



Human Resources
UNIVERSITY *of* WEST FLORIDA

Employee Self-Service

Completing Leave Reports

- Open MyUWF – (my.uwf.edu)
- Click: **Login**
- Enter: **Argonet Username and Password**
- Search: **Leave Report**

Time Reporting Selection

Make a selection from My Choice to access your Timesheet/Leave Report or Approve time. proxy for your account, click the Proxy Set Up link at the bottom of the page.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

- Select: **Access my Leave Report**
- Click:

Leave Report Selection

Make a selection from My Choice. Choose a Leave Report period from the pull-down list. Click the Leave Report button.

Title and Department	My Choice	Leave Report Period and Status
Coordinator, 109760-00 Human Resources, 1450	<input checked="" type="radio"/>	Nov 17, 2019 to Nov 30, 2019 In Progress ▾
<input type="button" value="Leave Report"/>		

RELEASE: 8.12.1.5

- Select a **Leave Reporting Period**
 - Note: To see additional leave periods, click 
- Click:

Leave Reporting Screen

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.
 Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

Leave Report
Title and Number: Coordinator -- 109760-00
Department and Number: Human Resources -- 1450
Leave Report Period: Nov 17, 2019 to Nov 30, 2019
Submit By Date: Jan 31, 2020 by 12:00 PM

Earning	Total Hours	Total Units	Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:
 RELEASE: 8.14.0.1

- Find the type of leave in the left column under **Earnings**,
- Go to the correct day,
- Click: **Enter Hours**

Leave Reporting Screen

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.
Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

Leave Report
Title and Number: Coordinator - 109760-00
Department and Number: Human Resources - 1450
Leave Report Period: Nov 17, 2019 to Nov 30, 2019
Submit By Date: Jan 31, 2020 by 12:00 PM
Earning:
Date: Annual Leave Nov 18, 2019
Hours:

Earning	Total Hours	Total Units	Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
 Waiting for Approval From:
 RELEASE: 8.14.0.1

- Enter the number of hours of **Leave Taken**,
- Click:
- When all leave hours for the entire pay period have been entered,
- Click:

Leave Reporting Screen

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.

Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

Your leave report was submitted successfully.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

Coordinator -- 109760-00

Human Resources -- 1450

Nov 17, 2019 to Nov 30, 2019

Jan 31, 2020 by 12:00 PM

Earning	Total Hours	Total Units	Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
Annual Leave	16		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	5		Enter Hours	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	21		0	5	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next

Submitted for Approval By:

You on Nov 21, 2019

- Note: The message will appear, **“Your leave report was submitted successfully”**.
- When leave reporting is complete, Click **Exit** to close the Leave Report app.

Leave Entry Using the Copy Function

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.
 Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

Leave Report
 Title and Number: Coordinator -- 109760-00
 Department and Number: Human Resources -- 1450
 Leave Report Period: Nov 17, 2019 to Nov 30, 2019
 Submit By Date: Jan 31, 2020 by 12:00 PM

Earnings	Total Hours	Total Units	Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 8.14.0.1

- Once in the leave report, find the type of leave in the left column under **Earnings**,
- Go to the correct day,
- Click: **Enter Hours**

Leave Entry Using the Copy Function

Leave Report
Title and Number: Coordinator -- 109760-00
Department and Number: Human Resources -- 1450
Leave Report Period: Nov 17, 2019 to Nov 30, 2019
Submit By Date: Jan 31, 2020 by 12:00 PM

Earning: Annual Leave
Date: Nov 28, 2019
Hours:

Earning	Total Hours	Total Units	Sunday Nov 24, 2019	Monday Nov 25, 2019	Tuesday Nov 26, 2019	Wednesday Nov 27, 2019	Thursday Nov 28, 2019	Friday Nov 29, 2019	Saturday Nov 30, 2019
Annual Leave	16		Enter Hours	Enter Hours	8	8	Enter Hours	Enter Hours	Enter Hours
Sick Pay	5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	21		0	0	8	8	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Previous

Submitted for Approval By: You on Nov 21, 2019
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

- Enter the number of hours of **Leave Taken**,
- Click:
- To copy leave hours to additional days,
- Click:

Leave Entry Using the Copy Function

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Leave Code: Annual Leave, Shift 1
Date and leave time to copy: Nov 27, 2019, 8 Hours
Copy from date displayed to end of the leave period:
Include Saturdays:
Include Sundays:
Copy by date:

Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Nov 24, 2019	Monday Nov 25, 2019	Tuesday Nov 26, 2019	Wednesday Nov 27, 2019	Thursday Nov 28, 2019	Friday Nov 29, 2019	Saturday Nov 30, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Leave Report

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- To select specific dates, click the checkbox under the date for which leave will be entered,
- Click: OR:
- To select the entire pay period at one time, click the checkbox to the right of the **“Copy from the date displayed to the end of the pay period”** selection.
- Click: to complete the process.

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

⚠ Your hours have been copied successfully.

