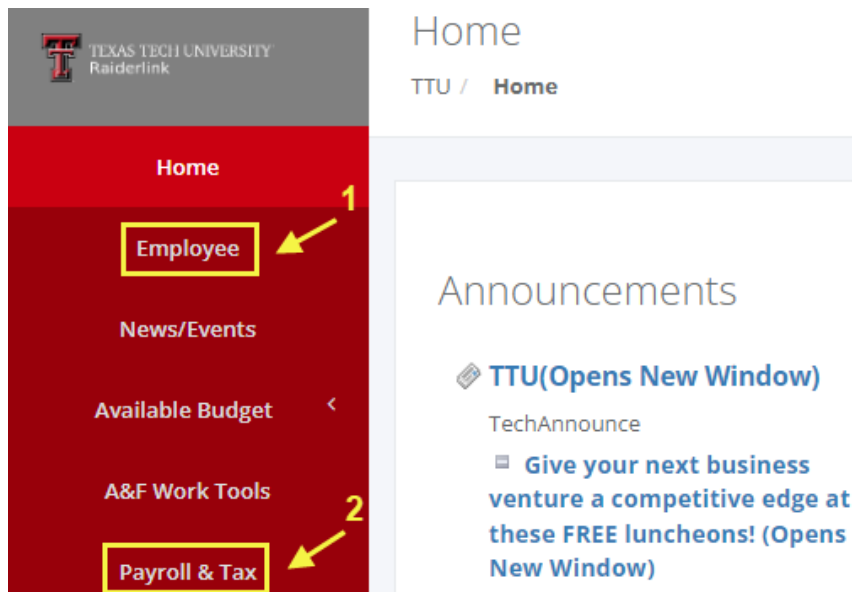


Leave Reporting for Salaried Employees

Salary (exempt) employees are required to report leave via a Web Leave Report when leave time is used. This guide instructs on the leave reporting process.

Accessing Your Leave Report

1. Within Raiderlink/Webraider, select **Employee**. You may also select **Payroll & Tax**.



2. Select **My Leave Report**.

The screenshot shows the 'Employee Resources' page with a dark red sidebar on the left and a main content area on the right. The sidebar has a menu with 'Employee' highlighted in yellow. The main content area is titled 'My Texas Tech Information' and lists several options, with 'My Leave Reports (Exempt Employees Only)' highlighted in red. A red arrow points to this option. The right sidebar has 'Employee Resources' at the top, followed by 'My Personal Information' and 'My Employment Information'. Under 'My Employment Information', 'My Leave Report' is highlighted in red, with a red arrow pointing to it.

Starting Your Leave Report

1. Select **Start Leave Report** for the pay period and position you wish to report leave for.

[Employee Dashboard](#) • [Leave Report](#)

Leave Report

The screenshot shows the 'Leave Report' page with a light blue header and a table of pay periods. The header has 'Approvals' and 'Leave Report' tabs. The table has columns for 'Leave Period', 'Hours/Days/Units', 'Submitted On', and 'Status'. The first row shows '03/01/2023 - 03/31/2023' with 'Not Started' status and a 'Start Leave Report' button. The second row shows '02/01/2023 - 02/28/2023' with 'Not Started' status and a 'Start Leave Report' button highlighted in red. A red arrow points to this button. The table also includes a 'Position' dropdown set to 'Accountant, T8' and a 'Department' dropdown set to 'Payroll and Tax Services'. A 'Leave Report Period' dropdown is also visible.

Entering Leave

1. Leave reports are displayed by workweek (Sunday – Saturday). Select the day you wish to enter leave for. The selected day is highlighted in blue.

01/01/2023 - 01/31/2023 | See list of your approvers | In Progress | Submit By 02/15/2023, 06:00 PM | Restart Leave Report | Leave Balances

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7

Change to previous week | Pay period you are entering leave for | Deadline to submit leave report | View your leave balances | Change to next week

⊕ Add Earn Code

Purple horizontal line identifies days within the pay period where leave may be reported

Earn Code
Select Earn Code

2. Select the earn code for leave you wish to report on the day selected. Then enter the hours for the earn code. Hours must be entered in quarter hour increments. Round time up or down as necessary.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4

⊕ Add Earn Code

Earn Code
Vacation Pay

Hours
8.00

Time Examples:
Eight hours - 8.00
Four hours & 15 minutes - 4.25
Six hours & 30 minutes - 6.50

3. When you are finished adding leave for the day, select **Save**. You may then select another day to add leave to.

01/01/2023 - 01/31/2023 ⓘ 💬 In Progress Submit By 02/15/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7

< >

+ Add Earn Code

Earn Code: Vacation Pay Hours: 8.00

Exit Page Cancel Save Preview

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 8.00 Hours	3	4	5	6	7

< >

+ Add Earn Code

Vacation Pay ⌚ 8.00 Hours **Leave successfully added**

Total: 8.00 Hours

4. If you have multiple earn codes to report for the day selected, select **Add Earn Code** to give you the option of selecting another earn code from the drop-down list and adding hours to report. Once you have finished adding all leave for the day, select **Save**.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2 8.00 Hours	3 4.00 Hours	4







 **+ Add Earn Code**

Earn Code: Sick Leave
Hours: 4.00

Earn Code: **Vacation Pay**
Hours: **4.00**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 8.00 Hours	3 8.00 Hours	4	5	6	7

 **+ Add Earn Code**

Vacation Pay	4.00 Hours	Leave successfully added	  
Total: 4.00 Hours			
Sick Leave	4.00 Hours		  
Total: 4.00 Hours			

Copying Leave

1. Use the Copy button to copy an entry made for one day to other days. Select the day with leave you wish to copy, then select the **Copy** button to the right of the Earn Code you wish to copy.

