

## Leave Reports (For monthly employees only)

Important days to note:

18<sup>th</sup> of each reporting month – Leave Reports (through PAWS) opens for entry.

10<sup>th</sup> of each month (following reporting month) – Deadline for submittal of leave report by employee (by 5:00pm).

13<sup>th</sup> of each month (following reporting month) (**Monthly**)”.

4. In you ARE NOT an approver of leave reports or timesheets, proceed to the next step.  
If you ARE an approver of leave reports or timesheets, then select “Accounting > Leave Report”.
5. Select applicable job and leave report period, then click the “Leave Report” button.
6. For the applicable day(s) and leave category, click the “Enter Hours” link and enter leave hours.
7. Select the “Preview” button to review leave recorded, then click the “Print Menu” button to return to leave reporting.
8. Once ready to submit the leave report, click on “Submit for Approval”. A confirmation of leave report is required, even if no leave is taken for the month reporting period.
9. Enter PIN (PAWS PIN) and click submit.