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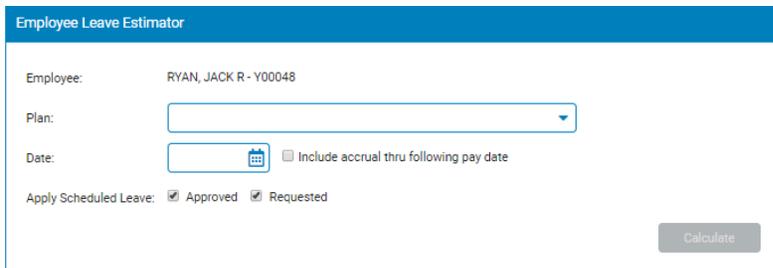
  Note: To add the Paid Leave Widget, click on the Configure Dashboard

  Configure Dashboard , check the box next to Paid Leave, and click Apply.

- The Paid Leave Widget will display your paid leave plan balances.
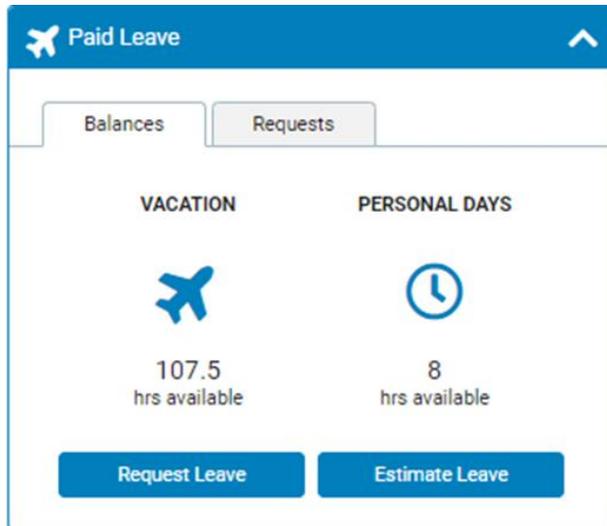
- To estimate a balance in the future, click on the Estimate Leave button.

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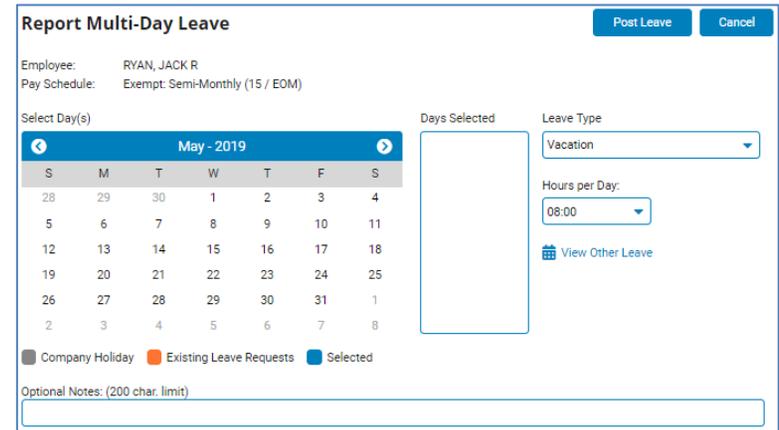
Note : To find out about your company's policy on requesting time off and reporting unscheduled leave, please speak to your supervisor.

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 📝 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.