Employee Self Service
Leave Report
Section One
Leave Reporting
Access Employee Self Service

1. Open MyUWF: my.uwf.edu

2. Click Login.

3. Enter: Argonet Username and Password

4. Search: Leave Report
5. Select **Access my Leave Report**.

   Click **Select**

   *Note: This screen appears only to users who report leave and are also time or leave approvers.*
Leave Report Selection

6. Select a **Leave Reporting Period**.

*NOTE: To see additional time periods, click* [Click Leave Report]
7. Find the type of leave in the left column. Go to the correct day. Click **Enter Hours**
8. Enter the number of hours of leave taken. Click When all leave hours for the entire pay period have been entered: Click
9. **NOTE:** The message appears, “Your leave report was submitted successfully.”

When leave reporting is complete: **Click Exit** to close the Leave Report app.
Section Two
Leave Reporting
Using the Copy Function
Access Employee Self Service

1. Open MyUWF: my.uwf.edu

2. Click Login.

3. Enter: Argonet Username and Password

4. Search: Leave Report
5. Select **Access my Leave Report**.

   Click **Select**

   **Note**: This screen appears only to users who report leave and are also time or leave approvers.
6. Select a **Leave Reporting Period**.

**NOTE:** To see additional time periods, click

Click Leave Report
7. Find the type of leave in the left column. Go to the correct day. Click **Enter Hours**
Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.

Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

**Leave Report**

**Title and Number:** IT Training & Publishing Spec. -- 105180-00
**Department and Number:** ITS General Admin -- 1800
**Leave Report Period:** May 07, 2006 to May 26, 2006
**Submit By Date:** Sep 01, 2006 by 12:00 P.M.

**Earning:** Annual Leave
**Date:** May 08, 2006
**Hours:**

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<tr>
<th>Earning</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Sunday May 07, 2006</th>
<th>Monday May 08, 2006</th>
<th>Tuesday May 09, 2006</th>
<th>Wednesday May 10, 2006</th>
<th>Thursday May 11, 2006</th>
<th>Friday May 12, 2006</th>
<th>Saturday May 13, 2006</th>
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</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>8</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
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<tr>
<td>Sick Pay</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Military Leave</td>
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<td>Enter Hours</td>
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<tr>
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<td>Enter Hours</td>
</tr>
<tr>
<td>Leave Without Pay</td>
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<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Leave With Pay</td>
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<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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<td>Enter Hours</td>
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</tr>
<tr>
<td>OT Comp Pay (Used)</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
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</tr>
<tr>
<td>Regular Comp Pay (Used)</td>
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<td>Enter Hours</td>
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</tr>
<tr>
<td>Special Comp Pay (Used)</td>
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<td>Enter Hours</td>
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<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td><strong>Total Hours:</strong></td>
<td>8</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td><strong>Total Units:</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Enter the number of hours of leave taken. Click **Save** To copy leave hours to other days, click **Copy**
9. To select specific dates: Click the checkbox under the date for which time will be entered. Click **Copy**

OR:

To select the entire pay period at one time: Click the checkbox to the right of the "Copy from the date displayed to the end of the pay period" selection.

Click **Copy** to complete the copy process.
10. **NOTE:** The message displays, “Your hours have been copied successfully”. Click .
Time and Leave Reporting

11. When all leave hours for the entire pay period have been reported:
   Click [Submit for Approval].
## Time and Leave Reporting

12. **NOTE:** The message appears, “Your leave report was submitted successfully.”

   When leave reporting is complete: **Click: Exit** to close the Leave Report app.
Section Three

Leave Reporting

Additional Features
1. **Topic 1 - Navigate Within Pay Periods**
   To see the next week in the pay period: **Click**
   To return to the previous week: **Click**
   If there is an error when entering leave: **Click** to re-enter the information.

**Topic 2 - Add Comments to Leave Report**
To enter comments regarding the leave entered: **Click**
2. Type the message/ comments.

   **NOTE:** The comments can be viewed by the person who enters the leave and by the person who will approve the leave.

   Click **Save** to save the comments.
   Click **Previous Menu** to return to the previous menu.
Time and Leave Reporting

3. **Topic 3 – Preview and Print Leave Report**
   
   Click **Preview** to see the full screen version of the leave report.
4. **NOTE:** Make sure that all leave has been entered correctly and that the correct leave period has been selected.

To return to the previous screen:

Click Previous Menu
5. To print a copy of the leave report for your records:
   - Select **File** from the browser menu.
   - Select **Page Setup**.
6. In the Orientation section, select **Landscape**.
   - Click **OK**
   - Select **File** from the browser menu. Select **Print**.
   - Select the printer and the number of copies to be printed.