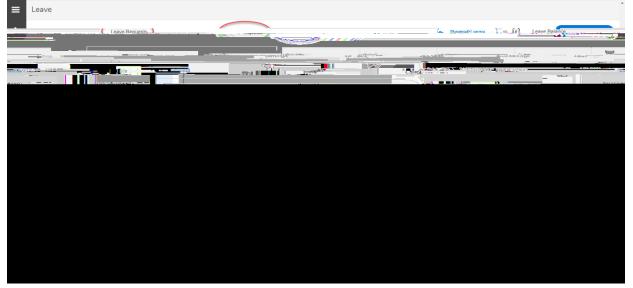
Leave Reporting for Employees



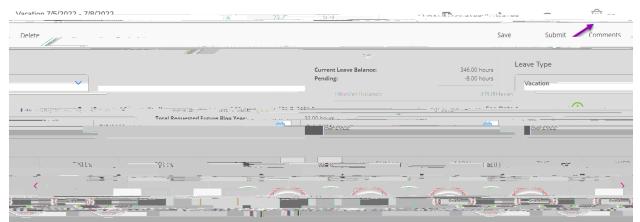
Click on "Request Leave." Note that leave requests are viewed at the top of the screen. You can see Vacation and Sick leave at a glance in the upper left hand part of the screen, and then a leave summary is listed below.



Using the drop down arrow, select a "Leave Type" and enter "Start Date" and "End Date."

Employment Friday Inne	, where $\theta_{i} = -\frac{1}{2} \left[(1 + 1) \left[(1 + 1 + 1) \left[(1 + 1 + 1) \left[(1 + 1 + 1) \left[(1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 $	ave	
	Leave Request		
		seave	
W Rowedtstancing Leave Kepie	F.S.	• • • • • <u>• • • •</u>	Nz
Leave Type	Safety Training 3 Hours		
		022 - 6/29/2022	
AT	Actioner	Leave Type Submitted	
<u> </u>		Select a Leave Type	
~ 1	End Date *	Total Hours	action Start Date *
M/d/yyyy	M/d/yyyy	Actioner Status	Submitted
2	SCC Leave Reporting in	Self-Service.docx	7/20/2022

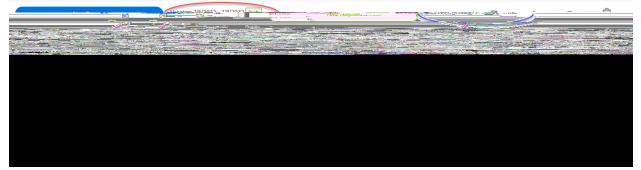
Enter the number of hours in the corresponding date(s) in the calendar that appears. Click on the "Comments" icon to enter a reason for the request.



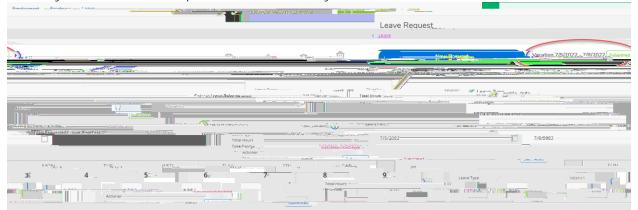
Type in the reason for the leave request in the "Comments" box that appears, and click on "Add Comment."



At this point, your leave request is in "Draft" mode. You can either Save to submit later, or click on "Submit."



Once you click "Submit," the status of the leave request changes to "Submitted," and you see that the request was successfully submitted.



You may enter another request by clicking on "New Request." If you're done entering leave requests, you can click on the Leave arrow just below the Leave Request heading to return to the summary page.



To view the details of a leave request, click on the "Date Range" for the one you want to view.

Final and Final		
~89 v 8	· · · · · · · · · · · · · · · · · · ·	
R Leave Balance	Leave Requests	

Lincubmit)))) 👝 Carr 🦛			v Post i c			TT Very 175	na a fao <u>r a-meire</u>	ALCOR STONE (STONE)
200	asce r Tauna estan	<i>'S</i> '	Current Lea Pending:	ve Balance:		3.00 hours -1.00 hours	Leave Type	Effective De	langa
a (si nuberre		nto t	al for Phillip	6/29/2022	End Data #		-	6/29/2022	τ
THU	FRI	SAT			SUN	MON		TUF	WED

The leave request detail will appear on the screen

If you wish to see any comments, click on the "Comments" icon.

tv Manual & Ouiz		imi Safe
rt Enter message		
	A44C	ม (ค. ต
		/

You can view the details of each leave plan by clicking on ...View under Actions for the particular leave you've selected.

Sta		Farned	to prove the second	<u>Adjustments</u>	Dal	ance Actions		stion.
			Giber Constitution	xaaer ossign ov Traininσ			4.99 <u>2</u>	
<u>0.00</u>	16.50	View	Personal Leav		16.50	0.00	<u>0.00</u>	
	0.00		76.75		<u>Girl Longo</u>	V-017	302.75	
				<u>****</u>	a manua / teu 21	(#sc/200/20) =		5 <u>60</u>

Leave Balance Details, including accrual rate, accrual limit and maximum carryover can be viewed in the box that appears on the screen, along with balance information. Click on Close to close the box.

