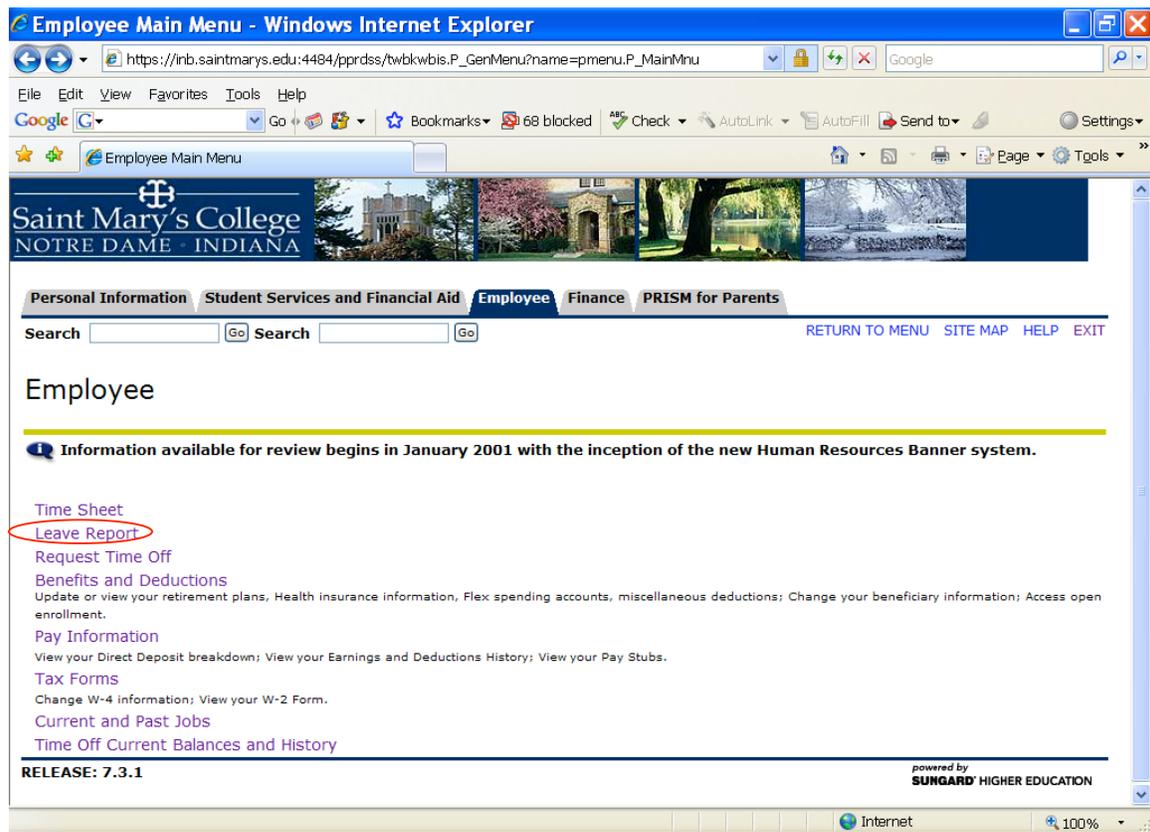


**SAINT MARY'S  
COLLEGE**

**GUIDE TO  
LEAVE  
REPORTING**

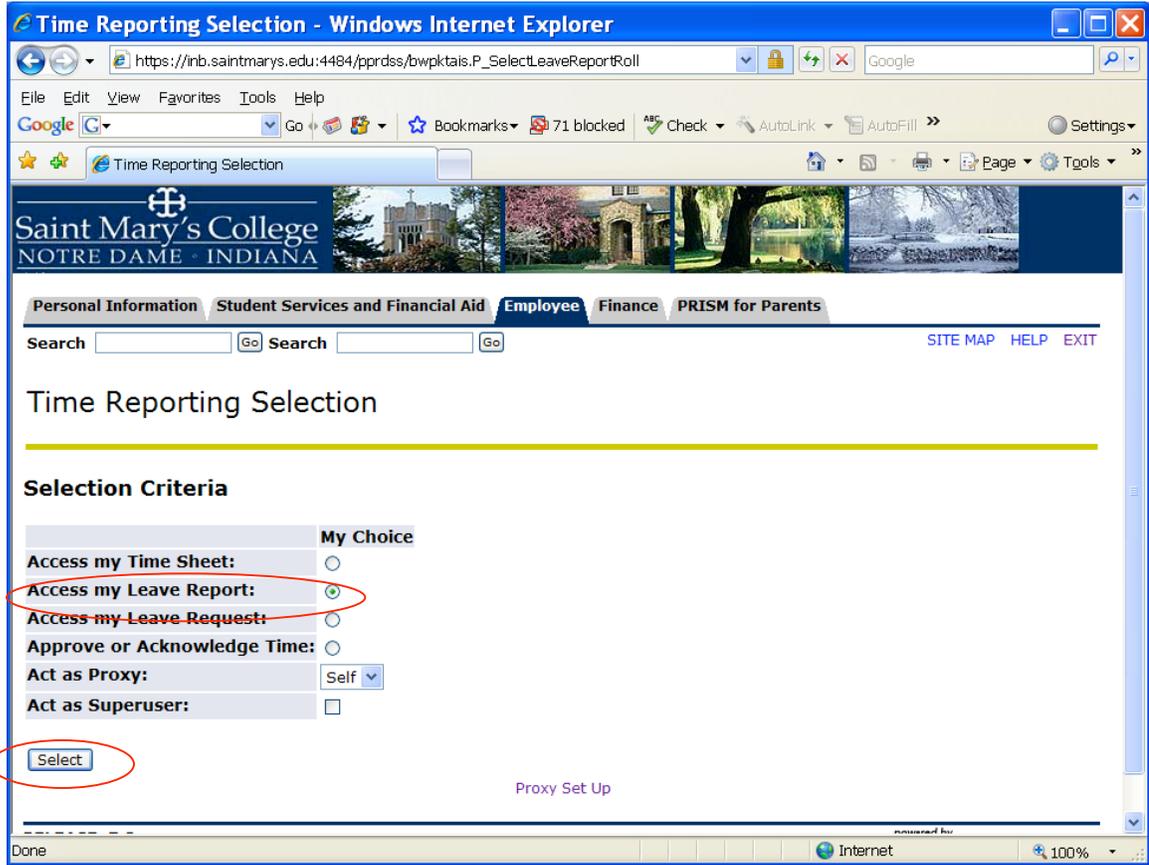
## ACCESSING THE LEAVE REPORT.

1. Type <https://inb.saintmarys.edu:444/> into your web browser to open PRISM or access PRISM via the Saint Mary's @ home page.
2. Click on the **Enter Secure Area** line.
3. In the **User ID** box, type your Saint Mary's Banner ID.
4. In the **PIN** box, type your personal identification number (PIN).
5. Click the **Login** button.
6. Click the **Employee** tab. You will then see the screen below.



7. Click the **Leave Report** link on the left side of the window.

8. Under *My Choice*, select the dot for **Access my Leave Report**.



9. Click the **Select** button.

10. From the **Pay Period and Status** dropdown box, select the pay period.

<b>Leave Report Selection</b>		
<b>Title and Department</b>	<b>My Choice</b>	<b>Leave Report Period and Status</b>
Director - Human Resources, AD9920-00 Human Resources, 703300		Jun 10, 2007 to Jun 23, 2007 In Progress
<b>Leave Report</b>		

11. Click the **Leave Report** button.

# ENTERING LEAVE HOURS FOR ONE DAY

1. On the *Time and Leave Reporting* page, click the **Enter Hours** link under on the date worked and in the row for the type of leave (*Vacation, Sick, or Personal*).

Time and Leave Reporting - Windows Internet Explorer

https://inb.saintmarys.edu:4484/pprdss/bwpkteis.P\_SelectTimeSheetDriver

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	0		Enter Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Sick Leave	0		Enter Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	0		0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0

Position Selection   Comments   Preview   Submit for Approval   Restart   Next

**Submitted for Approval By:**  
**Approved By:**

Done   Internet   100%

The following screen will appear. Enter the number of hours taken in the box provided and then click **Save**.

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.  
**Earning:** Administrator - Vacation Leave  
**Date:** Jun 11, 2007  
**Hours:**

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	0	0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0

The following screen will appear with the hours entered under the day and type of leave chosen.

