General Guidelines for Leave Requests:

- Self Service is currently available for non-hourly Faculty and Staff to report Vacation, Sick Time,
 Bereavement, and FMLA time. Unpaid time other than FMLA should be routed to Human Resources for entry.
- Leave reports are due on the Friday following the last day of the pay period. Note the Submit By Date on the top of the Leave Report.
- Leave should be entered in quarter hour increments.
- When entering multiple dates, click save after entering each day.
- Add comments or make changes before submitting for approval. You will not have the opportunity to add or edit comments once the report has been submitted.
- Once hours and comments are complete, click on Submit for Approval button.
- Leave reports will be routed to your supervisor for approval. Once approved and applied, leave reports update sick and vacation balances. Your current balance is reflected in Leave Balances through Self Service, not on your pay stub.
- Leave requests will automatically transfer to your leave report once the pay period begins. You will still
 need to submit your leave report after you have made any necessary corrections or updates.
- Please refer to additional instructions for guidelines on entering FMLA and Bereavement time.

Step One: Log into myUT with UTAD credentials.

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Step Two: On the employee tab, under Pay Details & Leave Balances, select Leave Report.

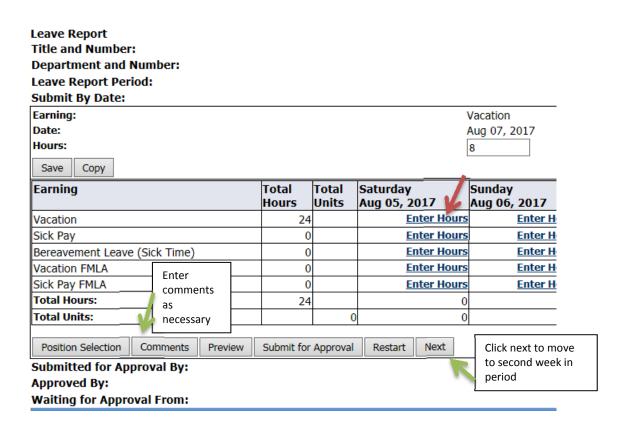
Pay Stubs
Benefit Summary
Earnings History
Direct Deposit Information - Wages
Leave Balances
Leave Request
Leave Report
Time Sheet
Approve Time

Step Three: Choose the desired reporting period to enter time into using the drop down menu and click Leave Report.

Leave Report Selection



Step Four: Click Enter Hours in the desired Sick or Vacation type under the appropriate date. Once you click Enter Hours, a block will open up above the calendar listing earning type, date, and a box for you to enter hours. Type in the number of hours you took off and hit Save. Repeat this step for any other day as necessary.



If sick leave is used, you must indicate whether the absence is for personal illness or family illness in the comments field. Click Next to advance to the next week in the pay period.

You can review Leave Balances to make sure adequate time is available by clicking on Leave Balance listed under Other Information on Department Summary menu. If you have a potential insufficient leave balance, a warning will be displayed at the top of the leave report. Contact your supervisor or HR for further instruction on how to address an insufficient leave balance.

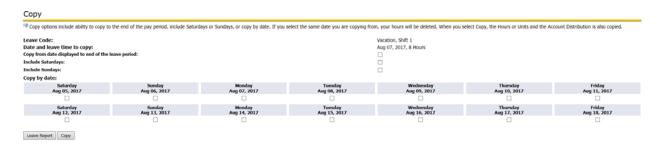
Select Submit for Approval when all hours and comments are entered and before the **Submit by Date** listed on the top of the Time and Leave Reporting form.

You will receive a message that your time was submitted successfully and the pay period status on the Leave Report selection screen will now be listed as Pending. The Leave Report will now be available for your supervisor to approve.

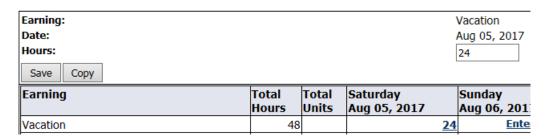
△ Your leave report was submitted successfully.

Extra Hints:

• If you used the same exception hours on several days, you can copy the hours to the rest of the week. After entering the initial hours, select Copy. You can choose to copy to specific days by clicking the box under the desired dates. Click Copy and it will populate the hours for you. Click Leave Report to return to your Leave Report.



• To enter time in a period no longer open, select the current period. Enter the hours on any day not being used. Indicate in the comments section the actual date the hours relate to. You cannot submit more hours than you work in a pay period (normally 80 hours per pay).



Comments

The enter or edit comments until you submit the record for approval.

Made By: You

Comment Date: Aug 18, 2017

Enter or Edit Comment: Vacation hours on August 5 are for unreported vacation

hours taken as follows:

8/2 - 8 hours 8/3 - 8 hours 8/4 - 8 hours

Save Previous Menu