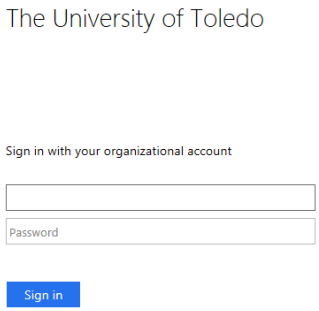
Entering Leave Report on Employee Self Service Portal

General Guidelines for Leave Requests:

- Online Leave Reporting 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 request hours will transfer to your leave report once the pay period begins and you open your leave report. **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.



Step Two: Click on the **Employee tab**.

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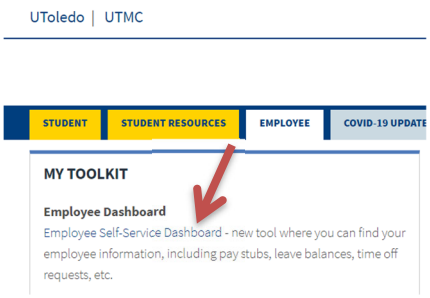
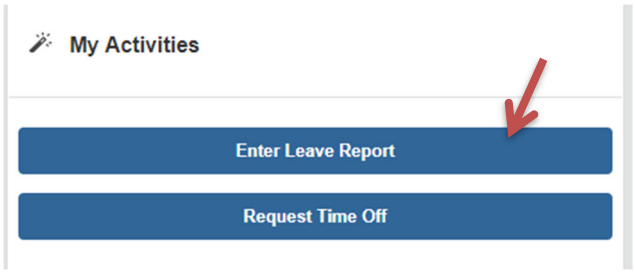
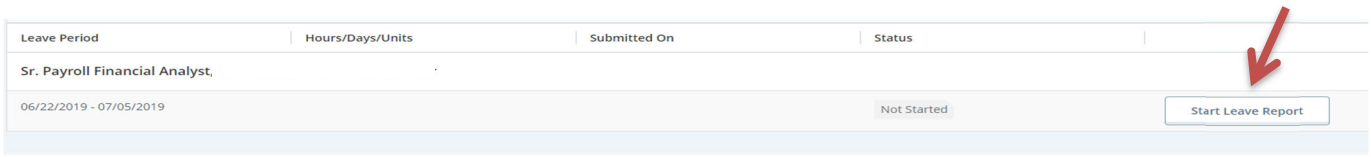
Step Three: Open Employee Self-Service Dashboard



Step Four: Under My Activities, select Enter Leave Report



Step Five: Choose the desired reporting period to enter time and click Start Leave Report. To return to an in progress Leave Report, click anywhere on the record for that date.



