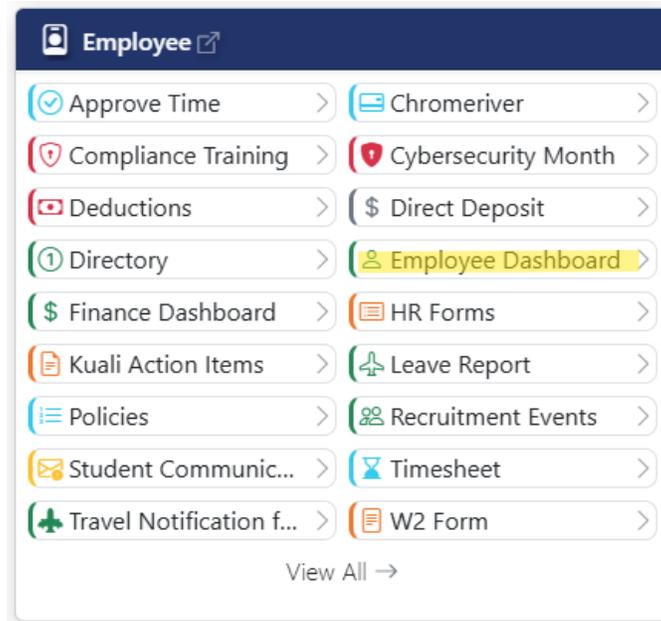


Full-Time Employee – Leave Report Submission

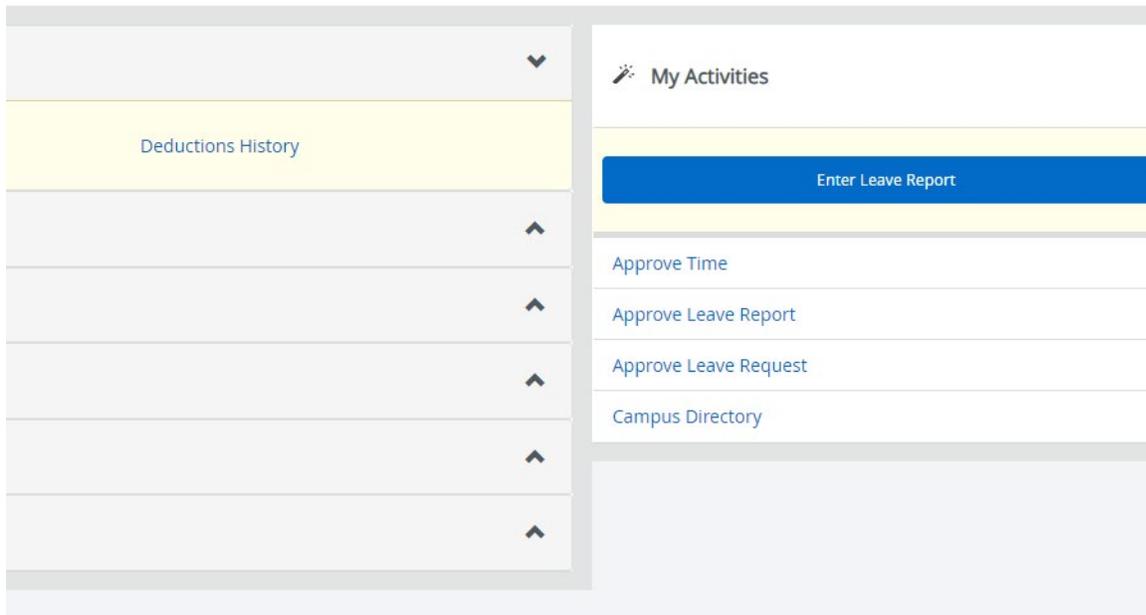
DEADLINE: 7th of the month at 12:00 noon for prior month leave reports

1. Log in to my.snow.edu then locate the Employee panel then click on the button labeled Employee Dashboard.



2. Click on the blue Enter Leave Report button.

Full Leave Balance Information



3. Find the correct work period, then click on **Start Leave Report**.

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

Leave Report

Approvals **Leave Report**

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status	
Payroll Administrator, PRF895-00, S, 41025, Controllers Office - Ephraim Prior Periods				
12/01/2020 - 12/31/2020			Not Started	Start Leave Report
11/01/2020 - 11/30/2020	7.75 Hours	11/30/2020	Pending	? 1

4. Navigate to the date you need to record leave taken, then select the appropriate Earn Code from the dropdown menu.

Earn Code

Select Earn Code

- Vacation Leave
- Sick Leave
- Personal Leave
- Bereavement (Funeral)
- Military Leave

5. Enter total leave hours in the box to the right of the Earn Code dropdown.

Earn Code

Hours

6. Click the Save button at the bottom of the screen.
7. If you're using more than one type of leave in a single day, click on **+ Add Earn Code** to add a second earn code to be used on the same day.

12/01/2020 - 12/31/2020 In Progress Submit By 01/07/2021, 11:59 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	3		4	5

+ Add Earn Code

Earn Code

Select Earn Code

8. Repeat steps 4 through 7 for all hours worked or leave taken.
9. If no leave was taken during the month, pick any day of the work period and select vacation leave from the Earn Code dropdown, then enter a 0 in the hours box and save.
10. Click Preview
11. Verify all Earn Code Totals are correct in the Leave Report Detail Summary.

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

12. If any changes need to be made, click on the Details button at the bottom of the screen, then navigate to the date(s) that need adjusting and edit/add/delete entries as needed. Once all changes have been made, repeat steps 10 and 11.
13. Scroll down to add a comment if desired. Comments are not required.
14. Check the box under the Comments field to certify accuracy of this record. (The check box is next to the phrase, "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.

15. Click **Submit**

16. A pop-up box will appear that says: "Leave Report successfully submitted."

17. The leave report 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 7th 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.