Employee Leave Request/Report Frequently Asked Questions

What is the difference between a Leave Request and a Leave Report?

Use the Request Time Off link to submit a leave request to seek approval from your supervisor for time off for a future event. Use the Leave Report link to report time that has already been taken.

What order should I complete the steps in?

Submit your Leave Request for Supervisor Approval. Once approved and time has been taken open, update, and submit Leave Report for Approval. Once the Leave Report is approved by your supervisor and processed by Payroll your leave balances will be updated to reflect time taken.

If I have an approved Leave Request, do I still need to submit a Leave Report?

Yes. You will still need to open the Leave Report for that pay period, make any necessary changes, and submit the Leave Report for approval.

When is a Leave Request open for submittal?

Leave requests can be made up to 9 months in advance and are open until the first day of that pay period.

How do I submit a request once the pay period is open?

Once the pay period is open, requests can no longer be made through Employee Self Service. Make the request directly to your supervisor and add the time to the Leave Report.

When is a Leave Report open for submittal?

Leave Reports open on the first day of the pay period and are available for submittal through 5:00pm the Friday (one week) after the pay period ends.

When should I submit my Leave Report?

Leave Reports should not be submitted until the pay

Help, I got an email that my Leave Report was deleted!

When submit your Request/Report, make sure that you only click submit once. If you click Submit multiple times or submit again before it has finished processing, the system considers this a duplicate submittal and deletes the duplicate. To double check that your original report has not been deleted, sign back in and look at the status of your report.

Why does my report have zero hours?

For each day, hit save after you enter the hours for that day. When you hit save, the hours will populate in the grid. Make sure that the total hours for the week are correct before hitting submit.