

Quick Reference Guide:

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Quick Reference for Employee Self Service Time Entry:

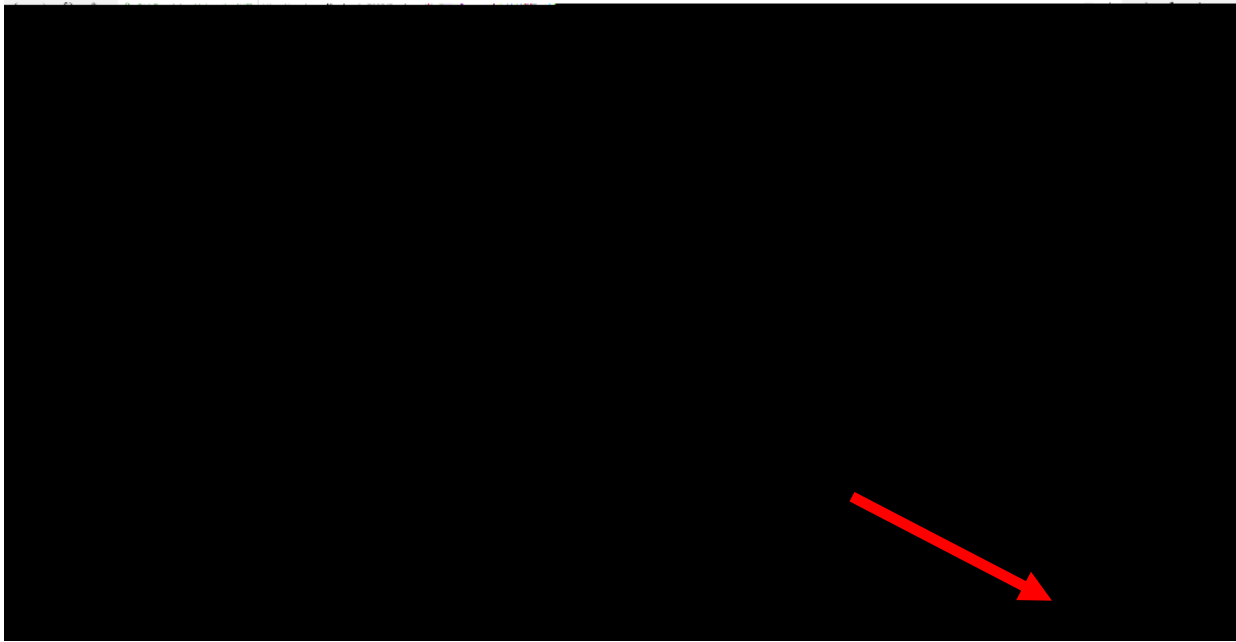
ADMINISTRATIVE & PROFESSIONAL FACULTY AND TEACHING & RESEARCH FACULTY ON 12 MONTH
CONTRACTS ELIGIBLE FOR ANNUAL LEAVE

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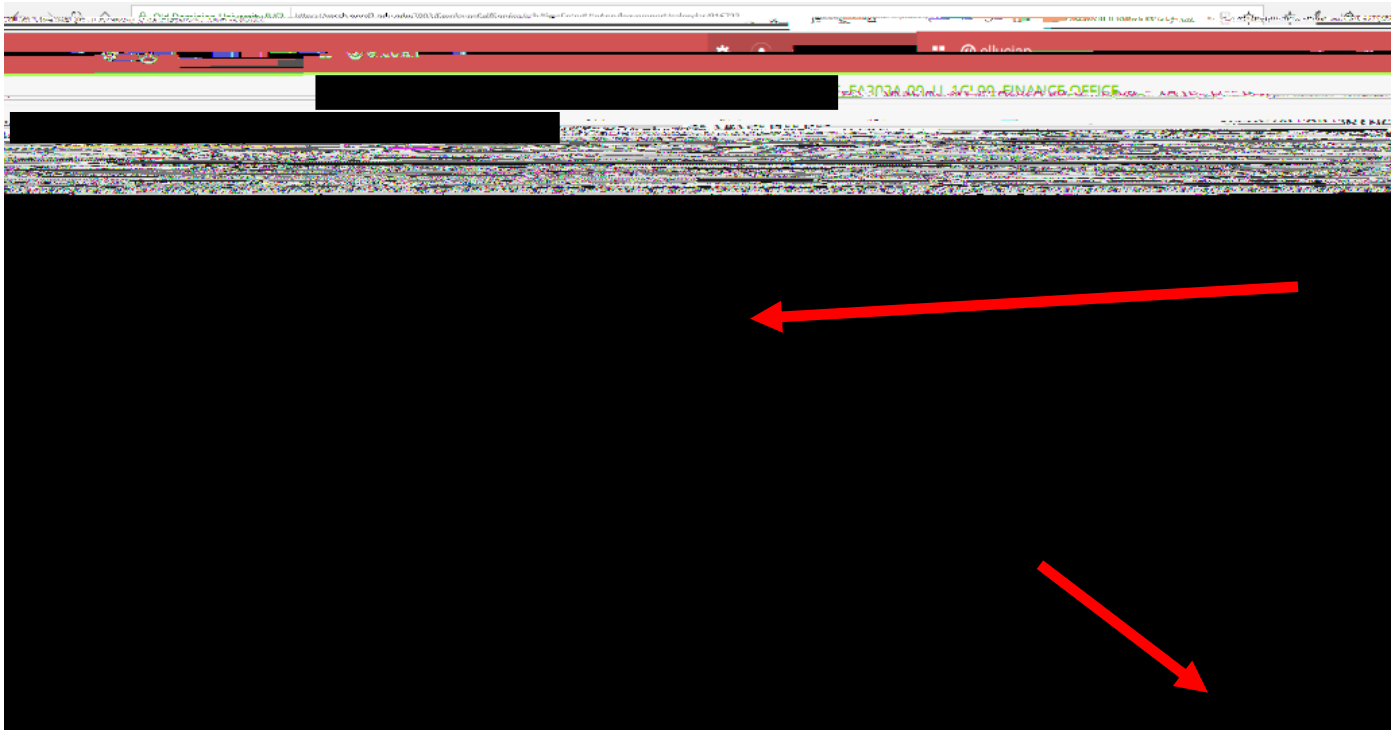
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8. After selecting the desired [redacted], enter the appropriate hours and select [redacted] at the bottom of the window.



