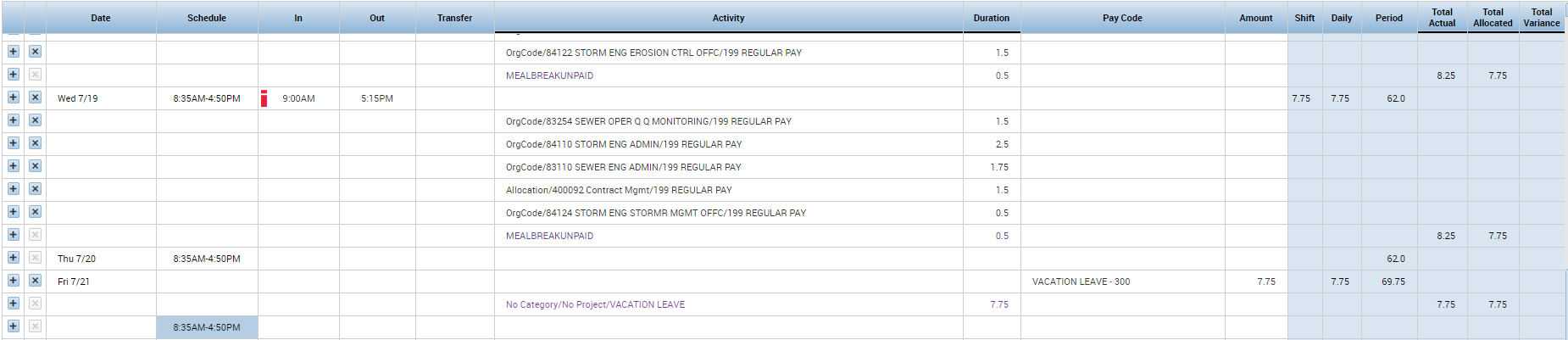
**Steps to adding Paid Leave to Timesheet.**

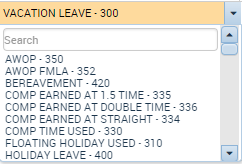


3.

2.

1.

1. Click “+” to add line to the day you are using paid leave. If you do not have any punch in/out for the day, you do not need to click”+” and just go directly to Step 2.
2. Select the paid leave you will be using by clicking the cell in Pay Code column for the day you want to enter the paid leave. A drop down field will appear and you will either scroll or type what paid leave you are using in the search box.



1. Enter the amount of hours in the Amount Column. Based on your Comp Group, you will need to enter the amount to add up to 7.75/day, 38.75/week or 77.5/period.

**Remember to click save.**

Any questions please contact Kong Vang or Jennifer Wright.