

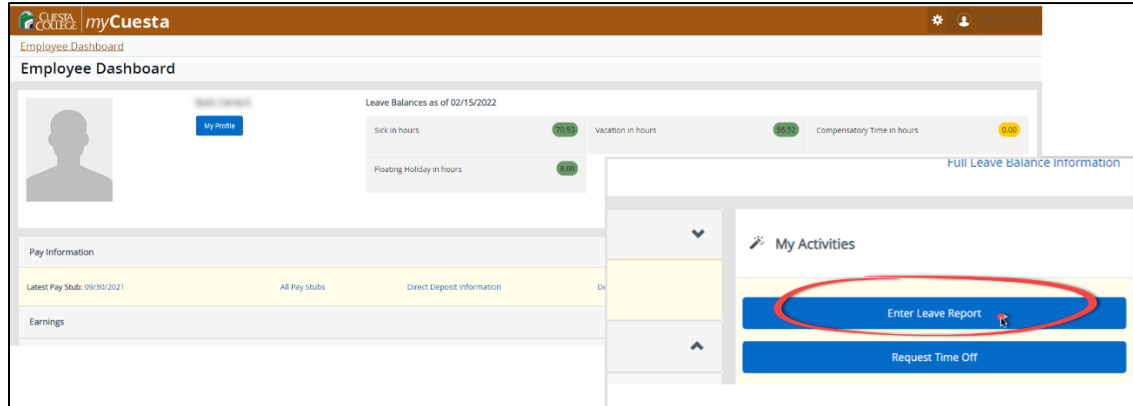
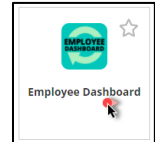
# Employee Dashboard – Reporting time off using *Leave Report*

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.

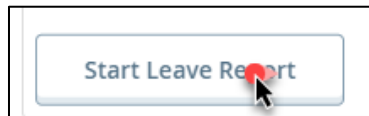
**NOTE:** You must enter & submit your leave report for any month you have taken time off. If requested in advance using Leave Request, the hours will transfer to your leave report in the applicable month, but you still must preview/submit (final step outlined below).

## Enter Leave Report

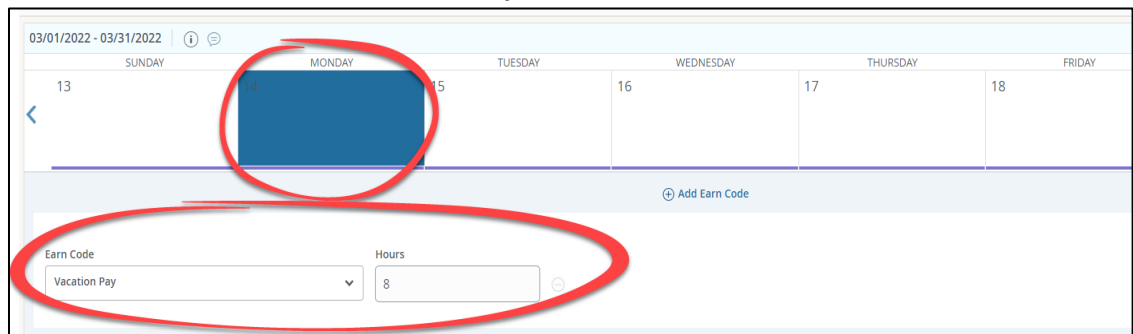
1. Log into [myCuesta](#). Then, select the Employee Dashboard icon. Contact [ITsupport@cuesta.edu](mailto:ITsupport@cuesta.edu) if you need any assistance with logging in.
2. From the Employee Dashboard, select **Enter Leave Report**.



