# Faculty/Staff Exempt Leave Usage Entry

The following steps listed below are for leave usage entry into the leave system. All leave reports should be submitted and approved online by the 16th of every month (leave periods are from the 10th through the 9th of every month).

1. Log into **http://www.hr.vt.edu/leaveentry** using your PID and PID password.

2. Under the **Pending Tasks** section on the home page click on **Report Leave and/or Time Worked** then click on a leave period for entry.

3. In the active boxes for the leave period enter the appropriate leave usage code (see box labeled Work and Leave Types for list of leave codes). You may also click on the plus sign (+) on each box to enter the hours. At the end of each work week will be a total of leave usage.

**Please Note:** Important messages, such as authorized closings, will appear above the calendar.

**- Leave Period 5 - May 10, 2015 to June 9, 2015**

## May

| Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Summary |
|---|---|---|---|---|---|---|---|
| 09 | 10 | 11 | 12 | 13 | 14 | 15 | Week 1 |
| 16 | 17 | 18 (8A) | 19 | 20 | 21 | 22 | Week 2 (8A) |
| 23 | 24 | 25 | 26 (3PS) | 27 | 28 | 29 | Week 3 (3PS) |

## June

| Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Summary |
|---|---|---|---|---|---|---|---|
| 30 | 31 | 01 (2PS) | 02 | 03 | 04 | 05 (1AC) | Week 4 (2PS 1AC) |
| 06 | 07 | 08 | 09 | 10 | 11 | 12 | Week 5 |

I certify this leave report is correct and I have not used any other leave since the last report submitted. ☑

[Save]   [Save and Submit]   [Approver: ____]

### Leave Balances

| | BEGIN | EARNED | USED | NEW |
|---|---|---|---|---|
| ANNUAL | 99.46 | 5.25 | 8.00 | 96.71 |
| COMP | 14.00 | 0.00 | 0.00 | 14.00 |
| COMPOT | 6.00 | 0.00 | 0.00 | 6.00 |
| PERSICK | 65.00 | 0.00 | 5.00 | 60.00 |
| FAMPERS | 0.00 | 0.00 | 0.00 | 0.00 |
| SIC BNK | 0.00 | 0.00 | 0.00 | 0.00 |
| VRS CRT | 0.00 | 0.00 | 0.00 | 0.00 |
| CSU | 16.00 | 0.00 | 0.00 | 16.00 |
| BONUS | 0.00 | 0.00 | 0.00 | 0.00 |

### Work and Leave Types

Commonly used ⊘

| Entry type | Code |
|---|---|
| Annual Used | A |
| Personal Sick Used | PS |
| Family Personal Used | FP |
| Bonus Leave Used | B |
| Compensatory | C |

Less Commonly used ⊙

4. Click on the **Save** button. If you are not ready to submit the leave report at this time then you may exit the system.

5. When you are ready to submit the report you will need to checkmark the box beside the verify statement then click on the button labeled "**Save and Submit**".

   **Please Note:** Depending on the departmental set up either the leave representative's or supervisor's PID will be listed in the Approver box. If this is not correct please contact your departmental leave representative before submitting the report.

6. An email will be sent to notify the approver that the report is ready for review. If there is an error they will have the option to reject the report which will be returned back to you for correction.

7. Once the report has been approved you will receive a confirmation email.