

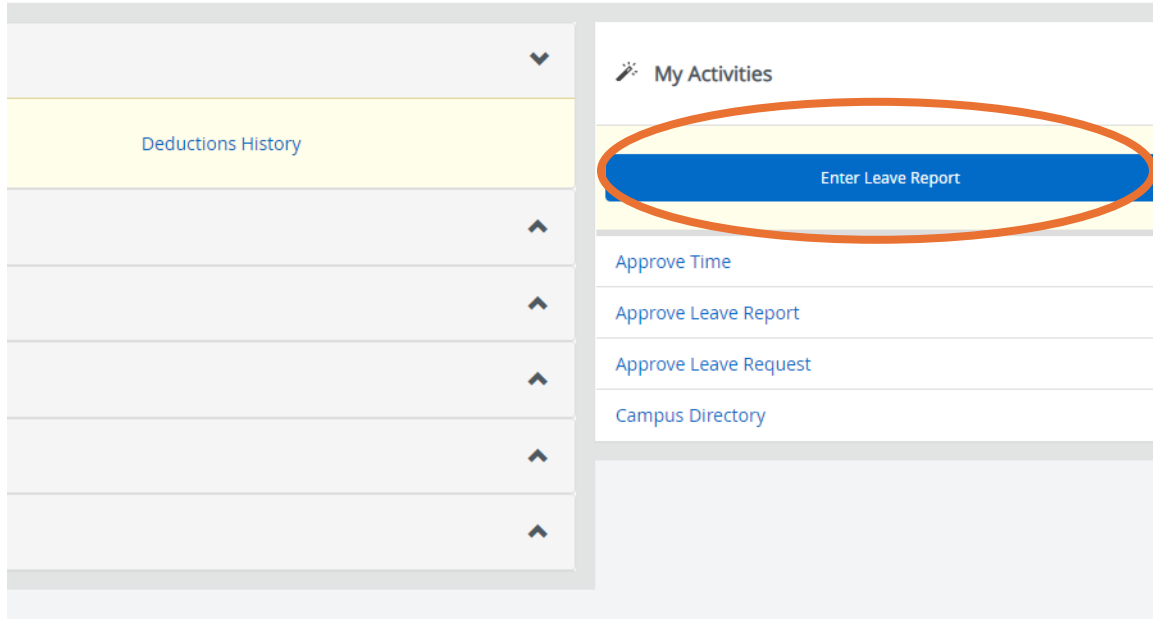
# Full-Time Non-Exempt Employee – Leave Report Submission

DEADLINE: 7<sup>th</sup> 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](#)

