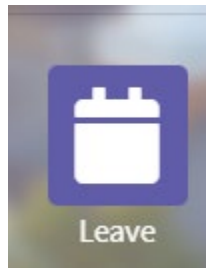


ONLINE LEAVE REPORT INSTRUCTIONS

Online leave reporting is required for all permanent, benefited employees except faculty. Faculty leave reports are routed through DocuSign and can be found on the Payroll website under forms. Adjuncts, graduate assistants, temporary employees, and student workers do not complete an online leave report.

1. To get to your monthly leave report click on the Leave button in Tech Express:



2. Once you click on the leave button, your results will depend on what type of access you have for leave reporting. If you are a proxy or approver, you will see the following information (if you're neither a proxy or approver, please proceed to step 3):

Time Reporting Selection

Selection Criteria

Choice		My Cho
	Access my Time Sheet:	<input type="checkbox"/>
	Access my Leave Report:	<input checked="" type="radio"/>
	Access my Leave Request:	<input type="radio"/>
	Approve or Acknowledge Time:	<input type="radio"/>
	Approve All Departments:	<input type="checkbox"/>

<input type="text"/>	Act as Proxy:	Self
<input type="text"/>	Act as Superuser:	<input type="checkbox"/>

When completing your own leave report, choose "Access my Leave Report" and make sure "Self" is in the dropdown box where it says "Act as Proxy." Click select to continue.

3. Most employees

Administrative employees need to report all leave that is used. To report leave taken, go to the correct day on the leave report and click on the "Enter Hours" link that is on the same line as the appropriate type of leave.

Once you click on the link you will see this block above the leave report:

