Purpose: This guide describes the procedures for reporting leave time taken by employees.

Step by Step instructions for reporting leave:

1. Log in to RAMPORT.

2. Click on the Work Life Tab.
3. Under Employee Services, click on Leave Reporting.

![Employee Services Menu]

Note: If you are a Supervisor you will be given the option to “Access my Leave Report”, “Approve or Acknowledge Time”, or “Act as Proxy”. Select the “Access my Leave Report” for the purpose of this tutorial. The other options will be discussed in another tutorial.

If you are not a Supervisor, skip to Step 4.

4. Select the leave report period (the period in which leave was taken) desired from the drop-down box. Then click on the Leave Report button.

![Leave Report Selection]

Business Analyst, 998917-01 Information Technology, 60105
The Leave Reporting screen will appear.

*Note: Available Leave Balances are displayed.*

5. Select the “Enter Hours” link under the date to enter hours. Select NEXT (or PREVIOUS) to navigate through the dates within the period.

   1) At the top of your screen you’ll see a [Time Conversion Table](#)
   2) Available Leave Balances will display your current vacation, sick and use/lose hours.
   3) Leave Report shows your current job title & number, department & number, the current leave report period, and the date you must submit your leave report by.
   4) Leave Type displays the calendar month open for leave reporting.
   5) Buttons:
      a) Position Selection – lets you select your appropriate job and department that you need to report leave for
      b) Comments – place for you to enter comments for your supervisor to see
      c) Preview – gives you a preview of your leave before you submit it for approval
      d) Submit for Approval – sends your leave report to your supervisor for his/her approval or correction
      e) Restart – exits the leave reporting period and does not save your changes
      f) Next – takes you to the next series of dates within the period
6. Once you are at the date that you want to report leave, select “Enter Hours”.

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<thead>
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<th>Earning</th>
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<th>Total Units</th>
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<tbody>
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<tr>
<td>Vacation</td>
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<td>Sick Pay</td>
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<td>Total Hours:</td>
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<td>Total Units:</td>
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7. Enter the number of hours to report for the specific leave type.

In this example, 8 hours for Vacation were entered.

If you need to enter multiple leave types, be sure to select all appropriate links to enter all vacation and sick time.
Once you have entered your time, press the SAVE button. When you hit SAVE, what you entered will appear on the calendar. Total hours taken for the period will show.

8. At the beginning of each month following the leave reporting period, you need to ‘Submit for Approval’ your leave report for the previous month time period.

Once you click the ‘submit for approval’ button, you cannot make any more changes for that time period. If you submit by mistake, inform your supervisor, and they will return it to you.

9. You will get a confirmation message after submission.

Once the Approver approves your leave report, your leave balances are updated.
Things to Remember:

- All employees must submit a leave report each month even if no time was taken.
- Employees must SUBMIT their time taken from the previous month within the first two weeks of the current month.
- If you work in multiple departments/positions during a month, always use the position in effect at the beginning of the month to report time.
- If you wish to enter time at various points throughout the month, remember to SAVE. DO NOT SUBMIT until the month has been completed.
- Employees should check their leave balances after the 15th of each month and report any discrepancies to their supervisor or approve