

Summer Appt. Leave Reporting – on behalf of the employee (Manager)

Managers can view and enter employee's summer appt. leave.

All employees with a Summer Service and/or Summer Session appointment must enter sick leave absences for the summer. If no leave was taken a one time, "No Leave Taken" entry must be entered.

Entries made encompass the entire summer and all summer appointments

Summer Appt. Leave Reporting

1. Access the [Time/Absence Dashboard](#).
2. Click **Summer Appt. Leave Reporting** in the left side bar.
3. Click the name of the employee.
NOTE: To change search results, enter information in the search options fields and click Search.

Record Summer Sick Leave

1. Enter the **Date** of sick leave used in the *Record Summer Appointment Sick Days Below* area.
2. Enter the number of hours used for that day in the **Hours** field.
3. To enter additional dates, click the **plus sign**.
4. Click the green **Submit** button in the upper right corner.
NOTE: A green success banner will appear at the top of the page.

Enter Summer No Leave Taken

NOTE: No Leave Taken should not be entered until the end of all summer appointment.

1. Click the green **Submit** button in the upper right corner.
NOTE: A green success banner will appear at the top of the page.