

Instructions for Completing and Submitting your Online Leave Report

Access the form

You may access your Online Leave Report by either clicking on the link provided in your email from the Payroll Office, OR you can access your Leave Report directly from the LSCPA website page by selecting **Payroll Office** from the Quick Links drop-down menu, and then clicking on **Online Leave Reports** under the section entitled **Leave**.

A screen containing user login instructions will be displayed; click on "List Reports" button at the bottom of the screen to continue. Select the desired Leave Report (use the ▲ ▼ arrows if necessary) and click on the "View Selected Report" button to display your Leave Report.

Enter Data into the form

You will use your computer keypad to complete the grid area of your Leave Report. For the days in which you worked more/less hours than your regular schedule, select the appropriate Code from the drop down menu (or you may type the Code using your keypad), and enter the appropriate hours into the corresponding boxes -- **you must TAB after each entry so that the boxes below the grid area will populate based on you entries. If there is no activity to report for the month (i.e. all boxes in the grid are blank, please "check" the checkbox marked 'NH' to indicate that you intentionally left the grid section of the report blank.**

IMPORTANT: If you need to specify multiple Leave codes and hours for a particular day, simply click the **Additional Time Adjustments** button to open another set of boxes. Record the additional codes and corresponding hours in the new set of boxes.

Complete and Submit the form

Once you have entered all appropriate codes and/hours in the grid section (or marked the 'NH' box), you must "check" the box marked **Complete**. **You must click the SAVE button at the bottom of the form (you may have to scroll down to see this button) to forward the report to your supervisor.**

For assistance in completing or submitting this form, please contact Karen Duvall at (409) 984-6120, or send an email to Karen.Duvall@lamarpa.edu.