud/Plan, 106280		Oct 22, 2011 to Nov 04, 2011 In Progress

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**RELEASE: 8.3**

**NOTE:** To enter time in a period no longer open, select the current period. Enter the hours on any day not being used and in the comments section add the correct dates.

**Step Six:** Click Enter Hours under the desired Sick or Vacation type under the appropriate date. Relationship to Sick is still required. Please use the comments field to indicate relationship to Sick.

**Leave Report**

**Title and Number:** Budget Analyst -- 962131-00  
**Department and Number:** Office Of Bud/Plan -- 106280  
**Leave Report Period:** Oct 22, 2011 to Nov 04, 2011  
**Submit By Date:** Nov 11, 2011 by 05:00 P.M.

Earning	Total Hours	Total Units	Saturday Oct 22, 2011	Sunday Oct 23, 2011	Monday Oct 24, 2011	Tuesday Oct 25, 2011	Wednesday Oct 26, 2011	Thursday Oct 27, 2011	Friday Oct 28, 2011
Vacation	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Vacation Holding Account	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0

Enter comments as necessary

Click next to move to second week in period

Position Selection   Comments   Preview   Submit for Approval   Restart   Next

Select Submit for Approval when all hours are entered and when the **Leave Report Period** has come to an end but before the **Submit By Date** as noted at the top of the form

You will receive a message that your time was submitted successfully

Select the link under a date to enter hours or days. Select Next or Previous

**⚠ Your leave report was submitted successfully.**

**Leave Report**  
**Title and Number:**  
**Department and Number:**  
**Leave Report Period:**  
**Submit By Date:**

The web leave reports only route to HR and Payroll to apply to the leave balances. If your supervisor requires, you can go back into your submitted form and take a screen shot and email it to your supervisor to confirm submission.

Once applied, it affects the vacation and sick leave balances directly and will not be reflected on the paystub.