Leave Reports (For monthly employees only)

Important days to note:

18th of each reporting month – Leave Reports (through PAWS) opens for entry.
10th of each month (following reporting month) – Deadline for submittal of leave report by employee (by 5:00pm).
13th of each month (following reporting month) (Monthly)".

4. In you ARE NOT an approver of leave reports or timesheets, proceed to
   If you ARE an approver of leave reports or timesheets, then select "Acc
   Leave Report".
5. Select applicable job and leave report period, then click the "Leave Rep
   button.
6. For the applicable day(s) and leave category, click the "Enter Hours" lin
   enter leave hours.
7. Select the "Preview" button to review leave recorded, then click the "P
   Menu" button to return to leave reporting.
8. Once ready to submit the leave report, click on "Submit for Approval".
   of leave report is required, even if no leave is taken for the month repo
9. Enter PIN (PAWS PIN) and click submit.