

Employee Self-Service

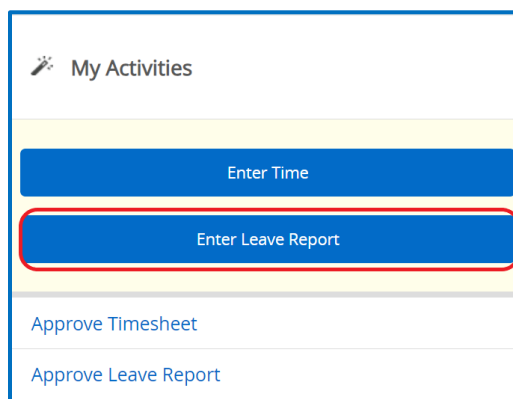
Submitting Leave Reports

Accessing Employee Self-Service

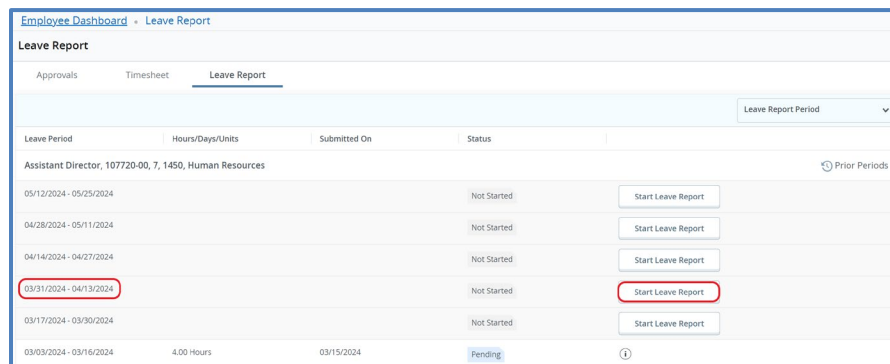
- Open [MyUWF](#)
- Click: **Login**
- Enter: Argonet Username and Password
- Search and Select: **Employee Dashboard**

Employee Dashboard Screen

Under the **My Activities** section of the Employee Dashboard, click the button: **Enter Leave Report**.



All open pay periods will display under your job title. From the Leave Report tab, click the **Start Leave Report** button for the desired position and date range.



The screenshot shows the 'Employee Dashboard' with the 'Leave Report' tab selected. The page displays a table of leave report periods for the position 'Assistant Director, 107720-00, 7, 1450, Human Resources'. The table has columns for 'Leave Period', 'Hours/Days/Units', 'Submitted On', and 'Status'. The 'Start Leave Report' button for the pay period '03/31/2024 - 04/13/2024' is highlighted with a red border.

Leave Period	Hours/Days/Units	Submitted On	Status
05/12/2024 - 05/25/2024			Not Started
04/28/2024 - 05/11/2024			Not Started
04/14/2024 - 04/27/2024			Not Started
03/31/2024 - 04/13/2024			Not Started
03/17/2024 - 03/30/2024			Not Started
03/03/2024 - 03/16/2024	4.00 Hours	03/15/2024	Pending

Entering Leave on a Leave Report

Upon opening, the Leave Report will default to the current day, indicated by a blue box within the date square. Using the calendar, select which day you want to enter leave for. The purple line underneath the dates represents the days included in the pay period. You can change between weeks by clicking on the **left** or **right** arrow next to the dates. For the day selected, choose which **Time/Leave Category** you want to use for your leave. Different employee classes will see different **Time/Leave Category** options, such as Annual Leave and Sick Pay.

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After selecting the type of **Time/Leave Category**, enter the number of hours of leave taken on that day. To add an additional Time/Leave Category on the same day, select the **Add Another Time/Leave Category** link, as indicated by the arrow in the below example. Enter the number of hours for this Time/Leave Category as well. When finished, click on the **Save** button in the bottom right-hand corner.

Enter leave for additional days in the pay period as needed, clicking on the **Save** button after each day is completed

Editing Time and/or Leave

If a correction needs to be made you can return at any point to enter and/or update time prior to submitting the timesheet. Click the **Pencil Icon** to make edits to the time entry for the selected day.

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Regular Earnings Shift 1 4.00 Hours

Add More Time/Leave

Total: 4.00 Hours Account Distribution

Click the **Delete Icon** to remove the time entry for the selected day.

Regular Earnings Shift 1 4.00 Hours

Add More Time/Leave

Total: 4.00 Hours Account Distribution

Leave Entry Using the Copy Function

If appropriate, you may use the **Copy** function to copy your leave entry to multiple days. Please only use this function if you took leave the same exact schedule for multiple days. Click the **Copy Icon** to copy a time entry across multiple days in the pay period.

