Employee Self-Service
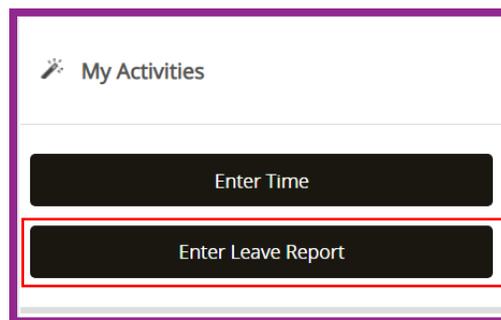# Submitting Leave Reports

Accessing Employee Self-Service

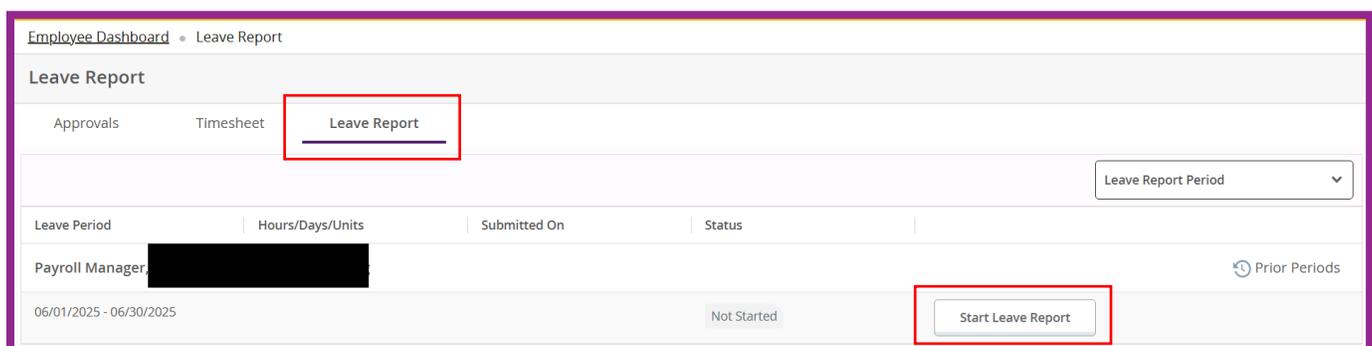- Open **Self-Service Apps**
- Click the **Employee App**
- Sign in

Employee Dashboard Screen

Under the **My Activities** section of the Employee Dashboard, click the button: **Enter Leave Report**

The Pay Period will display under your job title. From the Leave Report tab, click the Start **Leave Report** button for the desired position and date range.

Entering Leave on a Leave Report

Upon opening, the Leave Report will default to the current day, indicated by a blue box within the date square. Using the calendar, select which day you want to enter leave for. The purple line underneath the dates represents the days included in the pay period. You can change between weeks by clicking on the **left** or **right** arrow next to the dates. For the day selected,

choose which **Earn Code** you want to use for your leave. Different employee classes will see different **Earn Code** options, such as Vacation Hours and Sick Hours.

After selecting the type of **Earn Code**, enter the number of hours of leave taken on that day. To add more than one Earn Code on the same day, select the **Add Earn Code** link, as indicated by the arrow in the below example. Enter the number of hours for this Earn Code as well. When finished, click on the **Save** button in the bottom right-hand corner.

Enter leave for additional days in the pay period as needed, clicking on the **Save** button after each day is completed.

Editing Time and/or Leave

If a correction needs to be made you can return at any point to enter and/or update time prior to submitting the Leave Report. Click the **Pencil Icon** to make edits to the time entry for the selected day and click on Save.

| Sick Hours	⊘ 3.00 Hours	✏ ▢ ⊖
		Total: 3.00 Hours
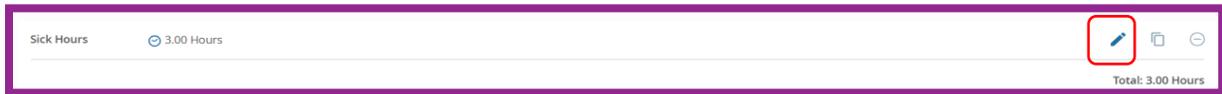
Click the **Delete Icon** to remove the time entry for the selected day. Select YES when the message appears asking if you want to delete the earning record.

Sick Hours	⊘ 3.00 Hours	✏ ▢ ⊖
		Total: 3.00 Hours
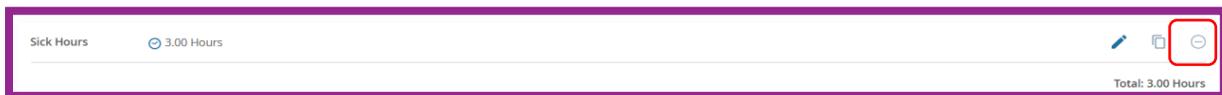
Leave Entry Using the Copy Function

If appropriate, you may use the **Copy** function to copy your leave entry to multiple days. Please only use this function if you took leave the same exact schedule for the multiple days. Click the **Copy Icon** to copy a time entry across multiple days in the pay period.

Sick Hours	⊘ 3.00 Hours	✏ ▢ ⊖
		Total: 3.00 Hours
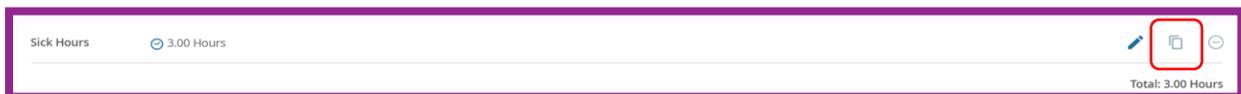
A pop-up window for **Copy Leave Report Entry** will appear, providing options for the Copy function. You can choose to copy from the selected calendar date to the end of the pay period, or you can select specific dates within the pay period by clicking on the calendar. The days fill in with a purple color when selected, as in the example below. Click the **Save** button when finished.

Note: A message will appear confirming that the leave was successfully copied and the dates on the Leave Report will show the leave recorded.
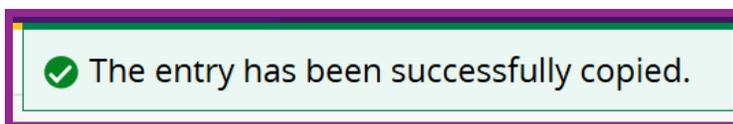
Submitting Leave Report

To submit the Leave Report, click on the **Preview** button in the bottom right-hand corner.

The **Leave Report Detail Summary** of the hours entered is displayed. If any changes are needed, click **Return** to go back to your Leave Report and make edits. Optionally, click the Printer Icon for the PDF view of the Leave Report.

Leave Report Detail Summary

Pay Period: 07/01/2025 - 07/31/2025 | 16.00 Hours | In Progress | Submit By 08/05/2025, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
07/15/2025	VAC, Vacation Hours	1	8.00 Hours
07/16/2025	VAC, Vacation Hours	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation Hours	1			16.00			16.00 Hours
Total Hours				16.00			

Routing and Status

Name	Action

[Return] [Submit]

If needed, comments may be entered in the comment box before clicking **Submit**.

Comment (Optional):

```
Add Comment
```

2000 characters remaining

☐ 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.

[Return] [Submit]

Once you are sure everything is completed correctly, click on the **I certify button** as in the example below and then click on the **Submit** button.

☑ 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.

Comment (Optional):

```
Add Comment
```

2000 characters remaining

☐ 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.

[Return] [Submit]