

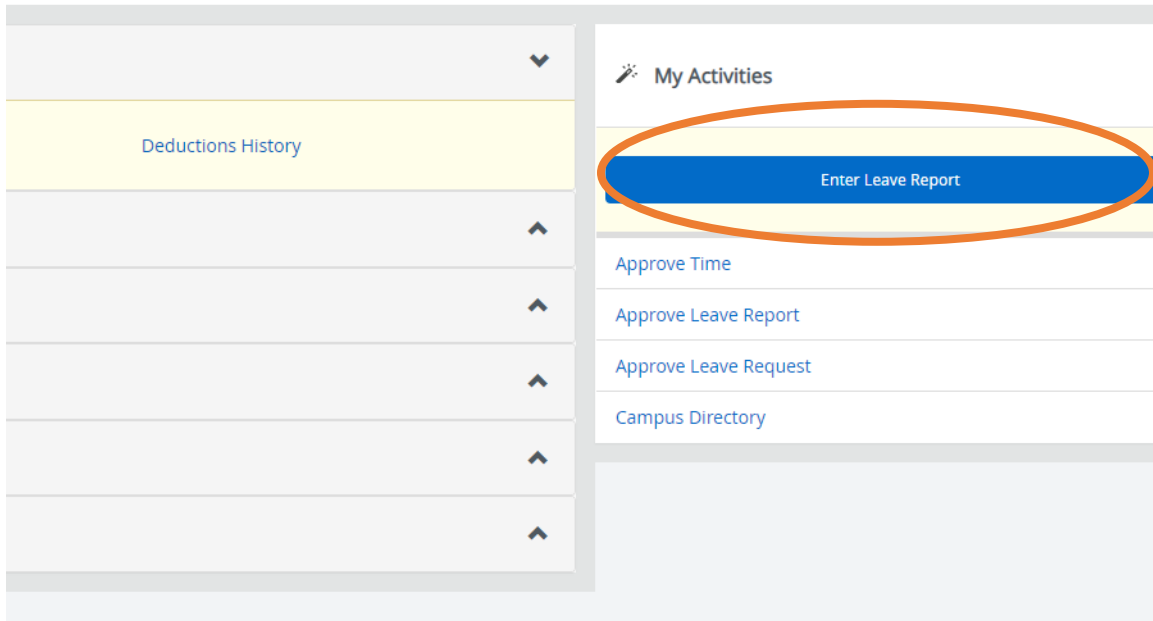
## Contract Employee – Leave Report Submission

DEADLINE: 7<sup>th</sup> of the month at 12:00 noon for prior month leave reports

LOG IN: badgerweb.snow.edu

- ➔ Employee
- ➔ My Employee Dashboard
- ➔ Enter Leave Report (blue button)

[Full Leave Balance Information](#)



➔ Select view of either Leave Report Period or Month

➔ For correct Leave Period dates, click on **Start Leave Report** (see Prior Periods option if necessary)

[Employee Dashboard](#) • [Leave Report](#)

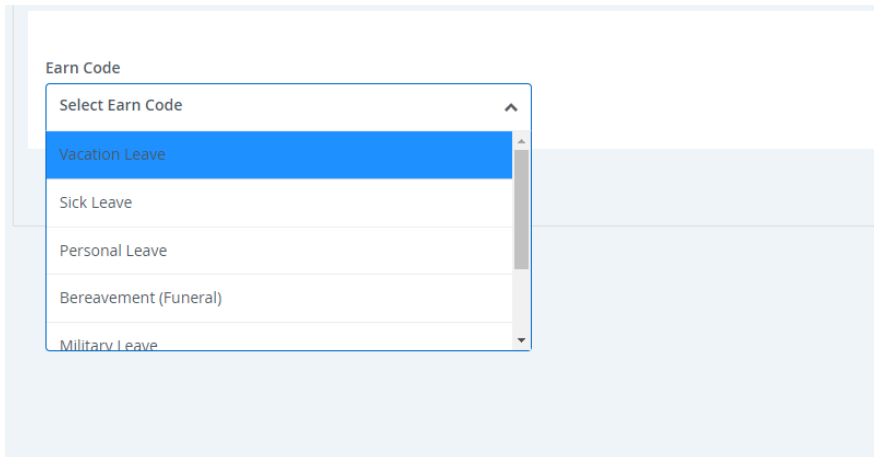
Leave Report

Approvals

Leave Report

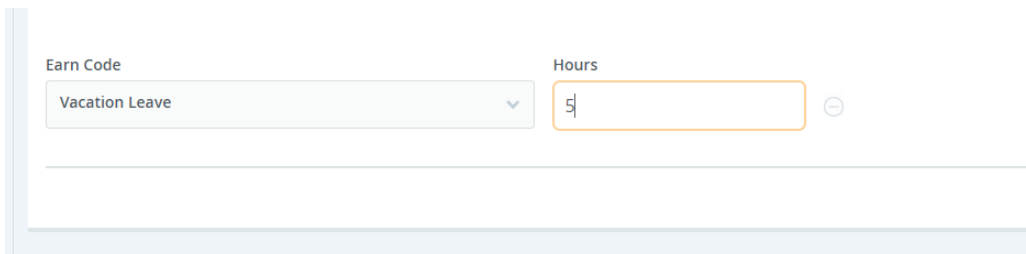
Leave Period	Hours/Days/Units	Submitted On	Status	
Payroll Administrator, PRF895-00, S, 41025, Controllers Office - Ephraim				<a href="#">Prior Periods</a>
12/01/2020 - 12/31/2020			Not Started	<a href="#">Start Leave Report</a>
11/01/2020 - 11/30/2020	7.75 Hours	11/30/2020	Pending	<a href="#">i</a> <a href="#">1</a>