Regular Earnings Shift 1 4.00 Hours

Add More Time/Leave

Total: 4.00 Hours Account Distribution

A pop-up window for **Copy Leave Report Entry** will appear, providing options for the **Copy** function. You can choose to copy from the selected calendar date to the end of the pay period, or you can select specific dates within the pay period by clicking on the calendar. The days fill in with a blue color when selected, as in the example below.

Click the **Save** button when finished.

Copy Leave Report Entry

Annual Leave : 8.00 Hours (02/19/2024, MONDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 02/18/2024 - 03/02/2024

SUN	MON	TUE	WED	THU	FRI	SAT
18	19 8.00 Hours	20	21	22	23	24
25	26	27	28	29	1	2

Cancel Save

Note: A message will appear confirming that the leave was successfully copied and the dates on the Leave Report will show the leave recorded.

✔ The entry has been successfully copied.

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Submitting Leave Reports

Submitting Leave Report

To submit the Leave Report, click on the **Preview** button in the bottom right-hand corner.

Regular Earnings Shift 1 4.00 Hours

[Add More Time/Leave](#)

Total: 4.00 Hours Account Distribution

Exit Page Cancel Save **Preview**

The **Leave Report Detail Summary** of the hours entered is displayed. If any changes are needed, click Previous Page to go back to your Leave Report and make edits. Optionally, click the Printer Icon for a PDF view of the Leave Report.

Leave Report Detail Summary

Assistant Director, 107720-00, 7, 1450, Human Resources

Pay Period: 02/18/2024 - 03/02/2024 24.00 Hours In Progress Submit By 06/30/2024, 12:00 PM

Date	Earn Code	Shift	Total
02/19/2024	ANL, Annual Leave	1	8.00 Hours
02/20/2024	ANL, Annual Leave	1	8.00 Hours
02/21/2024	ANL, Annual Leave	1	8.00 Hours

Earn Code	Shift	Week 1	Week 2	Total
ANL, Annual Leave	1	24.00		24.00 Hours
Total Hours		24.00		

Routing and Status

Name	Action
	Originated On 02/19/2024, 07:49 PM by Nicole Zamary
	Submit By 06/30/2024, 12:00 PM
Christine Dillard	In the Queue

Comment (Optional):

[Previous Page](#) **Submit**

If needed, comments may be entered in the **comment box** before clicking Submit.

Comment (Optional):

Add Comment

2000 characters remaining

[Previous Page](#) **Submit**

Comments should be added when hours are reported as Administrative Leave. Indicate the reason for the usage of Admin Leave, such as, Jury Duty, Bereavement Leave, Emergency Closing, etc.

Once you are sure everything is completed correctly, click on the **Submit** button.

Restarting Leave Reports

If at any time you find that you need to clear the entire Leave Report, you may do so by using the **Restart** function. Doing so will cause you to lose all data previously entered on the Leave Report, so only use this option when you mean to do so. There is no recovery method once this option is

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selected.

The screenshot shows the 'Leave Report' page for an Assistant Director. The report is for the period 02/18/2024 - 03/02/2024, totaling 24.00 hours. The status is 'In Progress' with a submission deadline of 06/30/2024, 12:00 PM. A calendar view shows leave taken on Sunday (19th, 8.00 hours), Monday (20th, 8.00 hours), and Wednesday (21st, 8.00 hours). A red box highlights the 'Restart Leave Report' button in the top right corner.

Recalling the Leave Report to Make Changes

The option to recall a Leave Report after submission is only available until the Supervisor or Proxy has approved it. Once a Leave Report has been Submitted **and** Approved it cannot be returned or corrected via the online system. If changes are needed, you will need to complete an Exempt Leave Recap form.

The screenshot shows the 'Leave Report' page for the same Assistant Director. The report is now 'Submitted On 04/22/2024, 04:33 PM' and is in 'Pending' status. The calendar view is identical to the previous screenshot. A red box highlights the 'Recall Leave Report' button in the bottom right corner, next to a 'Preview' button.

Click on the **Recall Leave Report** button on the bottom of the Leave Report.

- Change the leave reported by clicking the **Pencil** icon.
- Add a Time/Leave Category by clicking the Add Another Time/Leave Category link.
- Delete an entry by clicking the **Delete** Icon.

Once you have made your changes, click the **Preview** button. Then, click the **Submit** button, as in previous steps.

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02/04/2024 - 02/17/2024 | 24.00 Hours ⓘ Pending Submitted On 02/14/2024, 02:53 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 4.00 Hours	13 4.00 Hours	14 8.00 Hours	15 4.00 Hours	16 4.00 Hours	17

Regular Earnings Shift: 1 4.00 Hours

Total: 4.00 Hours | Account Distribution

Annual Leave Shift: 1 4.00 Hours

Total: 4.00 Hours | Account Distribution

Exit Page [Recall Timesheet](#) [Preview](#)