

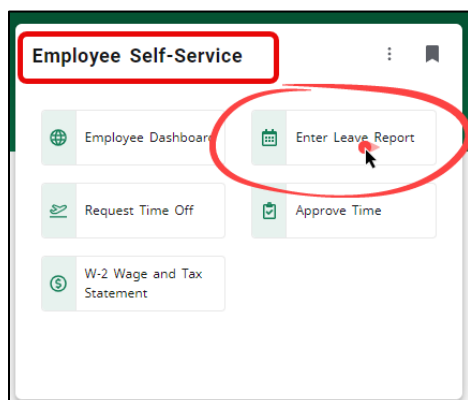
## Employee Dashboard – Requesting and Reporting Leave Time

Classified, Confidential, and Management employees will use the Enter Leave Report option from the Employee Dashboard to report leave time at the end of each month/pay period.

NOTE: **You must enter & submit your leave report every month by the 10<sup>th</sup>**, for the full prior month (even if no leave is taken). If requested in advance using Leave Request, the hours will transfer to your leave report in the applicable month, but you still must preview/submit using the final step below.

### Enter Leave Report

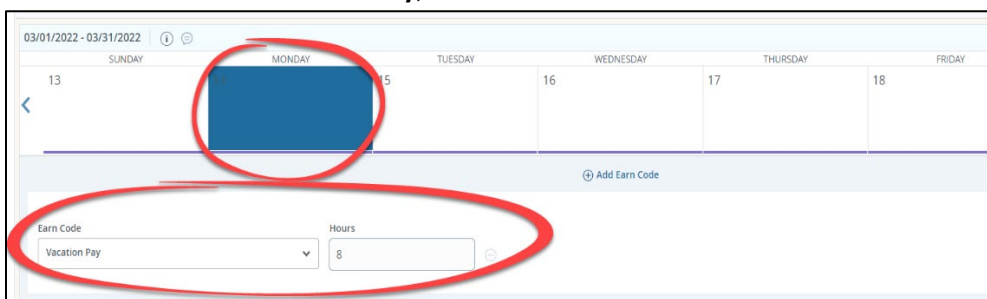
1. Log into [myCuesta](#). Then, select the Enter Leave Report link on the Employee Self-Service card. Contact [ITsupport@cuesta.edu](mailto:ITsupport@cuesta.edu) if you need any assistance with logging in.



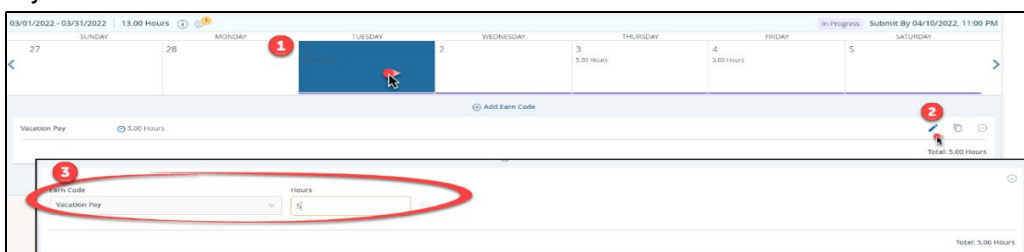
2. Select **Start Leave Report**



3. Enter and/or verify all leave time taken for the current/ending pay period by selecting: **a day**, an **Earn Code**, and the **number of hours**.
  - a. To enter leave time: select the **day**, then enter an **Earn Code** and **Hour**



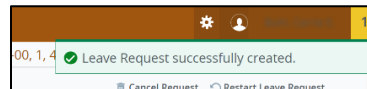
- b. If you need to make any changes already recorded leave time: select the day, then select the edit (pencil) icon, and use the **Earn Code** and **Hours** fields to make the adjustments



4. Select **SAVE**.

The screenshot shows a leave request form for the period 03/01/2022 - 03/31/2022. The calendar shows Monday, March 14th, with 8 hours selected. The 'Earn Code' dropdown is set to 'Vacation Pay'. At the bottom, the 'Save' button is circled in red, along with the 'Cancel' and 'Preview' buttons.

A message will display, in the top right corner, notifying you that the report was created. *Note: The status of the report is now In Progress. The report cannot be approved until you **Submit**, changing the status to Pending.*



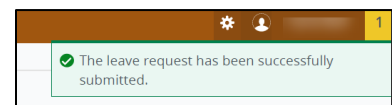
03/01/2022 - 03/31/2022	8.00 Hours	In Progress	
04/01/2022 - 04/30/2022	Not Started		Start Leave Request
05/01/2022 - 05/31/2022	Not Started		Start Leave Request

5. To **Submit** the report for approval:

- a. Open the report that is "In Progress", then select **Preview**

The screenshot shows the leave request form with the status "In Progress" and a "Submit By 02/28/2022, 11:00 PM" deadline circled in red. At the bottom right, the "Preview" button is circled in red.

- b. Select **Submit**.



03/01/2022 - 03/31/2022	8.00 Hours	02/25/2022	Pending	
04/01/2022 - 04/30/2022	Not Started			Start Leave Request
05/01/2022 - 05/31/2022	Not Started			Start Leave Request

Your supervisor will approve, modify, or deny your report. If the report is approved the deducted leave time will be reflective in your leave total(s) as soon as the leave report is approved.

To make changes to a leave report that has already been submitted and is Pending:

- Open the report, then select Recall Leave Report
- Select Recall Leave Report
- Make all necessary changes
- Select Save
- Select Preview
- Select Submit