

Reporting Leave

Salary-Exempt Employee Job Aid

Signing End of Period Leave Report Reporting Leave in ExponentHR NAVIGATE: Time and Pay > Report Leave 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 On the last business day of each reporting pay period, a notification may be received, request, management can review the leave. 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 Leave Requests Using the Widget entries (or lack of any entry) is accurate for processing your upcoming pay youcher. To view your paid leave balance or request leave, log into ExponentHR. The Paid 1. Upon receiving this notification, access your Paid Leave Reporting page by Leave Widget on your dashboard, will conveniently display this information for you. logging int your ExponentHR account and navigating to Time and Pay > Report Note: To add the Paid Leave Widget, click on the Configure Dashboard Leave 2. Review all days within the current pay period to see if any additional entries are Configure Dashboard , check the box next to Paid Leave, and click Apply. needed. If an entry is missing, use the onscreen functionality to submit your The Paid Leave Widget will display your paid leave plan balances. leave request for the respective day(s). 3. Once all entries of leave taken are present, click the **Sign Leave Report** button. Maid Leave Note: If you have not taken any leave during the period, clicking the button affirms to management that you have taken no leave. Balances Requests Sign Leave Report Paid Leave Reporting Reports 🔻 Options 🔻 PERSONAL DAYS VACATION Employee RYAN, JACK R - Y00048 - 00502 23 Pay Date: 05/01/2020 Pay Period Status: One 04/13/2020 thru 04/26/2020 🔻 Pay Period Reported On: Not Reported T Report: Туре Date Hrs: Min 107.5 8 Vacation - 8 - 0 - Saturday, April 25, 2020 Submit hrs available Leave hrs available Request Leave Estimate Leave March - 2020 April - 2020 May - 2020 w M T W Μ W To request Paid Leave, click the Request Leave button and enter the days, number 2 3 2 9 10 11 13 14 8 of hours per day, and the type of leave you are requesting. Then click Post Leave. 14 15 20 16 17 18

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elect Day(s)							Days Selected	Leave Type	
S May - 2019							Vacation		
S	М	т	W	т	F	S		Haura aar Dau	
28	29	30	1	2	3	4		Hours per Day.	
5	6	7	8	9	10	11		08:00	
12	13	14	15	16	17	18		Here View Other Leave	
19	20	21	22	23	24	25			
26	27	28	29	30	31	1			
2	3	4	5	6	7	8			
Comp	any Holic	lay 📕 Exis	y 📕 Existing Leave Requests 📕 Selected						
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How Can I Get Additional Help?

Hours Submitted for Selected Period

4/24/2020

Total Hours Included in Current Period:

IN

25 26 27 28

23 24

29 30 31

Day

Friday

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

22 23 24 25

Hours

08:00

22 23

Status

Requested

24 25

Day Total

08:00

31

26 27 28 29 30

08:00 (Value: 8.0000)

19 20 21

Туре

Vacation

📕 Vacation 📒 Personal Time 🛑 Floating Holiday 🛑 Other/Multiple 🛑 Holiday

OUT

26 27 28 29 30