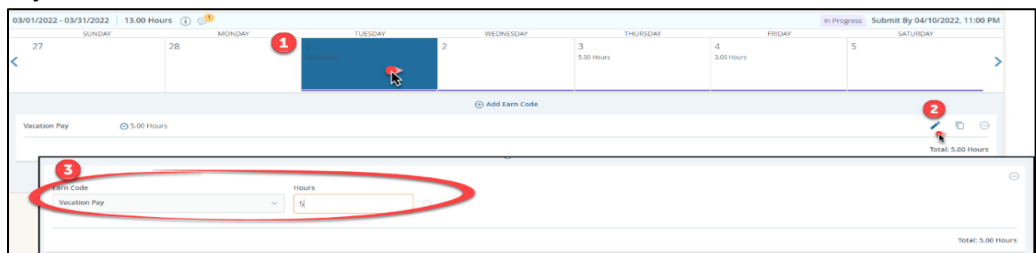
3. Select **Start Leave Report**



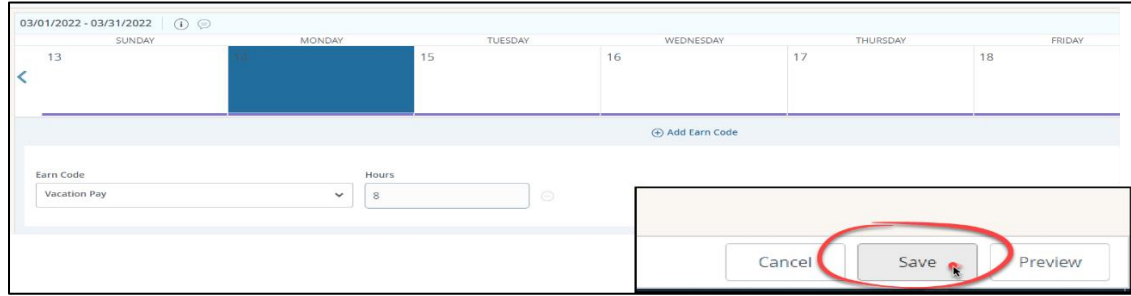
4. Enter and/or verify all leave time taken for the current/ending pay period by selecting: **a day**, an **Earn Code**, and the **number of hours**.
  - a. To enter leave time: select the **day**, then enter an **Earn Code** and **Hours**.



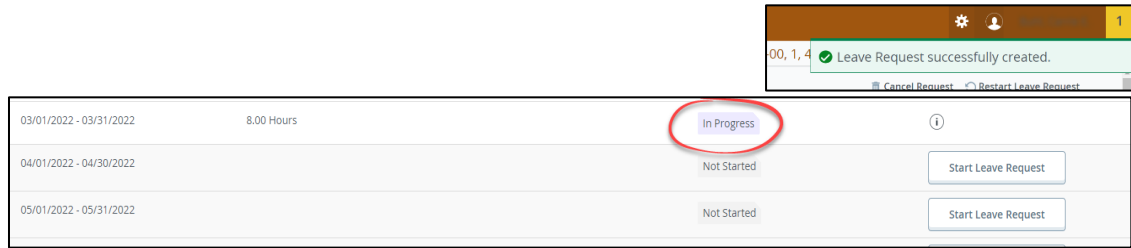
- b. If you need to make any changes already recorded leave time: select the day, then select the edit (pencil) icon, and use the **Earn Code** and **Hours** fields to make the adjustments



5. Select **SAVE**.

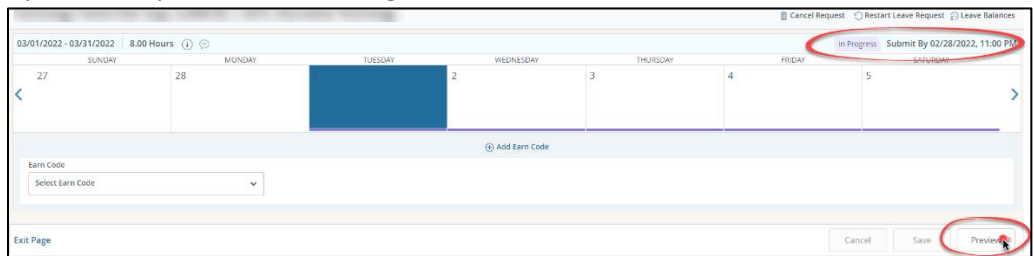


A message will display, in the top right corner, notifying you that the request was created.  
**Note:** The status of the request is now *In Progress*. The request cannot be approved until you **Submit**, changing the status to *Pending*.

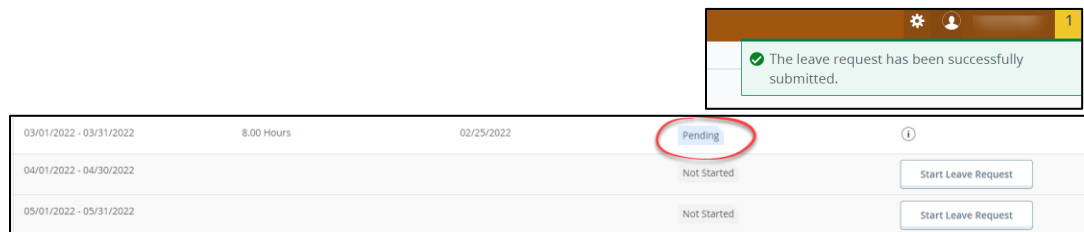


To **Submit** the request for approval:

- a. Open the request that is “In Progress”, then **select Preview**



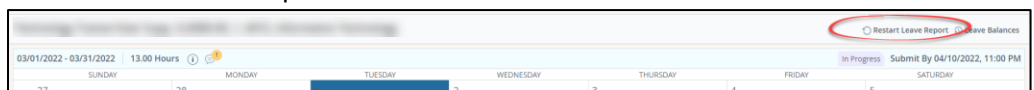
- b. Select **Submit**.



After you submit, send a message to notify your supervisor so the request can be assessed. Your supervisor will approve, modify, or deny your request. If the request 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 In Progress:

- a. Open the request, then select Preview
- b. Select Restart Leave Report



- c. Make all necessary changes
- d. Select Save
- e. Select Preview
- f. Select Submit