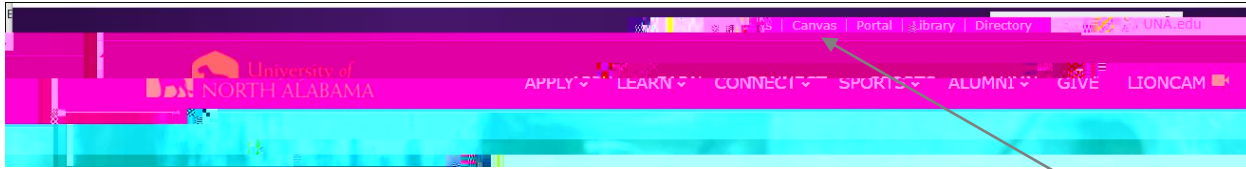
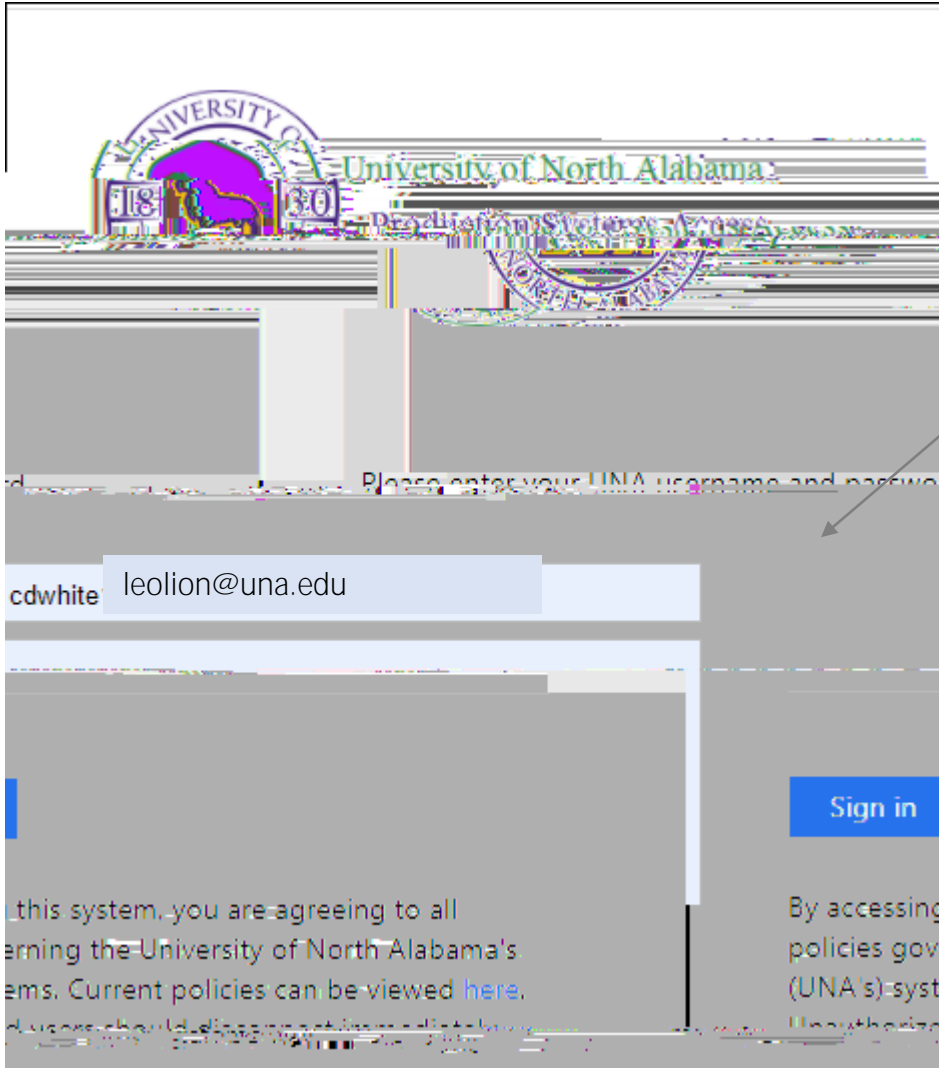