Leave Code: Annual Leave, Shift 1
Date and leave time to copy: Nov 27, 2019, 8 Hours
Copy from date displayed to end of the leave period:
Include Saturdays:
Include Sundays:
Copy by date:

Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Nov 24, 2019	Monday Nov 25, 2019	Tuesday Nov 26, 2019	Wednesday Nov 27, 2019	Thursday Nov 28, 2019	Friday Nov 29, 2019	Saturday Nov 30, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- Note: The message will appear, **“Your hours have been copied successfully”**.
- Click:

Leave Entry Using the Copy Function

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.
Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

Your leave report was submitted successfully.

Leave Report
 Title and Number: Coordinator -- 109760-00
 Department and Number: Human Resources -- 1450
 Leave Report Period: Nov 17, 2019 to Nov 30, 2019
 Submit By Date: Jan 31, 2020 by 12:00 PM

Earning	Total Hours	Total Units	Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
Annual Leave	16		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	5		Enter Hours	5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	21		0	5	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next

Submitted for Approval By: You on Nov 21, 2019

- When all leave hours for the entire pay period have been entered,
- Click:
- Note: The message will appear, **“Your leave report was submitted successfully”**.
- When leave reporting is complete, click **Exit** to close the Leave Report app.

Leave Entry Additional Features

Leave Report
Title and Number: Coordinator -- 109760-00
Department and Number: Human Resources -- 1450
Leave Report Period: Nov 17, 2019 to Nov 30, 2019
Submit By Date: Jan 31, 2020 by 12:00 PM

Earning: Annual Leave
Date: Nov 25, 2019
Hours:

Earning	Total Hours	Total Units	Sunday Nov 24, 2019	Monday Nov 25, 2019	Tuesday Nov 26, 2019	Wednesday Nov 27, 2019	Thursday Nov 28, 2019	Friday Nov 29, 2019	Saturday Nov 30, 2019
Annual Leave	16		Enter Hours	Enter Hours	Enter Hours	8	8	Enter Hours	Enter Hours
Sick Pay	5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	21		0	0	0	8	8	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Nov 21, 2019
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

- To navigate within pay periods:
 - To see the next week in the pay period, Click:
 - To return to the previous week, Click:
 - If there is an error when entering leave, Click: to clear the form and re-enter the information.

Comments

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Nov 21, 2019
Enter or Edit Comment:

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- To add comments to the leave report:
 - Click:
 - Type the message/comments. **Note:** The comments can be viewed by the person who enters the leave and by the person who will approve the leave.
 - Click:
 - Click: to return to the previous menu.

Leave Entry Additional Features

Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

Earning:
 Date: Annual Leave
 Nov 28, 2019
 Hours:

Coordinator -- 109760-00
 Human Resources -- 1450
 Nov 17, 2019 to Nov 30, 2019
 Jan 31, 2020 by 12:00 PM

Earning	Total Hours	Total Units	Sunday Nov 24, 2019	Monday Nov 25, 2019	Tuesday Nov 26, 2019	Wednesday Nov 27, 2019	Thursday Nov 28, 2019	Friday Nov 29, 2019	Saturday Nov 30, 2019
Annual Leave	16		Enter Hours	Enter Hours		8	8	Enter Hours	Enter Hours
Sick Pay	5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Pay (Used)	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	21		0	0		8	8	0	0
Total Units:		0	0	0		0	0	0	0

Submitted for Approval By: You on Nov 21, 2019
Approved By:
Waiting for Approval From:
 RELEASE: 8.14.0.1

- Preview and Print Leave Report:
 - Click: to see the full screen version of the leave report.

Summary of Reported Time

Set your printer layout to Landscape before printing.

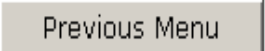
Coordinator, 109760-00 Human Resources, 1450

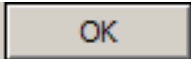
Leave Report

Earning Code	Total Hours	Total Units	Sunday , Nov 17, 2019	Monday , Nov 18, 2019	Tuesday , Nov 19, 2019	Wednesday, Nov 20, 2019	Thursday , Nov 21, 2019	Friday , Nov 22, 2019	Saturday , Nov 23, 2019	Sunday , Nov 24, 2019	Monday , Nov 25, 2019	Tuesday , Nov 26, 2019	Wednesday, Nov 27, 2019	Thursday , Nov 28, 2019	Friday , Nov 29, 2019	Saturday , Nov 30, 2019
Annual Leave	16											8	8			
Sick Pay	5			5												
Total Hours:	21			5								8	8			
Total Units:		0														

Previous Menu

RELEASE: 8.12.1.5

- **Note: Make sure that all leave has been entered correctly and that the correct leave period has been selected.**
- To return to the previous screen,
- Click: 

- To print a copy of the leave report for your records:
 - Select **File** from the browser menu.
 - Select **Page Setup**.
 - In the Orientation section, select **Landscape**.
 - Click: 
 - Select **File** from the browser menu.
 - Select **Print**.