

# 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).

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 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.

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

May

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
09	10	11 8T	12 8T	13 8T	14 8T	15 8T	Week 1 40T
16	17	18 8T	19 8T	20 8T	21 8T	22 8T	Week 2 40T
23	24	25 8T	26 8T	27 10T	28 10T	29 8T 6OTI	Week 3 60TE 44T
							June
Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Summary
30	31	01 1PS 7T	02 1PS 7T	03 8T	04 8T	05 8T	Week 4 2PS 38T
06	07	08 8T	09 8T	10	11	12	Week 5 16T

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	0.00	104.71
COMP	14.00	0.00	0.00	14.00
COMPOT	6.00	6.00	0.00	12.00
PER/SICK	65.00	0.00	2.00	63.00
FAM/PER	0.00	0.00	0.00	0.00
SIC	0.00	0.00	0.00	0.00
BNK	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. 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.