[redacted] If you need to add an additional [redacted] for the same day worked, select [redacted], followed by the appropriate [redacted] located in the [redacted]. Then add the hours for that particular [redacted].

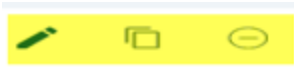


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11. Repeat steps 7-10 above to complete entering hours/leave taken for the remaining workdays in the pay period B3e49d62AO



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13. To copy hours onto multiple date selections within a pay period, you may do so day-by-day or throughout the end of the pay period. Select either or . If users select to copy hours through the end of the pay period, the selection starts from the current day selected and posts on each subsequent date. Edit as needed on each individual day's selection.
14. To enter comment, select and the select .






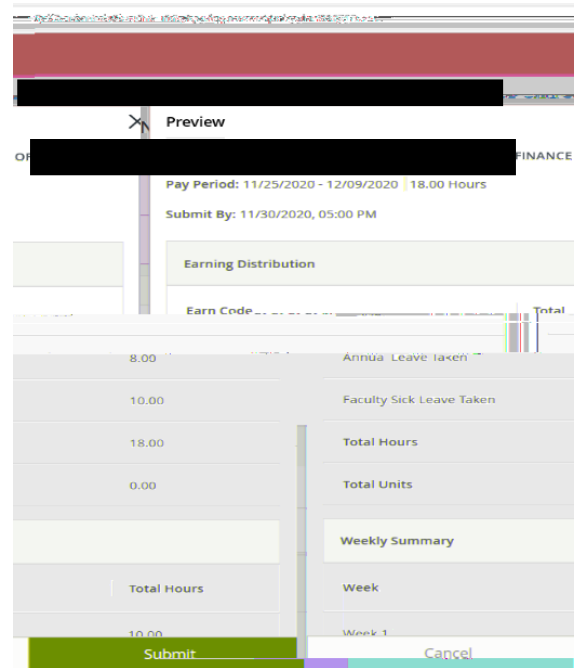
15. After entering all relevant days, users may Preview their leave report. Select .

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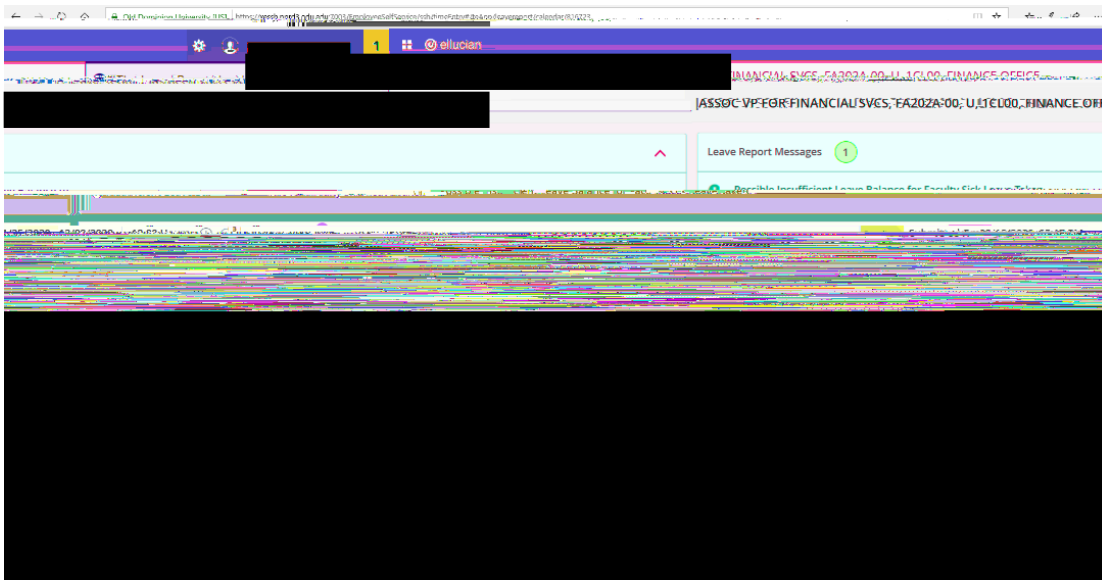
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16. If users are ready to submit the Leave Report, select the  button. : The  button becomes active and may only be used to make changes to a comment entered.



17. After submitting a Leave Report, users receive the message indicated below. The timesheet is now pending Supervisor's Approval. If users need to make a change before the Leave Report is approved, you may recall the Leave Report or Preview, as indicated below.



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[Yellow Box]: If you recall a Leave Report, you will notice the message “ [Red Box] .” You will then be able to make your change by selecting the [Red Box] button, or by selecting the desired day and [Red Box], making your edits, and resubmitting for approval.

