

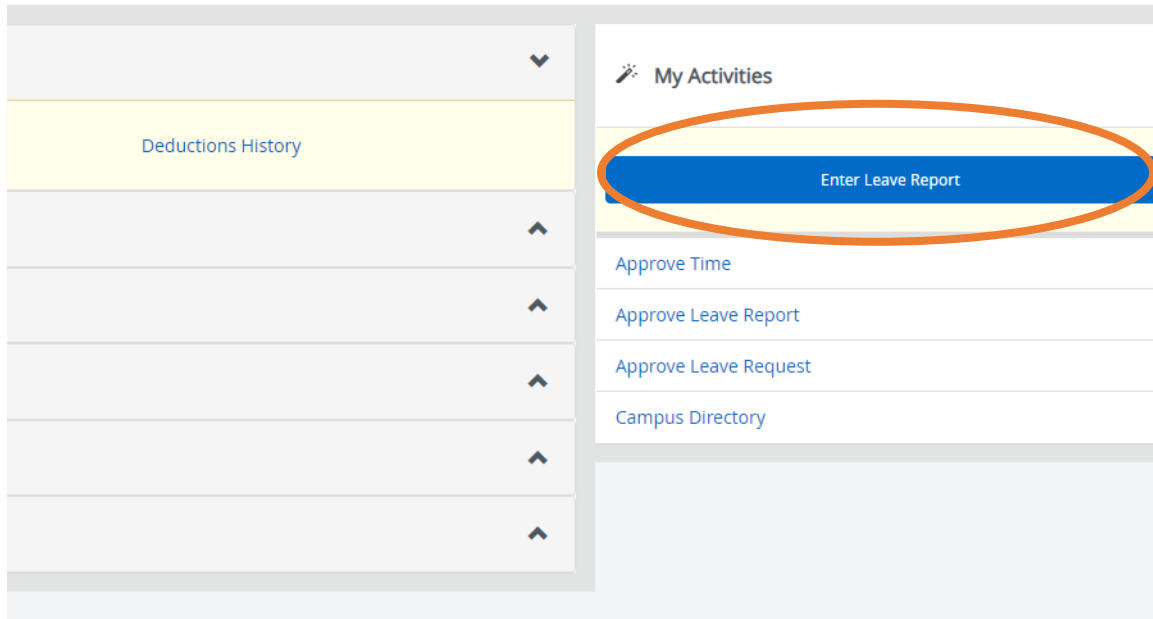
Full-Time Employee – Leave Report Submission

DEADLINE: 7th of the month at 12:00 noon for prior month leave reports

LOG IN: badgerweb.snow.edu

- ➔ Employee
- ➔ My Employee Dashboard
- ➔ Enter Leave Report (blue button)

[Full Leave Balance Information](#)



➔ Select view of either Leave Report Period or Month

➔ For correct Leave Period dates, click on **Start Leave Report** (see Prior Periods option if necessary)

[Employee Dashboard](#) • [Leave Report](#)

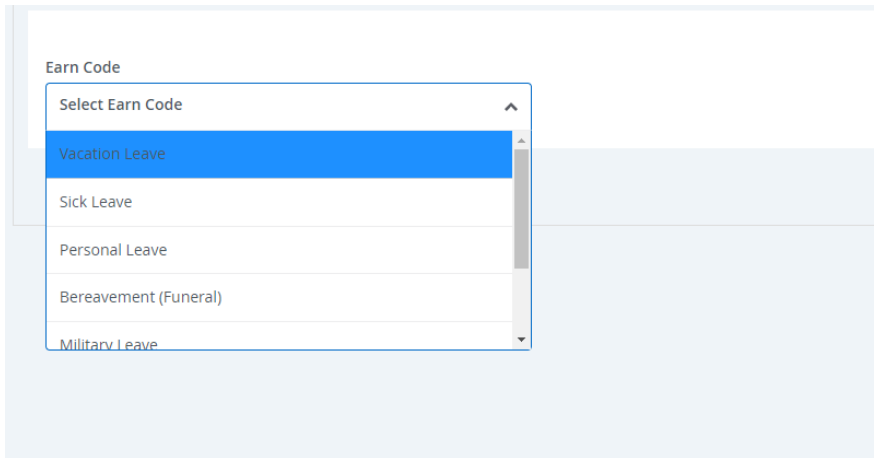
Leave Report

Approvals

Leave Report

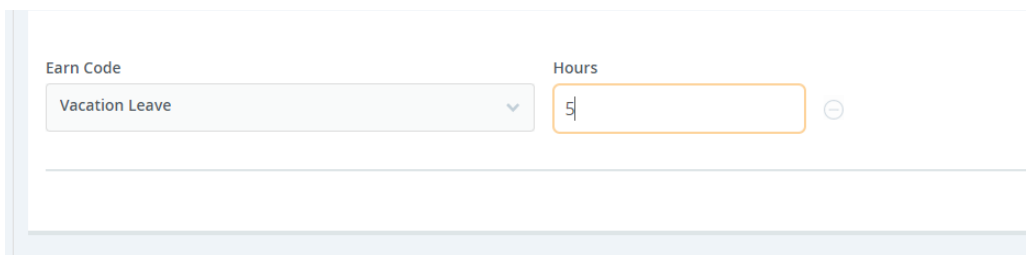
Leave Period	Hours/Days/Units	Submitted On	Status	
Payroll Administrator, PRF895-00, S, 41025, Controllers Office - Ephraim				Prior Periods
12/01/2020 - 12/31/2020			Not Started	Start Leave Report
11/01/2020 - 11/30/2020	7.75 Hours	11/30/2020	Pending	i 1

➔ Select Earn Code from dropdown menu



A screenshot of a web application showing a dropdown menu for 'Earn Code'. The menu is open, displaying several options: 'Select Earn Code', 'Vacation Leave', 'Sick Leave', 'Personal Leave', 'Bereavement (Funeral)', and 'Military Leave'. The 'Vacation Leave' option is highlighted in blue.