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.  
**Earning:** Administrator - Vacation Leave  
**Date:** Jun 11, 2007  
**Hours:**

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	8		8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	8	0	8	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0

**Submitted for Approval By:**

# ENTERING LEAVE TIME FOR A WEEK OR PAY PERIOD

If you take the same leave hours each day during a week or a pay period, you can fill out your leave report just once by copying those hours to the end of the week or the pay period.

1. On the *Time and Leave Reporting* page, click the **Enter Hours** link under on the date worked and in the row for the type of leave (*Vacation, Sick, or Personal*).

**Time and Leave Reporting**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	0		0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0

Position Selection   Comments   Preview   Submit for Approval   Restart   Next

**Submitted for Approval By:**  
**Approved By:**

2. The following screen will appear. Enter the number of hours taken in the box provided and then click **Copy**.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

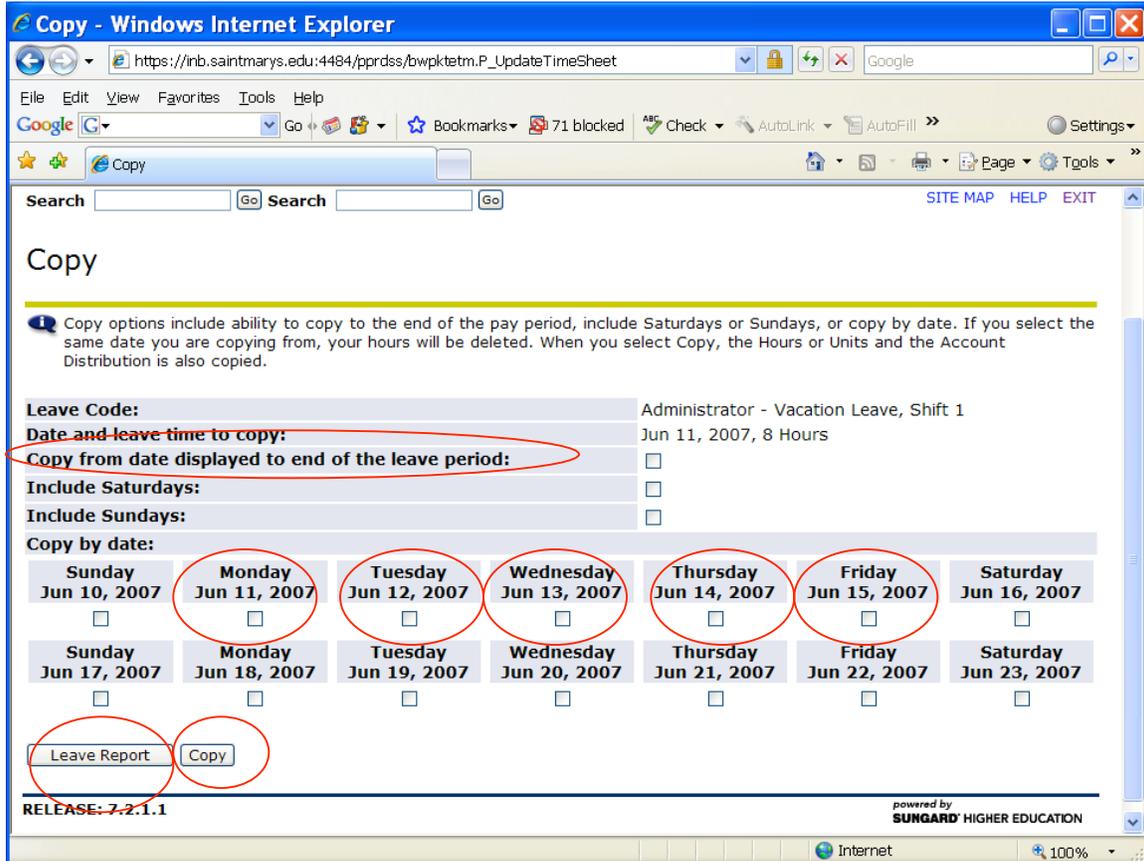
**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.

**Earning:** Administrator - Vacation Leave  
**Date:** Jun 11, 2007  
**Hours:**

Earning	Total Hours	Total Units	Sunday Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

3. The following screen will be displayed.



2. Click in the “Copy from date displayed to end of the leave period” checkbox or check each individual check box that applies.
3. Click the **Copy** button.
4. Look for the verification message that says the hours were successfully copied.



5. Click the Leave Report button.

6. Check to make sure the hours have now been copied for all days in the pay period or as checked individually in the boxes.