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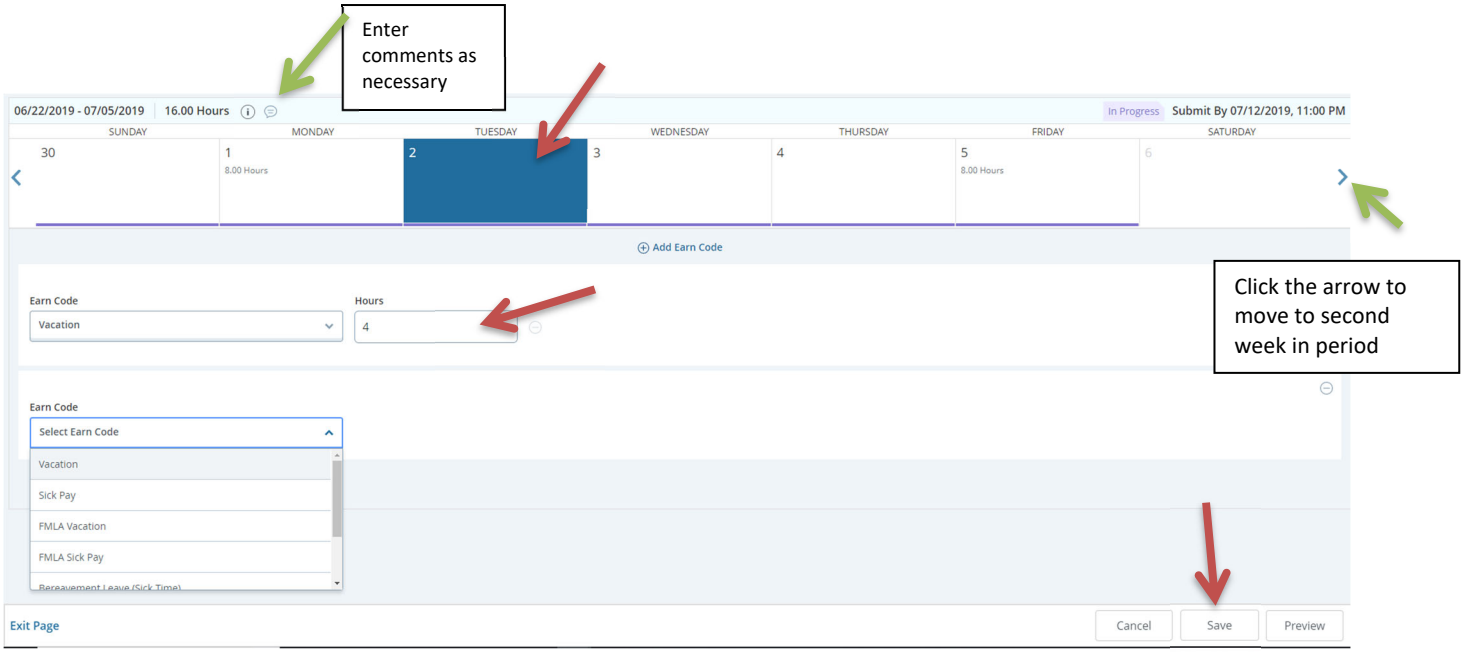
Step Six: Click the day that you want to report leave. Under Earn Code, select the appropriate leave type from the drop-down menu. Next enter the hours for that day in the box. You can add an additional Earn Code if you used different types of leave on the same day. Once you have entered all time for that date, click Save. To enter comments, click the comment bubble, enter comments, and click Save.

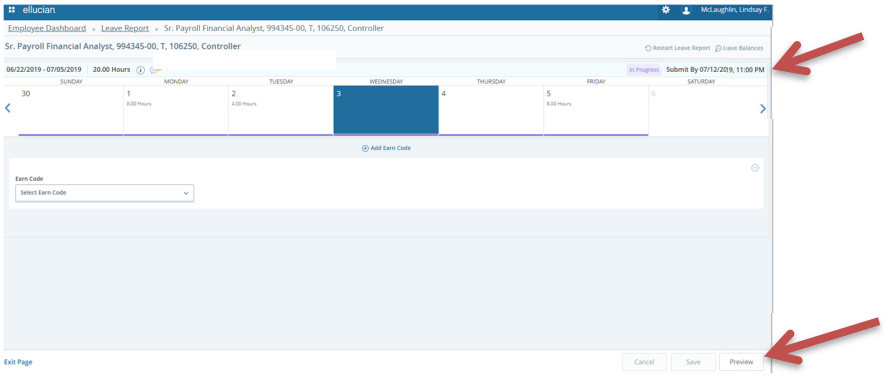


If sick leave is used, you must indicate whether the absence is for personal illness or family illness in the comments field.

Click the arrow 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 Balances listed in the top corner of the page. 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.

When all hours and comments are entered click Preview on the bottom corner of the page. Note the **Submit by Date** listed on the top of the Time and Leave Reporting form.



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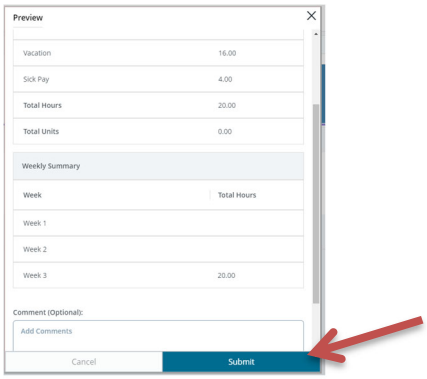
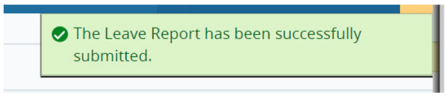
Review the preview to make sure the correct hours are being reported, then click Submit.

