

# Reporting Leave Employee Job Aid

## **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. If you
elected to have the Paid Leave Widget on your dashboard, it will be on the first page.

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 estimate a balance in the future, click on the Estimate Leave button.

Employee Leave Estim	ator
Employee:	RYAN, JACK R - Y00048
Plan:	•
Date:	📰 🔲 Include accrual thru following pay date
Apply Scheduled Leave:	
	Calculate

• Select the plan and the date you want to estimate out to and click Calculate.

• To request Paid Leave, click the Request Leave button and it will take you to the Report Multi-Day Leave. Click the days you want to request, select the leave type, and hours per day before clicking Post Leave.

ployee:	1	RYAN, JACH	( R							
Pay Schedule: Exempt: Semi-Monthly (15 / EOM)										
ect Day	(s)						Days Selected	Leave Type		
3	May - 2019 📀							Vacation		
S	М	Т	W	т	F	S		Hours per Day:		
28	29	30	1	2	3	4		Pours per Day.		
5	6	7	8	9	10	11		00:00		
12	13	14	15	16	17	18		tiew Other Leave		
19	20	21	22	23	24	25				
26	27	28	29	30	31	1				
2	3	4	5	6	7	8		J		
Compa	any Holida	ay 📒 Exis	sting Leave	e Requests	Sele	ected				

**Note** : To find out about your company's policy on requesting time off and reporting unscheduled leave, please speak to your supervisor.

## Seeing the Status of Your Request

#### NAVIGATE: Paid Leave Widget > Request Tab

- To view the status of a leave request, click on the Request tab.
- Find the date you are looking for and look at the Status column to see.

## Leave Request Using the Menu

#### NAVIGATE: Time and Pay > Report Time

- To request leave, select Leave, the Type you want to request, the Date and the Number of Hours and click Submit.
- If requesting multi-day leave, use the Options button to select Report Multi Day Leave.
- •After you submit your paid leave request, you can use the Edit button in next to the request to make any edits, enter any notes or delete the entry. A pop up will appear and once you are done making your changes, click Save.

**Note :** If a leave request has a corresponding note, a conversation bubble *will be on the line.* 

## 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.