**Time and Leave Reporting - Windows Internet Explorer**

https://inb.saintmarys.edu:4484/pprdss/bwpkteci.P\_UpdateCopy

File Edit View Favorites Tools Help

Google Go Bookmarks 71 blocked Check AutoLink AutoFill Settings

Time and Leave Reporting

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.

**Earning:** Administrator - Vacation Leave  
**Date:** Jun 11, 2007  
**Hours:**

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	40		Enter Hours	8	8	8	8	8 Enter Hours
Administrator - Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	40	0	0	8	8	8	8	8 0
<b>Total Units:</b>		0	0	0	0	0	0	0 0

**Submitted for Approval By:** \_\_\_\_\_  
**Approved By:** \_\_\_\_\_  
**Waiting for Approval From:** \_\_\_\_\_

Internet 100%

# CORRECTING YOUR LEAVE REPORT

If *Incorrect* hours have been entered into a *Correct* Leave Code:

1. On the leave report, click the incorrect hours for the date that needs to be changed.

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.  
**Earning:** Administrator - Vacation Leave  
**Date:** Jun 11, 2007  
**Hours:** 8

Earning	Total Hours	Total Sunday Units	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	40		Enter Hours	8	8	8	8	8
Administrator - Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	40		0	8	8	8	8	8
<b>Total Units:</b>		0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**

2. Change the hours to the correct number.

**Time and Leave Reporting**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.

**Earning:** Administrator - Vacation Leave  
**Date:** Jun 11, 2007  
**Hours:**

Earning	Total Hours	Total Units	Sunday Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	40		<a href="#">Enter Hours</a>	8	8	8	8	8	8 <a href="#">Enter Hours</a>
Administrator - Sick Leave	0		<a href="#">Enter Hours</a>						
Administrator - Personal Leave	0		<a href="#">Enter Hours</a>						
<b>Total Hours:</b>	40		0	8	8	8	8	8	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

3. Click the Save button.

**If Correct hours have been entered into an Incorrect Leave Code:**

1. Click the link for the hours that have been entered into the incorrect Leave Code.

**Time and Leave Reporting - Windows Internet Explorer**

https://inb.saintmarys.edu:4484/pprdss/bwpktetm.P\_UpdateTimeSheet

File Edit View Favorites Tools Help

Google [C] Go [ ] Bookmarks 71 blocked Check AutoLink AutoFill Settings

Time and Leave Reporting

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.

**Earning:** Administrator - Vacation Leave  
**Date:** Jun 11, 2007  
**Hours:** 8

Save Copy

Earning	Total Hours	Total Units	Sunday Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	40		Enter Hours	8	8	8	8	8	Enter Hours
Administrator - Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	40		0	8	8	8	8	8	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:

Done Internet 100%

2. Delete the hours in the box.

**Time and Leave Reporting - Windows Internet Explorer**

https://inb.saintmarys.edu:4484/pprdss/bwpkteci.P\_UpdateCopy

File Edit View Favorites Tools Help

Google Go Bookmarks 71 blocked Check AutoLink AutoFill Settings

Time and Leave Reporting

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.  
**Earning:** Administrator - Vacation Leave  
**Date:** Jun 11, 2007  
**Hours:**

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	40		Enter Hours	8	8	8	8	8 Enter Hours
Administrator - Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	40	0	0	8	8	8	8	8 0
<b>Total Units:</b>		0	0	0	0	0	0	0 0

**Submitted for Approval By:**  
**Approved By:**

Internet 100%

3. Click the Save button.

4. Click the link under the correct Leave Code.

**Time and Leave Reporting - Windows Internet Explorer**

https://inb.saintmarys.edu:4484/pprdss/bwpktetm.P\_UpdateTimeSheet

File Edit View Favorites Tools Help

Google  Go  Check   Settings

Time and Leave Reporting

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.