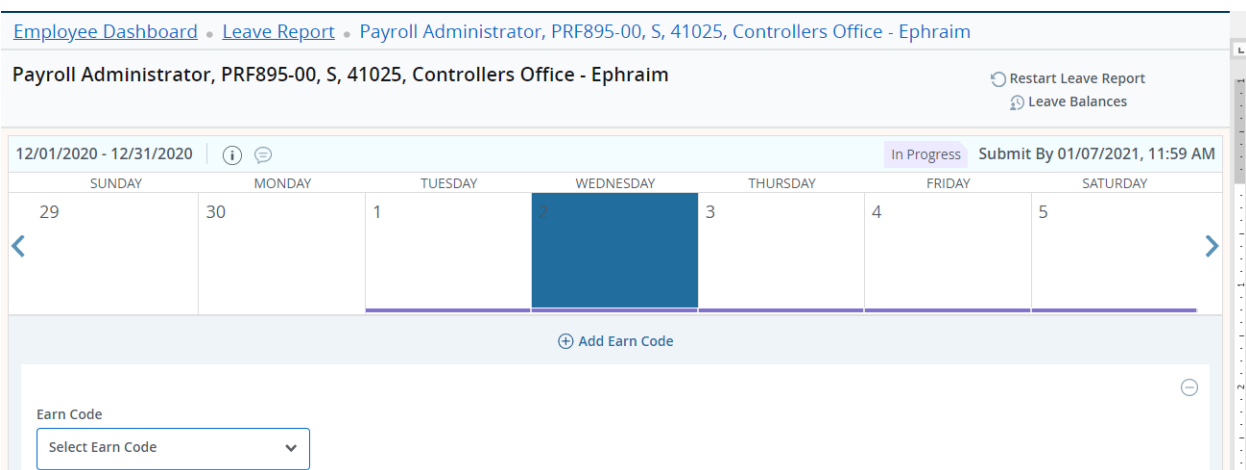
➔ Enter hours in box to the right of Earn Code



A screenshot of a web application showing the 'Earn Code' dropdown menu set to 'Vacation Leave' and an adjacent 'Hours' input box containing the number '5'. The input box has a small minus sign to its right.

➔ Save

➔ Click on **+ Add Earn Code** to add a second earn code to be used on the same day.



A screenshot of a web application interface for a 'Leave Report'. The breadcrumb trail shows 'Employee Dashboard > Leave Report > Payroll Administrator, PRF895-00, S, 41025, Controllers Office - Ephraim'. The main heading is 'Payroll Administrator, PRF895-00, S, 41025, Controllers Office - Ephraim'. There are links for 'Restart Leave Report' and 'Leave Balances'. The report period is '12/01/2020 - 12/31/2020' and it is 'In Progress', with a 'Submit By 01/07/2021, 11:59 AM' deadline. A calendar view shows days from Sunday to Saturday with numbers 29, 30, 1, 3, 4, 5. Wednesday is highlighted in blue. Below the calendar is a '+ Add Earn Code' button and a dropdown menu for 'Earn Code' set to 'Select Earn Code'.

➔ Repeat for all hours worked or leave taken

➔ If no leave was taken during the month, select the vacation category for the first day of the month and enter a "0" on that day.

- Employees who work less than 100% FTE will use the new "Non-Contract Time Off" Earn Code to record hours that aren't worked or covered by leave in a week (e.g. 80% time requires 8 hours of Non-Contract Time Off every week)

- ➔ Click Preview
- ➔ Verify all Earn Code Totals are correct

Leave Report Detail Summary

Payroll Administrator, PRF895-00, A, 4210, Controller

Pay Period: 11/01/2021 - 11/30/2021 | 5.00 Hours | In Progress | Submit By 12/07/2021, 11:59 AM

Time Entry Detail

Date	Earn Code	Shift	Total
11/22/2021	VAC, Vacation Leave	1	5.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation Leave	1				5.00		5.00 Hours
Total Hours					5.00		

Routing and Status

Name	Action	Date & Time
	Originated	11/22/2021, 12:14 PM
	In the Queue	

Comment (Optional):

Add Comment

- ➔ Scroll down to add comment (optional)
- ➔ Check box to certify accuracy of this record. Pop up box: “I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.”

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

- ➔ Click **Submit**
- ➔ A pop up box will appear: “The Time Sheet has been successfully submitted.”
- ➔ The time sheet will now show in “Pending” status and show the date and time that it was submitted.

If you made an error, you may click on **Recall Leave Report** any time before the 7th of the following month at 12:00 noon – as long as your supervisor has not yet approved it. After making the correction, you must once again submit the leave report.