Enter the amount (e.g. 5.86) for (S) (T) (L) (O) (A) (P) (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z) (AA) (AB) (AC) (AD) (AE) (AF) (AG) (AH) (AI) (AJ) (AK) (AL) (AM) (AN) (AO) (AP) (AQ) (AR) (AS) (AT) (AU) (AV) (AW) (AX) (AY) (AZ) (BA) (BB) (BC) (BD) (BE) (BF) (BG) (BH) (BI) (BJ) (BK) (BL) (BM) (BN) (BO) (BP) (BQ) (BR) (BS) (BT) (BU) (BV) (BW) (BX) (BY) (BZ) (CA) (CB) (CC) (CD) (CE) (CF) (CG) (CH) (CI) (CJ) (CK) (CL) (CM) (CN) (CO) (CP) (CQ) (CR) (CS) (CT) (CU) (CV) (CW) (CX) (CY) (CZ) (DA) (DB) (DC) (DD) (DE) (DF) (DG) (DH) (DI) (DJ) (DK) (DL) (DM) (DN) (DO) (DP) (DQ) (DR) (DS) (DT) (DU) (DV) (DW) (DX) (DY) (DZ) (EA) (EB) (EC) (ED) (EE) (EF) (EG) (EH) (EI) (EJ) (EK) (EL) (EM) (EN) (EO) (EP) (EQ) (ER) (ES) (ET) (EU) (EV) (EW) (EX) (EY) (EZ) (FA) (FB) (FC) (FD) (FE) (FF) (FG) (FH) (FI) (FJ) (FK) (FL) (FM) (FN) (FO) (FP) (FQ) (FR) (FS) (FT) (FU) (FV) (FW) (FX) (FY) (FZ) (GA) (GB) (GC) (GD) (GE) (GF) (GG) (GH) (GI) (GJ) (GK) (GL) (GM) (GN) (GO) (GP) (GQ) (GR) (GS) (GT) (GU) (GV) (GW) (GX) (GY) (GZ) (HA) (HB) (HC) (HD) (HE) (HF) (HG) (HH) (HI) (HJ) (HK) (HL) (HM) (HN) (HO) (HP) (HQ) (HR) (HS) (HT) (HU) (HV) (HW) (HX) (HY) (HZ) (IA) (IB) (IC) (ID) (IE) (IF) (IG) (IH) (II) (IJ) (IK) (IL) (IM) (IN) (IO) (IP) (IQ) (IR) (IS) (IT) (IU) (IV) (IW) (IX) (IY) (IZ) (JA) (JB) (JC) (JD) (JE) (JF) (JG) (JH) (JI) (JJ) (JK) (JL) (JM) (JN) (JO) (JP) (JQ) (JR) (JS) (JT) (JU) (JV) (JW) (JX) (JY) (JZ) (KA) (KB) (KC) (KD) (KE) (KF) (KG) (KH) (KI) (KJ) (KK) (KL) (KM) (KN) (KO) (KP) (KQ) (KR) (KS) (KT) (KU) (KV) (KW) (KX) (KY) (KZ) (LA) (LB) (LC) (LD) (LE) (LF) (LG) (LH) (LI) (LJ) (LK) (LL) (LM) (LN) (LO) (LP) (LQ) (LR) (LS) (LT) (LU) (LV) (LW) (LX) (LY) (LZ) (MA) (MB) (MC) (MD) (ME) (MF) (MG) (MH) (MI) (MJ) (MK) (ML) (MM) (MN) (MO) (MP) (MQ) (MR) (MS) (MT) (MU) (MV) (MW) (MX) (MY) (MZ) (NA) (NB) (NC) (ND) (NE) (NF) (NG) (NH) (NI) (NJ) (NK) (NL) (NM) (NN) (NO) (NP) (NQ) (NR) (NS) (NT) (NU) (NV) (NW) (NX) (NY) (NZ) (OA) (OB) (OC) (OD) (OE) (OF) (OG) (OH) (OI) (OJ) (OK) (OL) (OM) (ON) (OO) (OP) (OQ) (OR) (OS) (OT) (OU) (OV) (OW) (OX) (OY) (OZ) (PA) (PB) (PC) (PD) (PE) (PF) (PG) (PH) (PI) (PJ) (PK) (PL) (PM) (PN) (PO) (PP) (PQ) (PR) (PS) (PT) (PU) (PV) (PW) (PX) (PY) (PZ) (QA) (QB) (QC) (QD) (QE) (QF) (QG) (QH) (QI) (QJ) (QK) (QL) (QM) (QN) (QO) (QP) (QQ) (QR) (QS) (QT) (QU) (QV) (QW) (QX) (QY) (QZ) (RA) (RB) (RC) (RD) (RE) (RF) (RG) (RH) (RI) (RJ) (RK) (RL) (RM) (RN) (RO) (RP) (RQ) (RR) (RS) (RT) (RU) (RV) (RW) (RX) (RY) (RZ) (SA) (SB) (SC) (SD) (SE) (SF) (SG) (SH) (SI) (SJ) (SK) (SL) (SM) (SN) (SO) (SP) (SQ) (SR) (SS) (ST) (SU) (SV) (SW) (SX) (SY) (SZ) (TA) (TB) (TC) (TD) (TE) (TF) (TG) (TH) (TI) (TJ) (TK) (TL) (TM) (TN) (TO) (TP) (TQ) (TR) (TS) (TT) (TU) (TV) (TW) (TX) (TY) (TZ) (UA) (UB) (UC) (UD) (UE) (UF) (UG) (UH) (UI) (UJ) (UK) (UL) (UM) (UN) (UO) (UP) (UQ) (UR) (US) (UT) (UU) (UV) (UW) (UX) (UY) (UZ) (VA) (VB) (VC) (VD) (VE) (VF) (VG) (VH) (VI) (VJ) (VK) (VL) (VM) (VN) (VO) (VP) (VQ) (VR) (VS) (VT) (VU) (VV) (VW) (VX) (VY) (VZ) (WA) (WB) (WC) (WD) (WE) (WF) (WG) (WH) (WI) (WJ) (WK) (WL) (WM) (WN) (WO) (WP) (WQ) (WR) (WS) (WT) (WU) (WV) (WW) (WX) (WY) (WZ) (XA) (XB) (XC) (XD) (XE) (XF) (XG) (XH) (XI) (XJ) (XK) (XL) (XM) (XN) (XO) (XP) (XQ) (XR) (XS) (XT) (XU) (XV) (XW) (XX) (XY) (XZ) (YA) (YB) (YC) (YD) (YE) (YF) (YG) (YH) (YI) (YJ) (YK) (YL) (YM) (YN) (YO) (YP) (YQ) (YR) (YS) (YT) (YU) (YV) (YW) (YX) (YZ) (ZA) (ZB) (ZC) (ZD) (ZE) (ZF) (ZG) (ZH) (ZI) (ZJ) (ZK) (ZL) (ZM) (ZN) (ZO) (ZP) (ZQ) (ZR) (ZS) (ZT) (ZU) (ZV) (ZW) (ZX) (ZY) (ZZ)

Check each box that you would like to copy the hours to and then click "Copy" at the bottom of the screen. You will get a message at the top of the page that says "Your hours have been copied successfully." Click the "Leave Report" button to return to your leave report.

When leave report is complete (at the end of the month), click "Submit for Approval."

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

****IMPORTANT:** Please be aware that clicking the "Submit for Approval" button more than once will cause a submit error which can only be cleared by the payroll person who monitors leave reports. Please be mindful when clicking this button to avoid unnecessary errors.

****IMPORTANT:** Administrative employees must submit a leave report even if no leave is taken. If no leave is taken, enter the number zero on any annual leave line and then click "Submit for Approval."