Step 1

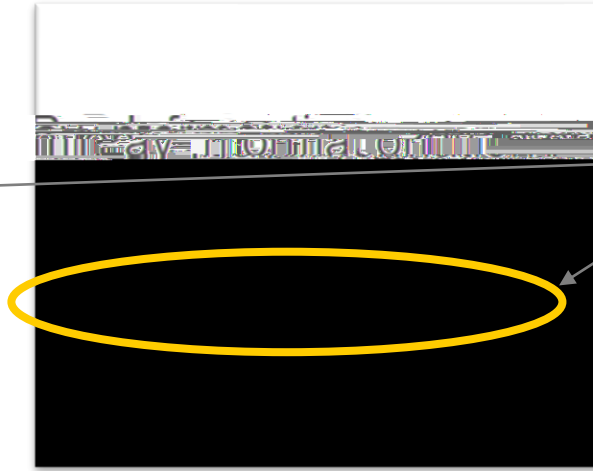
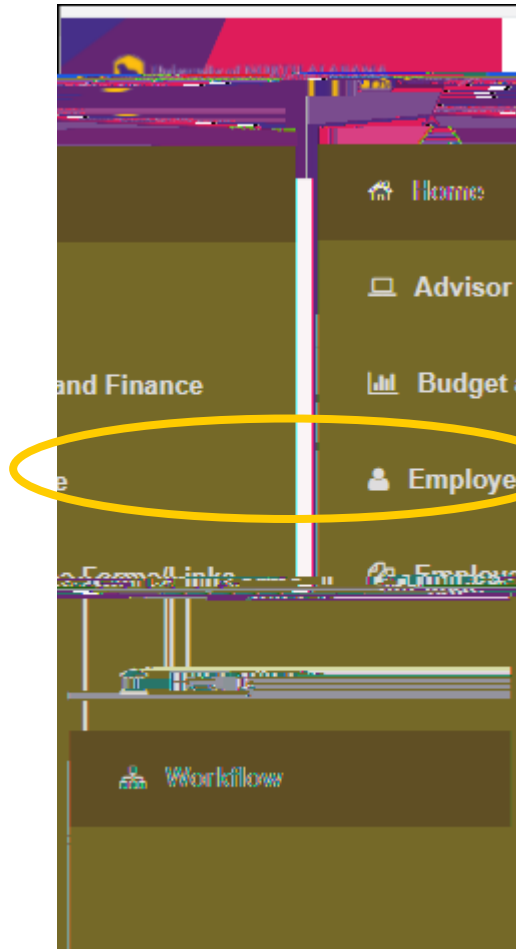


Step 2



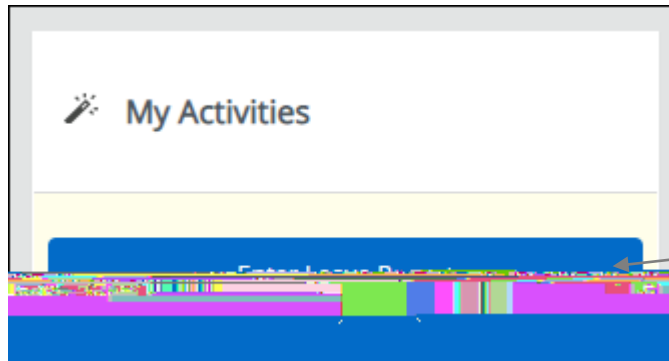
Log into Portal

Step 3



On the Employee menu, select "employee dashboard". Note: by mid-Fall, 2022, the Employee menu will take you directly to the Employee Dashboard.