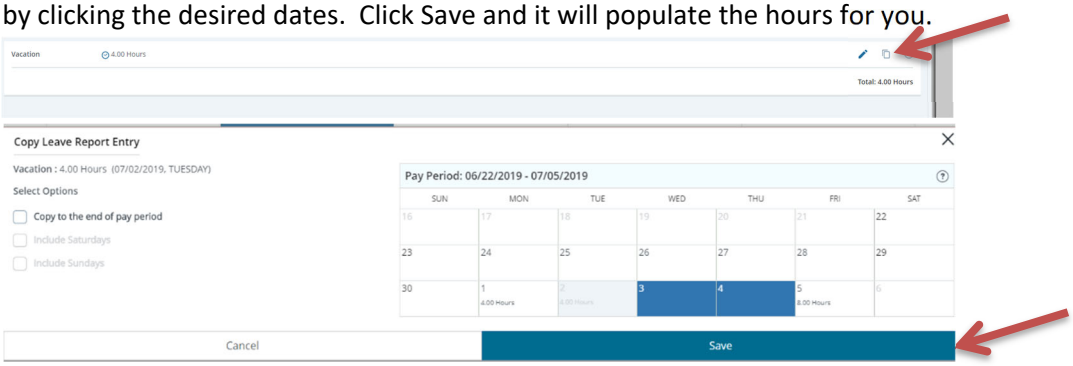


You will receive a message that your time was submitted successfully and the pay period status on the Leave Report selection screen will now be listed as Pending. The Leave Report will now be available for your supervisor to approve.



Extra Hints:

- If you used the same exception hours on several days, you can copy the hours to the additional days. After entering the initial hours and saving, select the Copy Icon. You can choose to copy to specific days by clicking the desired dates. Click Save and it will populate the hours for you.



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).

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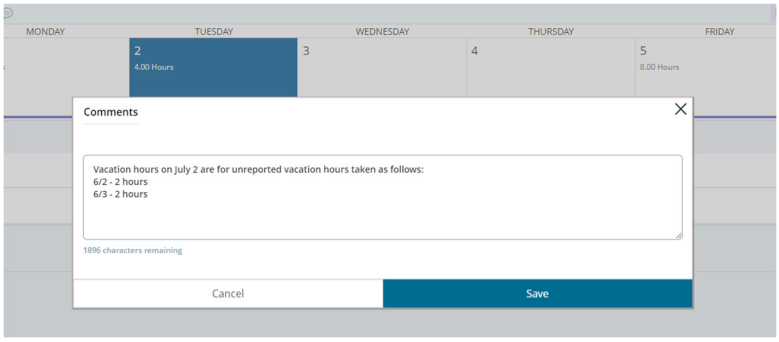
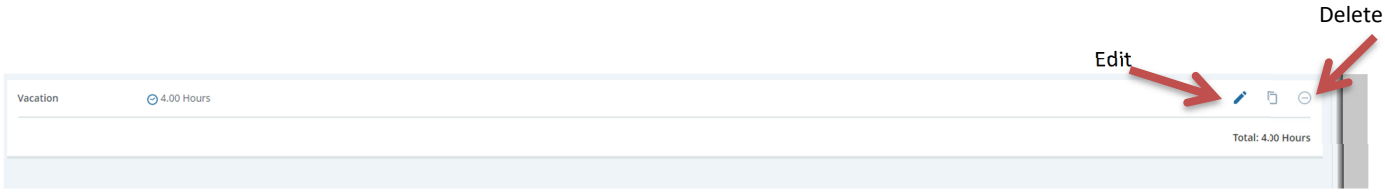
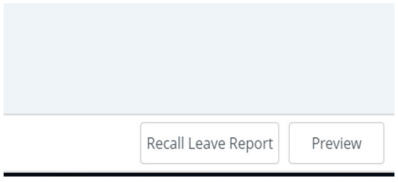


- You can edit the hours for an earn code on a specific date or can delete them by clicking on that date, then the appropriate icon.



- If you need to make a change after your Leave Report has been submitted, you can recall it as long as it has not yet been fully approved. Make your changes, then resubmit.



- If you had time taken on your Leave Request that you did not actually take off open your Leave Report and update the hours on that day to 0 by clicking the date, the Edit icon, changing the hours to 0 and clicking save. This will indicate that you did not actually take the requested time.