➔ Select Earn Code from dropdown menu



The screenshot shows a dropdown menu titled "Earn Code". The menu is open, displaying a list of options: "Select Earn Code", "Vacation Leave", "Sick Leave", "Personal Leave", "Bereavement (Funeral)", and "Military Leave". The "Vacation Leave" option is highlighted in blue, indicating it is the selected item.

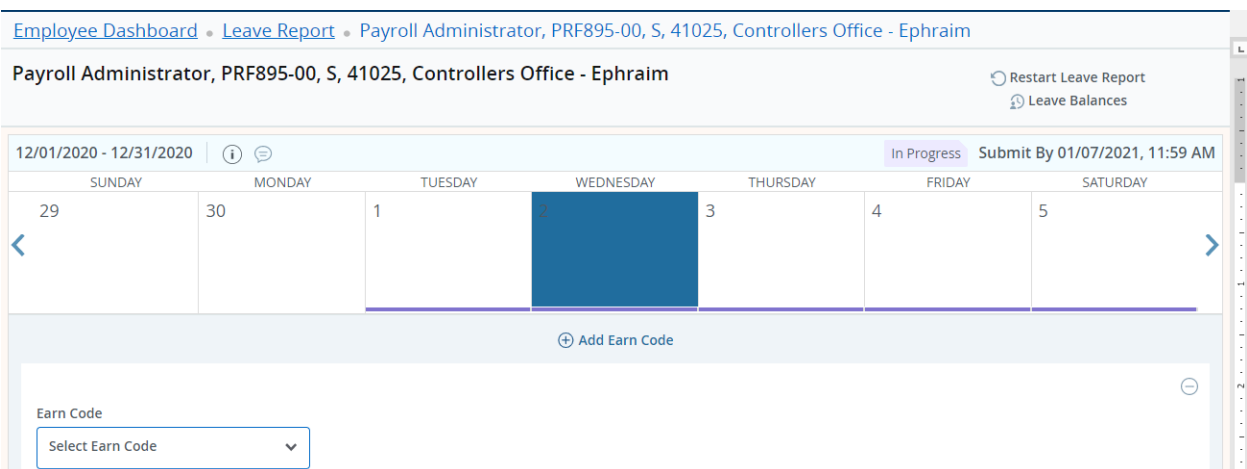
➔ Enter hours in box to the right of Earn Code



The screenshot shows the "Earn Code" dropdown menu with "Vacation Leave" selected. To the right of the dropdown is an input field labeled "Hours" containing the number "5".

➔ Save

➔ Click on **+ Add Earn Code** to add a second earn code to be used on the same day.



The screenshot shows the "Leave Report" interface for a "Payroll Administrator, PRF895-00, S, 41025, Controllers Office - Ephraim". The report is for the period "12/01/2020 - 12/31/2020" and is "In Progress". The calendar shows days 29, 30, 1, 3, 4, and 5. The "WEDNESDAY" cell (day 3) is highlighted in blue. Below the calendar is a section titled "+ Add Earn Code" with a dropdown menu for "Earn Code" set to "Select Earn Code".

➔ Repeat for all hours worked or leave taken

➔ If no leave was taken during the month, select the vacation category for the first day of the month and enter a "0" on that day.

➔ Click Preview

➔ Verify all Earn Code Totals are correct

Leave Report Detail Summary							
Payroll Administrator, PRF895-00, A, 4210, Controller							
Pay Period: 11/01/2021 - 11/30/2021   5.00 Hours   In Progress   Submit By 12/07/2021, 11:59 AM							
Time Entry Detail							
Date	Earn Code	Shift	Total				
11/22/2021	VAC, Vacation Leave	1	5.00 Hours				
Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation Leave	1				5.00		5.00 Hours
Total Hours					5.00		
Routing and Status							
Name	Action	Date & Time					
	Originated	11/22/2021, 12:14 PM					
	In the Queue						
Comment (Optional):							
Add Comment							

➔ Scroll down to add comment (optional)

➔ Check box to certify accuracy of this record. Pop up box: “I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.”

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

➔ Click **Submit**

➔ A pop up box will appear: “The Time Sheet has been successfully submitted.”

➔ The time sheet will now show in “Pending” status and show the date and time that it was submitted.

If you made an error, you may click on **Recall Leave Report** any time before the 7<sup>th</sup> of the following month at 12:00 noon – as long as your supervisor has not yet approved it. After making the correction, you must once again submit the leave report.