**Earning:** Administrator - Vacation Leave  
**Date:** Jun 11, 2007  
**Hours:**

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	32		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	8	8	8	8
Administrator - Sick Leave	0		<a href="#">Enter Hours</a>					
Administrator - Personal Leave	0		<a href="#">Enter Hours</a>					
<b>Total Hours:</b>	32	0	0	8	8	8	8	0
<b>Total Units:</b>		0	0	0	0	0	0	0

**Submitted for Approval By:**   
**Approved By:**   
**Waiting for Approval From:**

Done Internet 100%

5. Type in the correct hours in the box.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.

**Earning:** Administrator - Sick Leave  
**Date:** Jun 11, 2007  
**Hours:**

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	32		<a href="#">Enter Hours</a>		8	8	8	8
Administrator - Sick Leave	0		<a href="#">Enter Hours</a>					
Administrator - Personal Leave	0		<a href="#">Enter Hours</a>					
<b>Total Hours:</b>	32	0	0	0	8	8	8	8
<b>Total Units:</b>		0	0	0	0	0	0	0

6. Click the Save button.

Your hours will then appear under the correct code.

**Time and Leave Reporting - Windows Internet Explorer**

https://inb.saintmarys.edu:4484/pprdss/bwpktetm.P\_UpdateTimeSheet

File Edit View Favorites Tools Help

Google Go Bookmarks 71 blocked Check AutoLink AutoFill Settings

Time and Leave Reporting

**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 01, 2007 by 12:00 P.M.

**Earning:** Administrator - Sick Leave  
**Date:** Jun 11, 2007  
**Hours:** 8

Save Copy

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	32		Enter Hours	8	8	8	8	Enter Hours
Administrator - Sick Leave	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	40	0	8	8	8	8	8	0
<b>Total Units:</b>		0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

RELEASE: 7.2.1.1

powered by SUNGARD HIGHER EDUCATION

Done Internet 100%

# LEAVING A COMMENT ON YOUR LEAVE REPORT

Sometimes there are special circumstances you'll want to share regarding your Leave Report. You can leave a comment on your Leave Report that will be seen by your supervisor and Human Resources. To leave a comment, do this:

1. Click the **Comments** button near the bottom of the Leave Report page.  
Note: The Comments box does not have a spell checker.

**Time and Leave Reporting - Windows Internet Explorer**

https://inb.saintmarys.edu:4484/pprdss/bwpkteis.P\_SelectTimeSheetDriver

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 10, 2007 by 12:00 P.M.

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	32		Enter Hours	Enter Hours	8	8	8	8
Administrator - Sick Leave	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	40	0	0	8	8	8	8	8
<b>Total Units:</b>		0	0	0	0	0	0	0

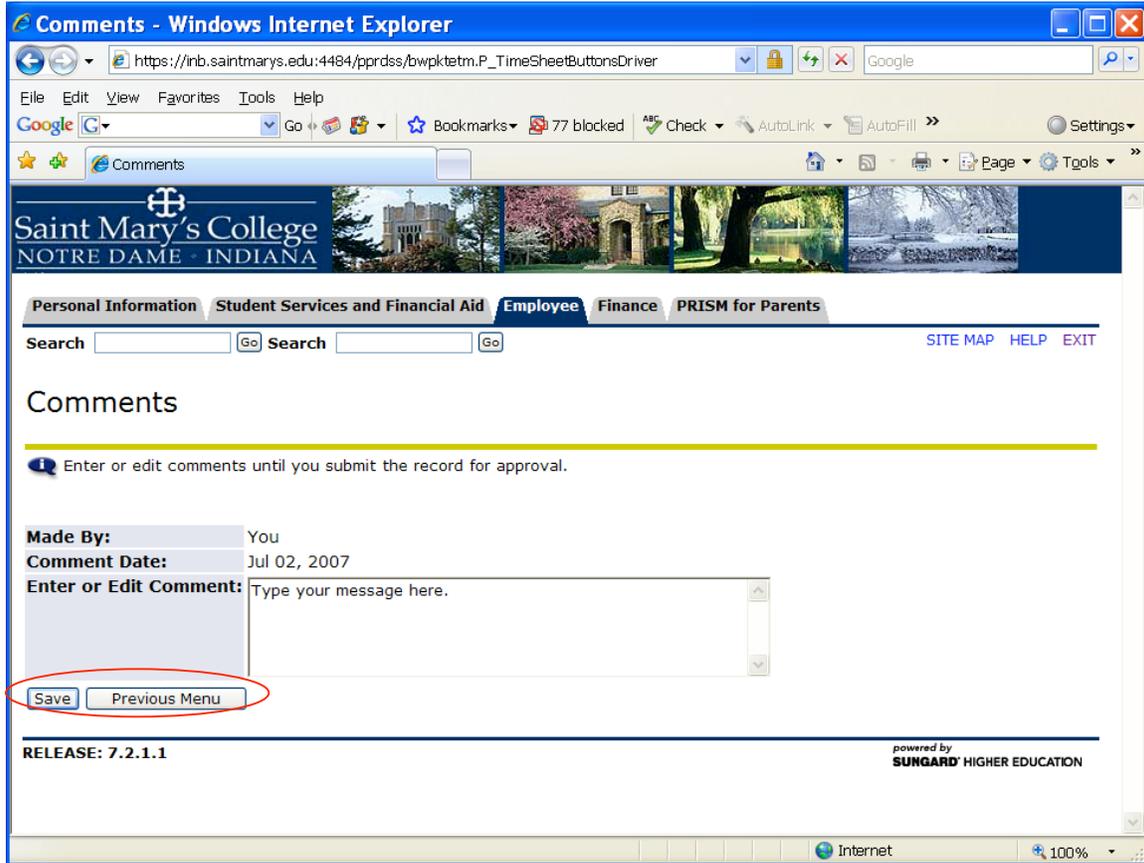
Position Selection **Comments** Preview Submit for Approval Restart Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

