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.