Leave Reporting Instructions:

To enter your own leave:

1. Go to University Leave Reporting page:

2. Enter your pid and password.

3. Click on “Individual Form” at top right hand side of screen.

4. Choose leave period you are entering time for and click OK. Enter previous leave periods before entering current leave period (if necessary). If you enter the current leave period first, you will not have access to previous leave periods.

5. Click on date you took time off.

6. Enter 8a (annual), 8ps (personal sick), 8fs (family sick), etc... Description of leave types on side of screen. If you need to enter multiple leave types, put a space between them (2a 6fs).

7. You may enter time periodically throughout the month by clicking “save” (not submit) in top portion of screen.

8. Once all leave time is entered (not before 10th of month), click on “submit” in top portion of screen.

9. You will automatically be taken to your leave report. Print this screen. Sign.

10. Once you submit, you will not be able to go back in to that leave period. If you make a mistake, contact Lori Berry by phone (231-4952) or email (loberry@vt.edu). She is your leave representative and can make changes after you submit.

11. Click on Exit to exit leave entry screen.

12. Send signed copy to Lori Berry, 113 War Memorial Hall, 0313. Lori will acquire your supervisor’s signature.

If you have any questions, call Lori Berry at 231-4952 or email loberry@vt.edu.