

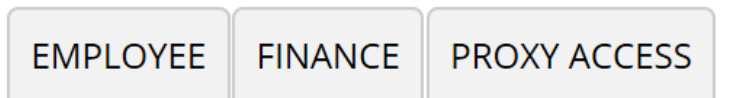
Leave Report for Monthly Exempt Employees

1. Go to www.my.opsu.edu
2. Under Applications click on the Self Service icon



Self **Service**

3. Click on the Employee tab



4. Click on the Leave Report link

Leave Report

For Monthly Paid Non-Exempt Employees to record hours worked and leave taken.
For Monthly Paid Exempt Employees to record Leave taken.

5. Click on Access My Leave Report

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>

6. Click on the Leave report icon for the time period

My Choice	Leave Report Period and Status
<input checked="" type="radio"/>	Jun 16, 2016 to Jul 15, 2016 In Progress ▼

Leave Report


7. Exempt employees ONLY enter **Time Off hours** for the day/hours you're not at work. If you took off work for 5 hours on June 30th, you'd enter 5 hours and SAVE.

Earning	Total Hours	Total Units	Thursday Jun 30, 2016
Paid Time Off	15.5		5
Jury Duty	0		Enter Hours

Exempt employees Leave report period is from the 16th to the 15th of each month. July is the 1st period to enter time off through Banner. So the period is June 16th-July 15th. The next period will be July 16th-August 15th, then August 16th-September 15th, ect.

8. You must submit your Leave report to the approver the end of the 15th of the month or the next business day (16th).

There will be a message stating the leave report was submitted successfully.

 **Your leave report was submitted successfully.**

Approvers must approve the Leave form or return for correction the next business day after receiving the leave report (17th).