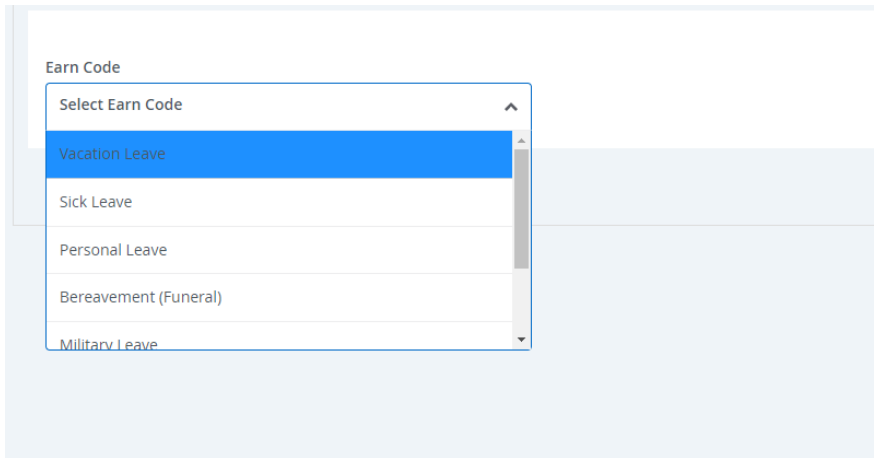
Leave Report

Approvals

Leave Report

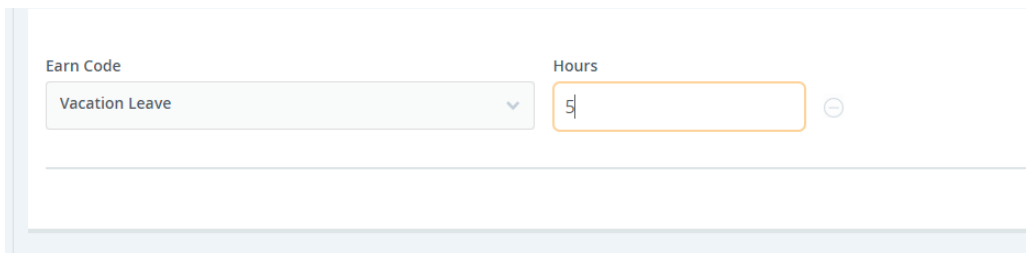
Leave Period	Hours/Days/Units	Submitted On	Status	
Payroll Administrator, PRF895-00, S, 41025, Controllers Office - Ephraim				<a href="#">Prior Periods</a>
12/01/2020 - 12/31/2020			Not Started	<a href="#">Start Leave Report</a>
11/01/2020 - 11/30/2020	7.75 Hours	11/30/2020	Pending	<a href="#">i</a>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

➔ Select Earn Code from dropdown menu



The screenshot shows a web form with a label 'Earn Code' above a dropdown menu. The dropdown menu is open, showing a list of options: 'Select Earn Code', 'Vacation Leave', 'Sick Leave', 'Personal Leave', 'Bereavement (Funeral)', and 'Military Leave'. The 'Vacation Leave' option is highlighted in blue.

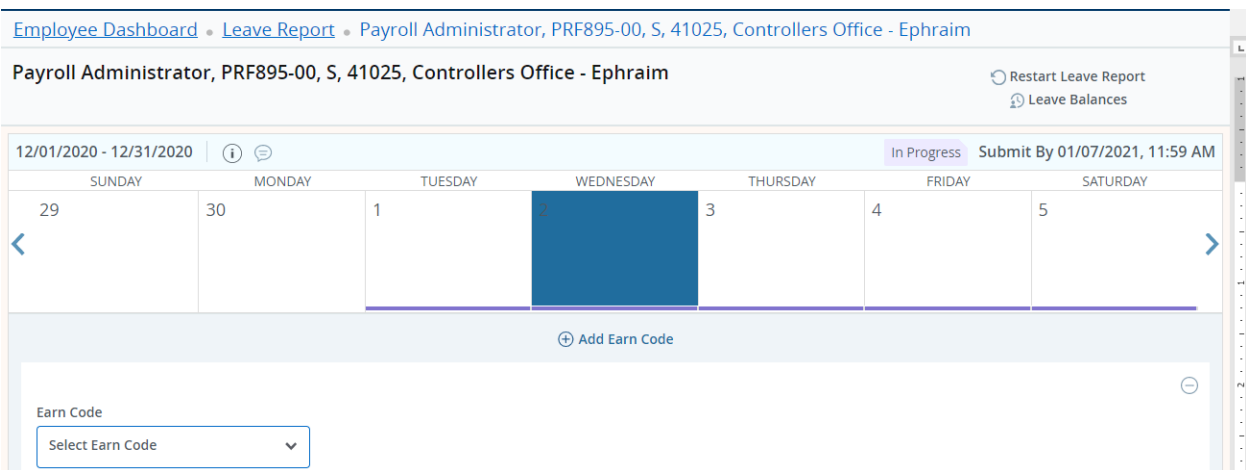
➔ Enter hours in box to the right of Earn Code



The screenshot shows the 'Earn Code' dropdown menu with 'Vacation Leave' selected. To the right of the dropdown is an input field labeled 'Hours' containing the number '5'. There is a minus sign icon to the right of the input field.

➔ Save

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



The screenshot shows a web interface for a 'Payroll Administrator'. At the top, there is a breadcrumb trail: 'Employee Dashboard > Leave Report > Payroll Administrator, PRF895-00, S, 41025, Controllers Office - Ephraim'. Below this, the title 'Payroll Administrator, PRF895-00, S, 41025, Controllers Office - Ephraim' is displayed. To the right of the title are two buttons: 'Restart Leave Report' and 'Leave Balances'. Below the title is a date range '12/01/2020 - 12/31/2020' and a status 'In Progress' with a 'Submit By 01/07/2021, 11:59 AM' deadline. A calendar view shows the days of the week from Sunday to Saturday. The number of hours for each day is displayed: Sunday (29), Monday (30), Tuesday (1), Wednesday (3), Thursday (4), and Saturday (5). Below the calendar is a button labeled '+ Add Earn Code'. Below the button is a form with a label 'Earn Code' and a dropdown menu with 'Select Earn Code' as the selected option.

➔ Repeat for all hours worked or leave taken

➔ Non-Exempt Employees are required to submit their hours worked each month on their leave report. Every week **must have a total of 40 hours** between hours worked and leave taken.

- 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
<b>Total Hours</b>					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 7<sup>th</sup> 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.