RELEASE: 7.2.1.1

powered by **SUNGARD** HIGHER EDUCATION

2. In the **Comments** box, type your message.



3. Click the Save button.

4. Click the Previous Menu button to return to your Leave Report.

Note: Comments on your Leave Report are only visible to you in Preview mode.

# PRINTING YOUR LEAVE REPORT

You may want to print a copy of your Leave Report. To print your report, do this:

1. Click the Preview button near the bottom of your Leave Report.

**Time and Leave Reporting**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 10, 2007 by 12:00 P.M.

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	32		Enter Hours	8	8	8	8	8
Administrator - Sick Leave	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	40	0	0	8	8	8	8	8
<b>Total Units:</b>		0	0	0	0	0	0	0

Position Selection   Comments   **Preview**   Submit for Approval   Restart   Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

2. Click File from the browser menu.
3. Click Page Setup.
4. From the printer settings, select "landscape" for Paper Layout.
5. Click the OK button to save your paper layout setting.
6. Click the OK button to print your Leave Report.

Summary of Reported Time - Windows Internet Explorer

https://inb.saintmarys.edu:4484/pprdss/bwpktetm.P\_TimeSheetButtonsDriver

Set your printer layout to Landscape before printing.

Debra Kelly  
Director - Human Resources, AD9920-00

Human Resources, 703300

**Leave Report**

Earning Code	Total Hours	Total Units	Sunday, Jun 10, 2007	Monday, Jun 11, 2007	Tuesday, Jun 12, 2007	Wednesday, Jun 13, 2007	Thursday, Jun 14, 2007	Friday, Jun 15, 2007	Saturday, Jun 16, 2007	Sunday, Jun 17, 2007	Monday, Jun 18, 2007	Tuesday, Jun 19, 2007
Administrator - Vacation Leave	32				8	8	8	8	8			
Administrator - Sick Leave	8			8								
<b>Total Hours:</b>	40			8	8	8	8	8	8			
<b>Total Units:</b>		0										

**Comments**

Date	Made by	Comments
Jul 02, 2007 04:33 pm	You	Type your message here.

[Previous Menu](#)

RELEASE: 7.3

powered by SUNGARD HIGHER EDUCATION

Done Internet 100%

7. Back in the Leave Report Preview window, click the Previous Menu button.

# SUBMITTING YOUR LEAVE REPORT

When your Leave Report is ready to submit, it's important for you to preview it first. Check over your hours and make sure the days, numbers, and leave codes are all correct. After you've previewed, submit your Leave Report as follows:

1. Click the Submit for Approval button at the bottom of your Leave Report.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Director - Human Resources -- AD9920-00  
**Department and Number:** Human Resources -- 703300  
**Leave Report Period:** Jun 10, 2007 to Jun 23, 2007  
**Submit By Date:** Jul 10, 2007 by 12:00 P.M.

Earning	Total Hours	Total Sunday Units Jun 10, 2007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007
Administrator - Vacation Leave	32		Enter Hours	8	8	8	8	8
Administrator - Sick Leave	8		Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrator - Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	40	0	0	8	8	8	8	8
<b>Total Units:</b>		0	0	0	0	0	0	0

Position Selection   Comments   Preview   **Submit for Approval**   Restart   Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**