

Reporting Leave in ExponentHR

With one click using the Paid Leave Widget in ExponentHR, you can access information about your paid leave plan and request leave. After you submit the request, management can review the leave.

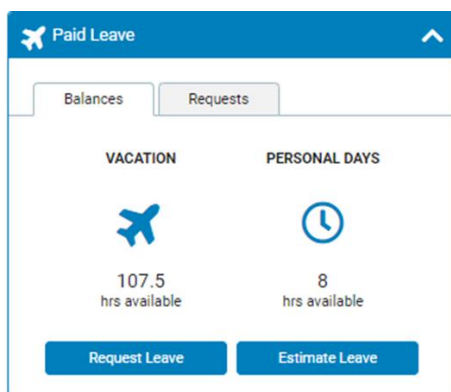
Leave Requests Using the Widget

- To view your paid leave balance or request leave, log into ExponentHR. The Paid Leave Widget on your dashboard, will conveniently display this information for you.

Note: To add the Paid Leave Widget, click on the Configure Dashboard

[Configure Dashboard](#), check the box next to Paid Leave, and click Apply.

- The Paid Leave Widget will display your paid leave plan balances.



- To request Paid Leave, click the Request Leave button and enter the days, number of hours per day, and the type of leave you are requesting. Then click Post Leave.

Signing End of Period Leave Report

NAVIGATE: Time and Pay > Report Leave

On the last business day of each reporting pay period, a notification may be received, reminding you to sign your leave report. In doing so, you are documenting that all time off taken within the respective pay period has been entered and that the existing entries (or lack of any entry) is accurate for processing your upcoming pay voucher.

- Upon receiving this notification, access your Paid Leave Reporting page by logging into your ExponentHR account and navigating to Time and Pay > Report Leave
- Review all days within the current pay period to see if any additional entries are needed. If an entry is missing, use the onscreen functionality to submit your leave request for the respective day(s).
- Once all entries of leave taken are present, click the **Sign Leave Report** button.

Note: If you have not taken any leave during the period, clicking the button affirms to management that you have taken no leave.

How Can I Get Additional Help?

If you need further assistance with any part of ExponentHR, contact the ExponentHR Service Team at: (866) 612-3200 or support@exponenthr.com.