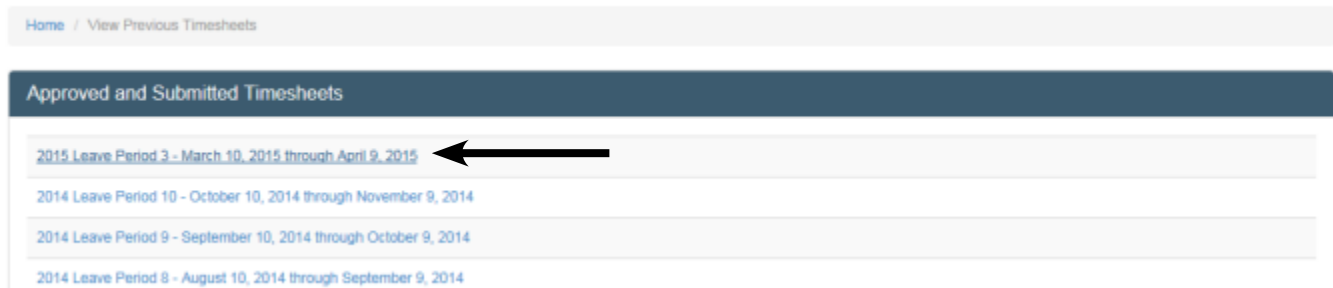
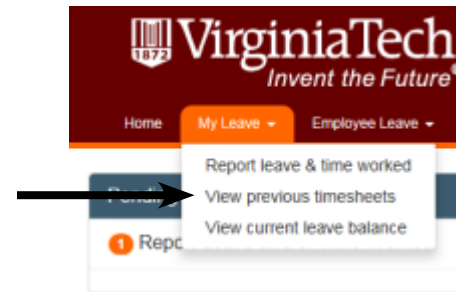


Recall a Report

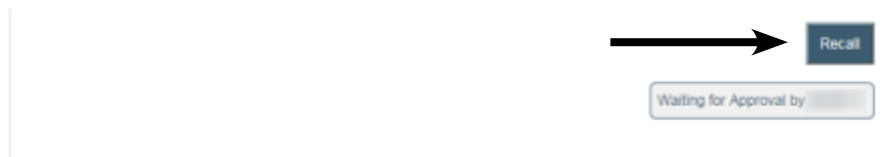
Follow these steps to make a correction to a leave report that has been submitted.

1. Log into <http://www.hr.vt.edu/leavereport> 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/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 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**”.

Pending Tasks

Report Leave and/or Time Worked

Leave Period 1 - January 10, 2015 through February 9, 2015

Leave Period 2 - February 10, 2015 through March 9, 2015

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

Leave Period 4 - April 10, 2015 through May 9, 2015

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

17

18

19

20

Week 2

21

22

23

24

25

26

27

Week 3

April

Saturday

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Summary

28

29

30

31

01

02

03

Week 4

04

05

06

07

08

09

10

Week 5

Save

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
PERICK	77.00	0.00	2.00	75.00
FAMERS	40.00	0.00	3.00	37.00
SIC	0.00	0.00	0.00	0.00
BNC	0.00	0.00	0.00	0.00
VRS	0.00	0.00	0.00	0.00
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. The approver will be notified that the report is ready for review.