Please proceed to step 5 for

Earning	Total Hours	Total Units	Sunday Nov 08, 2020	Monday Nov 09, 2020
Annual Leave	0		Enter Hours	Enter Hours

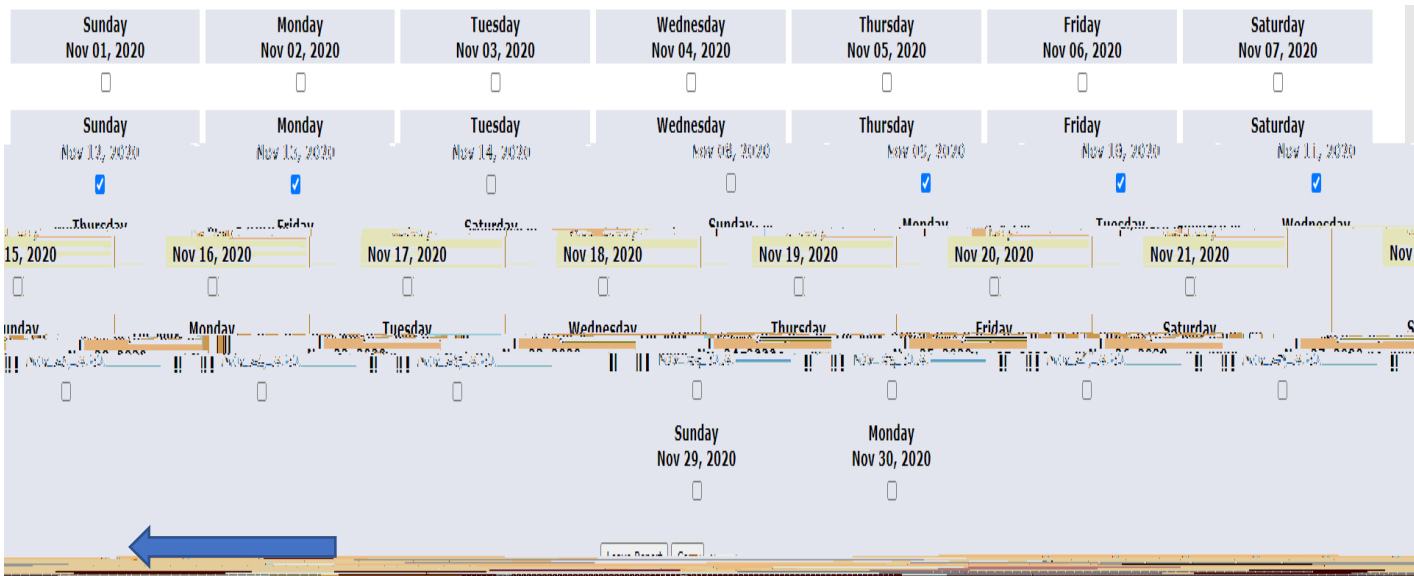


Once you click on the link you will see this block above the leave report:

Earning: Annual Leave
Date: Nov 09, 2020
Hours: 

Enter the number of hours used in the box next to "Hours" and click "Save." The hours used will then show up on the leave report. If for some reason you need to change the hours prior to submitting for approval, you can change what you typed in the box and hit "Save" again. If you've already moved on to something else and realize you need to make a change, just click on the hours you originally reported for that day to return to the above block to make corrections. Be sure to click "Save" when finished with corrections.

If you need to enter the same number of hours for multiple days, you can click the "Copy" button after you have entered the number of hours and you will see this:



Check each box that you would like to copy the hours to and then click "Copy" at the bottom of the screen. You will get a message at the top of the page that says "Your

hours have been copied successfully." Click the "Leave Report" button to return to your

5. Other leave choices:
 - A. Military: Only used by those who may be on active military duty. (Refer to policy 618 for further information)
 - B. Jury: If you report jury duty on your leave report, please send back-up documentation (court attendance certificate) to payroll via email or campus mail. (Refer to policy 615 for further information)
 - C. Bereavement: When claiming bereavement leave, please put your relationship to the deceased in the comment section of the leave report. (Refer to policy 613 for further information)
 - D. Leave Without Pay: This is used if you are taking time off and you don't have leave to cover it.
 - E. Other Paid Time: This can be used for various reasons (Covid, inclement weather, individual departmental decisions) and will always need to be accompanied by an explanation in the "Comments" section of the leave report.

6. Buttons: Underneath the leave report you will find a few buttons to choose from.
 - A. Position Selection: You will probably only have this button if you've changed positions in the last couple of years. It's not something you need to select since clicking it takes you back to where you first selected your leave report (see number 3).
 - B. Comments: Click on this button to record any comments that need to be made about your leave report. Be sure to save the comment once you've entered it.
 - C. Preview: This will give you an overview of your entire leave report. You can double check that you have entered the correct hours for the appropriate type of leave.
 - D. Submit for Approval: Only click this button one time (once you are ready to submit your leave report) --

7. DEADLINES

Deadlines for submission of leave reports vary each month because of how the dates fall on the calendar. An email is sent to all leave approvers/proxies on the last day of each month with reminders of submission and approval deadline dates. The submission deadline is the date all employees should have their leave report submitted for approval. The approval deadline is the date all approvers should have approved all leave reports they are responsible for. The approval deadline is usually a couple of days past the submission deadline in order for corrections to be made, if needed.

In order to avoid late submissions and multiple email reminders, a good rule of thumb is to submit your leave report on the last working day of the month. It's also a good idea to put a reminder on your calendar to help you remember when to submit your monthly leave report.

Although faculty leave reports are not submitted through online leave reporting, the same deadlines should be observed.

If you have any questions about leave reports, please email leavehelp@tntech.edu.