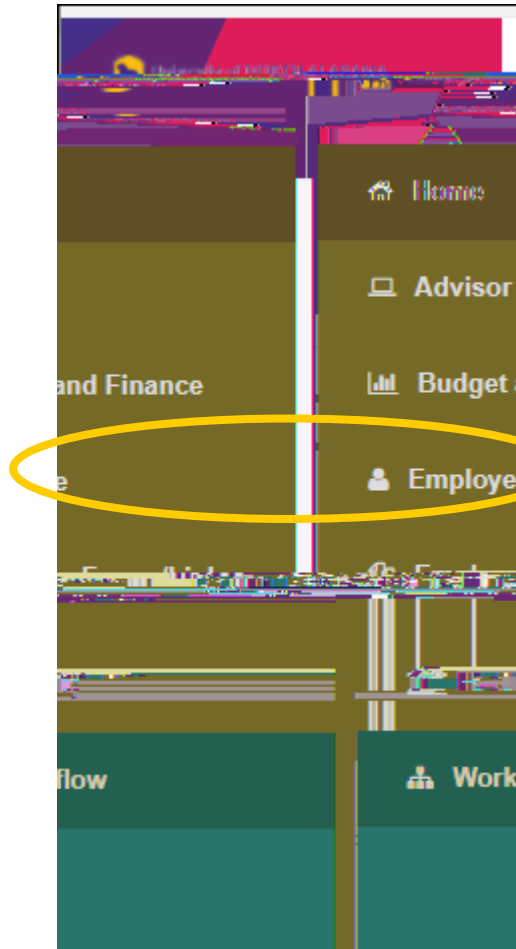


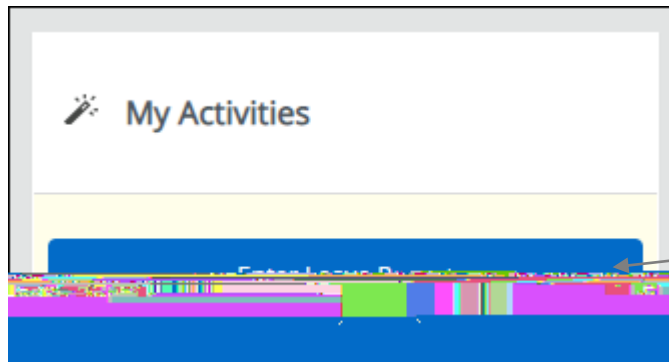


Step 3



On the Employee menu, select "employee dashboard". Note: by mid-Fall, 2022, the Employee menu will take you directly to the Employee Dashboard.

Step 4



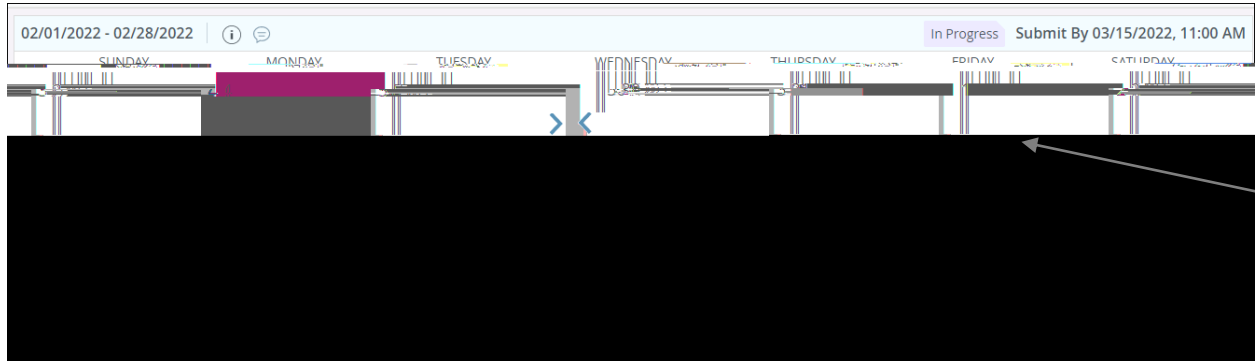
Then select Enter Leave Report.

Step 5



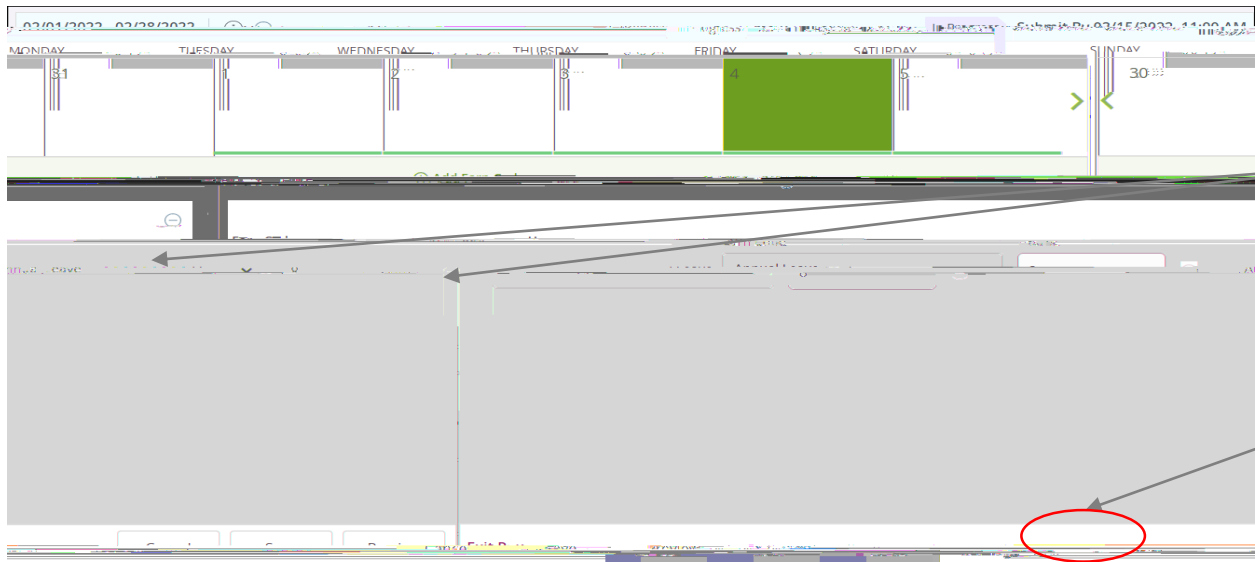
Click Start Leave Report.

Step 6



Select the date on which you would like to report leave.

Step 7



Select the leave type to be used and enter the number of hours used.

Click SAVE (this is easy to overlook but VERY necessary).

Step 8

The screenshot displays a web application interface for leave management. At the top, the user is identified as 'Lion Habitat Supervisor' with the role 'The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat'. A status bar indicates 'In Progress', a submission deadline of '03/15/2022, 11:00 AM', a date range of '02/01/2022 - 02/28/2022', and a total of '8.00 Hours'. Below this is a calendar grid for the month of February 2022, with days of the week labeled from Wednesday to Thursday. The calendar shows various leave types represented by colored bars (green, blue, grey) across different dates. A callout box points to the top right of the interface, and another points to the calendar grid. A third callout box points to a blacked-out area at the bottom of the screenshot.

Be sure you receive this notification to know you submitted successfully.

You should also see the hours and leave types taken listed here and here.