

# 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/leavereport> 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.

Report Leave and/or Time Worked

Leave Period 5 - May 10, 2015 through June 9, 2015

May

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
09	10	11	12	13	14	15	Week 1
16	17	18	19	20	21	22	Week 2
23	24	25	26	27	28	29	Week 3
							3PS
June							
30	31	01	02	03	04	05	Week 4
06	07	08	09	10	11	12	Week 5
							2PS 1AC

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
PER Sick	65.00	0.00	5.00	60.00
FAM PERS	0.00	0.00	0.00	0.00
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. 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.