

⚠ Possible Insufficient Leave Balance.

Leave Code: TIME WORKED Shift 1
 Date and leave time to copy: Aug 01, 2010
 Copy from date displayed to end of the leave period: **5 Choose & Click Copy**
 Include Saturdays:
 Include Sundays:

Copy by date:

Sunday Aug 01, 2010	Monday Aug 02, 2010	Tuesday Aug 03, 2010	Wednesday Aug 04, 2010	Thursday Aug 05, 2010	Friday Aug 06, 2010	Saturday Aug 07, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Aug 08, 2010	Monday Aug 09, 2010	Tuesday Aug 10, 2010	Wednesday Aug 11, 2010	Thursday Aug 12, 2010	Friday Aug 13, 2010	Saturday Aug 14, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Aug 15, 2010	Monday Aug 16, 2010	Tuesday Aug 17, 2010	Wednesday Aug 18, 2010	Thursday Aug 19, 2010	Friday Aug 20, 2010	Saturday Aug 21, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Aug 22, 2010	Monday Aug 23, 2010	Tuesday Aug 24, 2010	Wednesday Aug 25, 2010	Thursday Aug 26, 2010	Friday Aug 27, 2010	Saturday Aug 28, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Aug 29, 2010	Monday Aug 30, 2010	Tuesday Aug 31, 2010				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Leave Report **6 Click Leave**



Don't forget to adjust populated hours for holidays, vacation or sick leave usage.

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Leave Report
 Title and Number: Business/Admin Associate -- C06930-00
 Department and Number: Payroll -- 131310
 Leave Report Period: Aug 01, 2010 to Aug 31, 2010
 Submit By Date: Sep 10, 2010 by 11:59 A.M.
 Earning: TIME WORKED
 Date: Aug 01, 2010
 Hours:

Earning	Total Hours	Total Sunday Units Aug 01, 2010	Monday Aug 02, 2010	Tuesday Aug 03, 2010	Wednesday Aug 04, 2010	Thursday Aug 05, 2010	Friday Aug 06, 2010	Saturday Aug 07, 2010
TIME WORKED	172.5	7.5	7.5	7.5	7.5	7.5	7.5	Enter Hours
Vacation Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Family Sick Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Court Required Service MN	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	172.5	7.5	7.5	7.5	7.5	7.5	7.5	0
Total Units:		0	0	0	0	0	0	0