## Staff Non-Exempt Time Worked and Leave Usage Entry

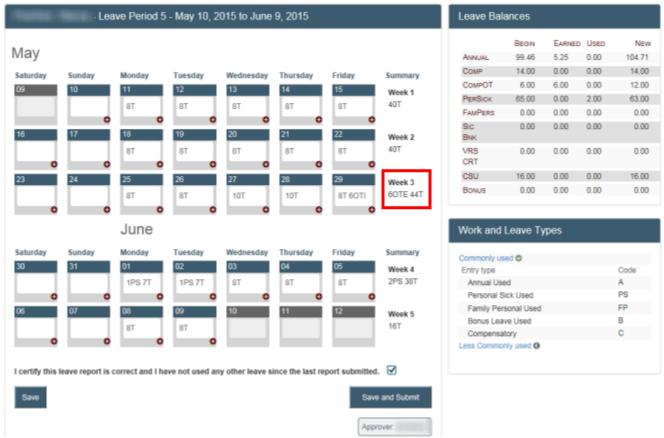
The following steps listed below are for time worked and leave usage entry into the leave system. All leave reports should be submitted and approved online by the 16th of every month (leave periods are from the 10th through the 9th of every month).

- Log into http://www.hr.vt.edu/leavereport using your PID and PID password.
- 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 code for time worked (T) and leave usage (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 hours worked and leave usage. If you work over 40 hours in a work week the system will automatically calculate the overtime.

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



- 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.