Step 4



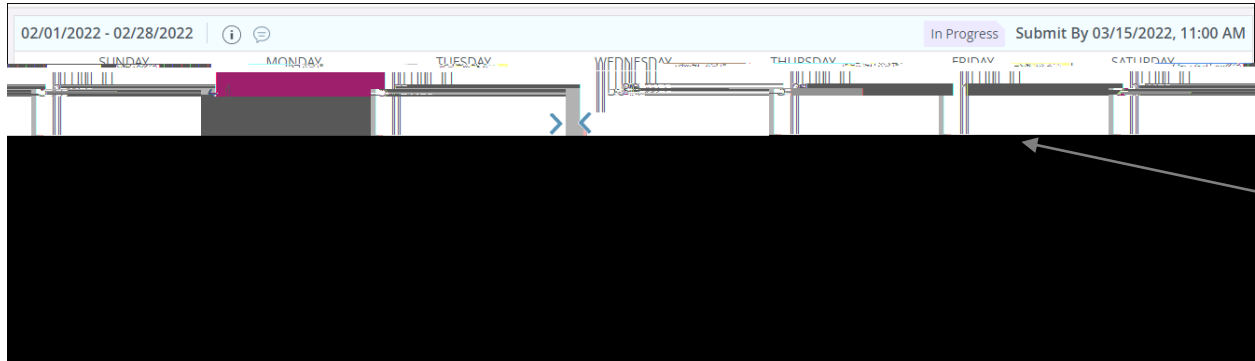
Then select Enter Leave Report.

Step 5



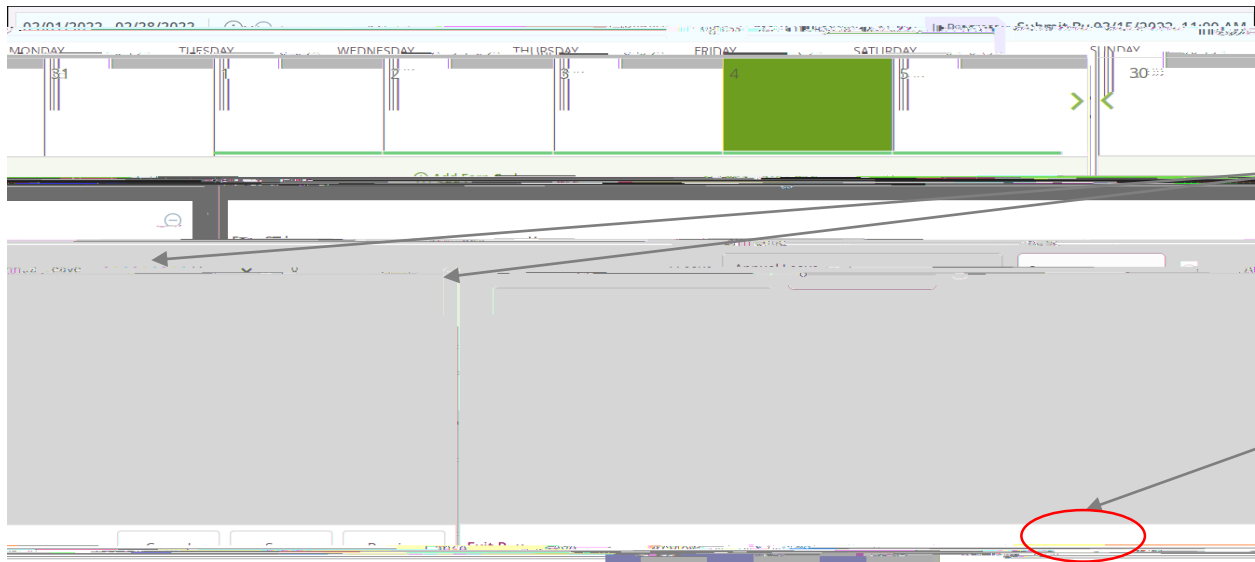
Click Start Leave Report.

Step 6



Select the date on which you would like to report leave.

Step 7



Select the leave type to be used and enter the number of hours used.

Click SAVE (this is easy to overlook but VERY necessary).

Step 8

Lion Habitat Supervisor  
The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

549920.00 11,3000 Office of VP Bus and Fin Affairs

In Progress Submit By 03/15/2022, 11:00 AM 02/01/2022 - 02/28/2022 8.00 Hours

WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY MONDAY TUESDAY

1 2 3 4 5

8.00 Hours

Add Entry Code

Be sure you receive this notification to know you submitted successfully.

You should also see the hours and leave types taken listed here and here.