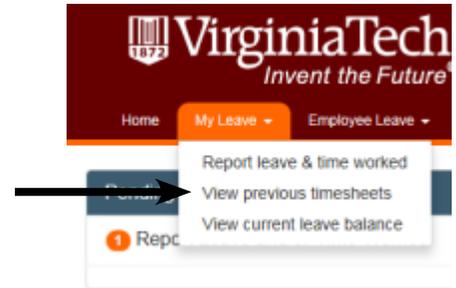


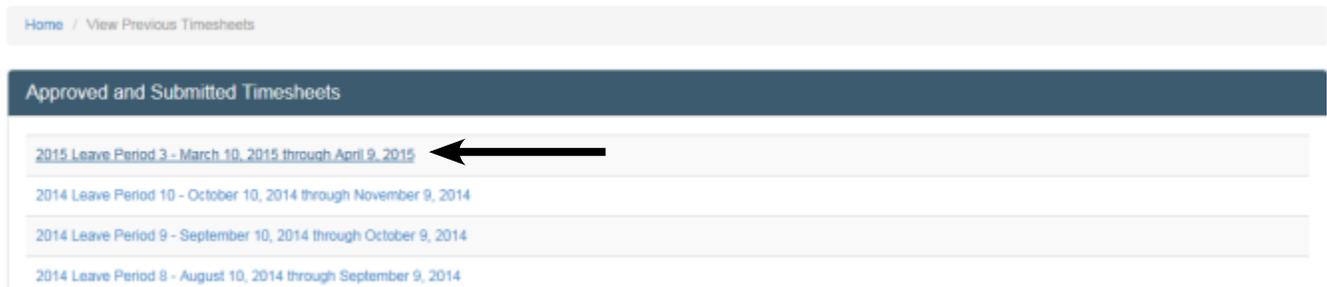
Recall a Report

Follow these steps to make a correction to a leave report that has been submitted.

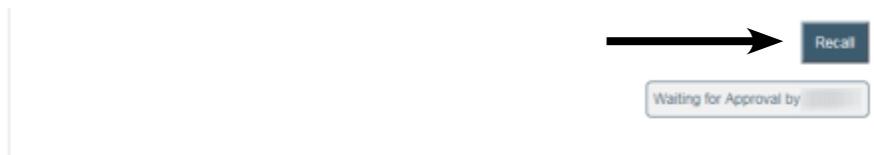
1. Log into <http://www.hr.vt.edu/leaveentry> using your PID and PID password.
2. Under the **My Leave** option on the main menu click on **View previous timesheet**.
3. Click on the appropriate leave period to make a correction.



Please Note: If the approver has already approved the report the option to recall the report will not be available.



4. Click on the **Recall** button at the bottom of the screen.

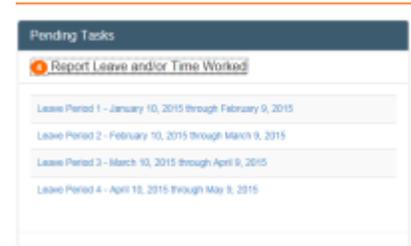


5. Make the appropriate changes, checkmark the box beside the verify statement then click on the button labeled **"Save and Submit"**.
6. The approver will be notified that the report is ready for review.

Correct a Returned Report

Follow these steps to make a correction to a leave report that has been rejected by the assigned approver. When an approver rejects a leave report an email notification should be sent explaining why the report was rejected.

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 the leave period that needs to be corrected.
3. Make the appropriate changes, checkmark the box beside the **“Verify timesheet data”** then click on the button labeled **“Save and Submit”**.



Leave Period 3 - March 10, 2015 to April 9, 2015

Notice 1: Authorized closing on April 2nd, 2015.

March

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
07	08	09	10	11	12	13	Week 1
14	15	16 8A	17	18	19	20	Week 2 8A
21	22	23	24 3FP	25	26	27	Week 3 3FP

April

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
28	29	30 2PS	31	01	02 8AC	03	Week 4 2PS 8AC
04	05	06	07	08	09	10	Week 5

Save Lorem ipsum dolor sit amet. Verify timesheet data Save and Submit

Approver: _____

Leave Balances

	BEGIN	EARNED	USED	NEW
ANNUAL	87.21	0.00	8.00	79.21
COMP	14.00	0.00	0.00	14.00
COMPOT	0.00	0.00	0.00	0.00
PER SICK	77.00	0.00	2.00	75.00
FAM PERS	40.00	0.00	3.00	37.00
SIC	0.00	0.00	0.00	0.00
Bnk				
VRS	0.00	0.00	0.00	0.00
CRT				
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. The approver will be notified that the report is ready for review.