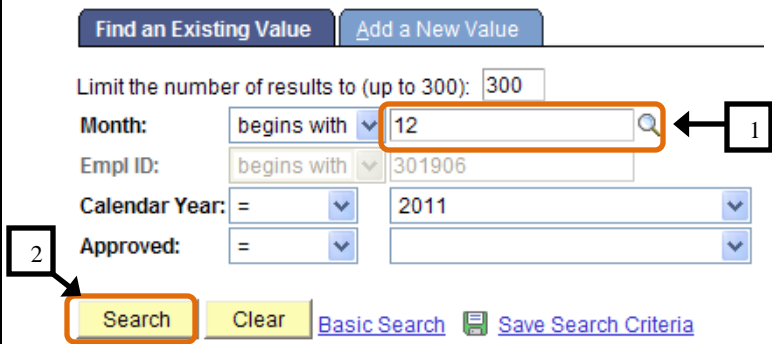
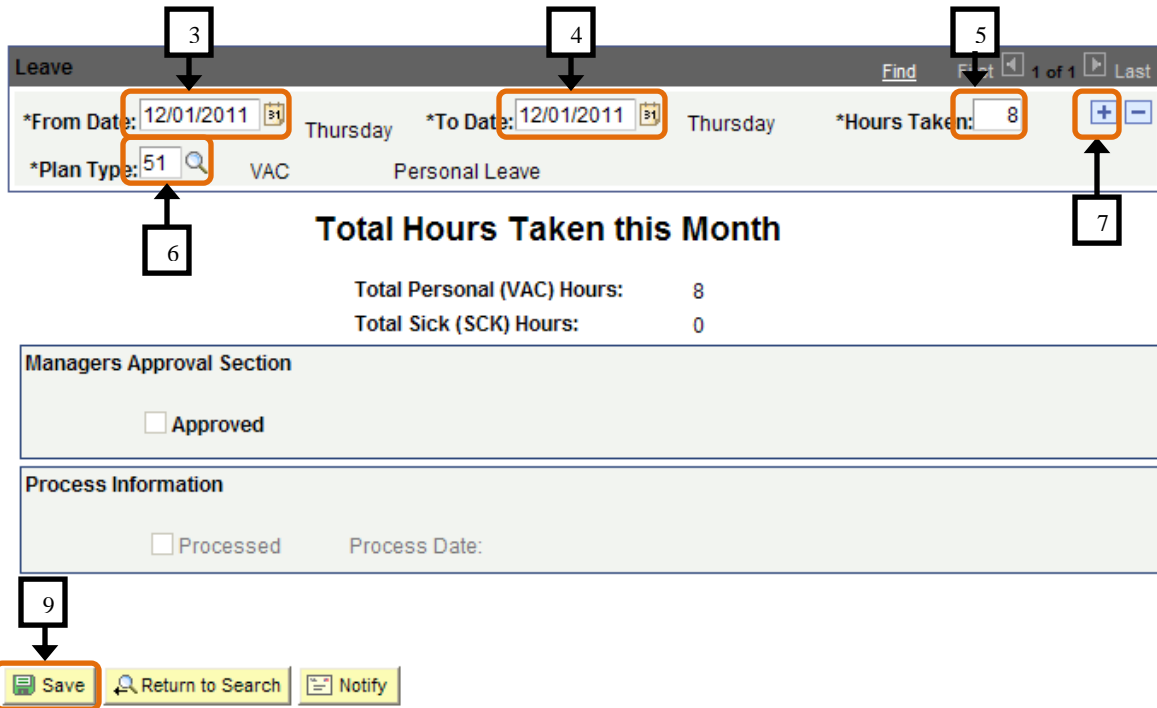


Enter Leave Time

1.	Enter the appropriate calendar month number (1=January, 2=February, 12=December, etc) or select using the magnifying glass search.
2.	<p>Click the Search button.</p>  <p>The screenshot shows a search interface with two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there is a text input for 'Limit the number of results to (up to 300):' with the value '300'. The 'Month:' field has a dropdown menu set to 'begins with' and a text input containing '12', which is highlighted with a box labeled '1'. The 'Empl ID:' field has a dropdown menu set to 'begins with' and a text input containing '301906'. The 'Calendar Year:' field has a dropdown menu set to '=' and a text input containing '2011'. The 'Approved:' field has a dropdown menu set to '='. Below the search fields, there is a 'Search' button highlighted with a box labeled '2', a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.</p>
3.	Enter the date your leave time began or use the calendar search to select the date. Enter the "tab" key.
4.	When you tab, the same date defaults in this field. It can be changed, but first read the notes on the PDF document.
5.	Enter the number of hours taken (in whole hours).
6.	Enter 50 for sick leave or 51 for personal leave.
7.	If additional hours were taken within the same month, click the + button for additional entries.
8.	Please see the coordinating PDF document for guidelines on the proper way to enter additional rows of leave time.

9. Click the **Save** button.



Leave

*From Date: 12/01/2011 Thursday *To Date: 12/01/2011 Thursday *Hours Taken: 8

*Plan Type: 51 VAC Personal Leave

Total Hours Taken this Month

Total Personal (VAC) Hours: 8
Total Sick (SCK) Hours: 0

Managers Approval Section
 Approved

Process Information
 Processed Process Date:

Save Return to Search Notify

GUIDELINES:

1. Enter leave time in no more than 40-hour increments. For example: If you took a whole month off for maternity leave, you would have 4 lines, one for each week.



Leave

*From Date: 02/04/2008 Monday *To Date: 02/08/2008 Friday *Hours Taken: 40

*Plan Type: 50 SICK Medical Leave

*From Date: 02/11/2008 Monday *To Date: 02/15/2008 Friday *Hours Taken: 40

*Plan Type: 50 SICK Medical Leave

2. If you take off partial days back to back, enter each day on a separate line. For example, if I took 3 hours off on Monday and 4 hours off on Tuesday, there should be 2 lines, one for each day.

Leave		Find	First	1-2 of 2	Last		
*From Date:	02/04/2008	Monday	*To Date:	02/04/2008	Monday	*Hours Taken:	3
*Plan Type:	51	VAC			Personal Leave		
*From Date:	02/05/2008	Tuesday	*To Date:	02/05/2008	Tuesday	*Hours Taken:	4
*Plan Type:	50	SICK			Medical Leave		

- The first (8) hours of illness are reported as personal (VAC) leave, except recurring illnesses that are documented with Payroll/HR.