01/01/2023 - 01/31/2023 | 8.00 Hours ⓘ ⓘ | In Progress | Submit By 02/15/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 8.00 Hours	3	4	5	6	7

➕ Add Earn Code

Vacation Pay ⌚ 8.00 Hours

Copy

Total: 8.00 Hours

2. Select a copy option, or manually select the days you wish to copy to. When finished select **Save**.

01/01/2023 - 01/31/2023 | 8.00 Hours ⓘ ⓘ | In Progress | Submit By

SUNDAY

1

Copy Leave Report Entry [X]

Vacation Pay : 8.00 Hours (01/02/2023, MONDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 01/01/2023 - 01/31/2023 ⓘ

SUN	MON	TUE	WED	THU	FRI	SAT
1	2 8.00 Hours	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Cancel

Save

3. Continue adding leave within the pay period as necessary.

01/01/2023 - 01/31/2023 | 52.00 Hours ⓘ 🗨️ In Progress Submit By 02/15/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9	10	11	12 4.00 Hours	13 8.00 Hours	14

⊕ Add Earn Code

Sick Leave ⌚ 8.00 Hours ✎ 🗑️ ⌵

Total: 8.00 Hours

Reviewing Leave

1. After leave has been added and saved, selecting a day will allow you to see the Earn Code(s) used and leave reported for that day.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9	10	11	12 8.00 Hours	13 8.00 Hours	14

⊕ Add Earn Code

Vacation Pay ⌚ 4.00 Hours ✎ 🗑️ ⌵

Sick Leave ⌚ 4.00 Hours ✎ 🗑️ ⌵

Total: 4.00 Hours

- You may also select the **Preview** option. Preview is the most convenient way to view all leave reported for the pay period. All leave reported is displayed on a single page when using preview.

Calendar view showing days from SUNDAY (8) to SATURDAY (14). Friday (13) is highlighted in blue and shows 8.00 Hours.

Below the calendar, there is a section for "Add Earn Code". A single entry is shown: Sick Leave for 8.00 Hours. The total for this entry is 8.00 Hours.

At the bottom right, there are three buttons: Cancel, Save, and Preview. The Preview button is highlighted with a red box and a red arrow points to it from the "Total: 8.00 Hours" label.

Employee Name: Accountant, T88 -00, T, C10000, Payroll and Tax Services

Pay Period: 02/01/2023 - 02/28/2023 | 24.00 Hours | In Progress | Submit By 03/15/2023, 06:00 PM

Time Entry Detail							
Date	Earn Code	Shift	Total				
02/03/2023	SCK, Sick Leave	1	8.00 Hours				
02/23/2023	VAC, Vacation Pay	1	8.00 Hours				
02/24/2023	VAC, Vacation Pay	1	8.00 Hours				

Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
SCK, Sick Leave	1	8.00					8.00 Hours
VAC, Vacation Pay	1			16.00			16.00 Hours
Total Hours		8.00		16.00			

3. When finished with the preview, select **Return** to return to the leave report to continue adding leave. DO NOT select Submit unless you are ready to submit your leave report for approval.

Leave Report Detail Summary

Accountant, T8E -00, T, C10000, Payroll and Tax Services



Pay Period: 02/01/2023 - 02/28/2023 | 24.00 Hours | In Progress | Submit By 03/15/2023, 06:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
02/03/2023	SCK, Sick Leave	1	8.00 Hours
02/23/2023	VAC, Vacation Pay	1	8.00 Hours
02/24/2023	VAC, Vacation Pay	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
SCK, Sick Leave	1	8.00					8.00 Hours
VAC, Vacation Pay	1				16.00		16.00 Hours
Total Hours		8.00			16.00		

Routing and Status

Name	Action	Date & Time
Accountant, T8E -00, T, C10000, Payroll and Tax Services	Originated	02/28/2023, 04:02 PM
Accountant, T8E -00, T, C10000, Payroll and Tax Services	In the Queue	

Comment (Optional):

Add Comment



Return

Submit

Editing or Deleting Leave

1. To adjust leave saved for a day, you may select the Edit (pencil) or Delete (minus) icons. Selecting **Delete** allows you to delete the earn code and time selected. Selecting **Edit** allows you to adjust the hours, but it will not allow you to adjust the earn code.

02/01/2023 - 02/28/2023 | 32.00 Hours ⓘ ⓘ | In Progress | Submit By 03/15/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 4.00 Hours	7	8	9	10	11

➕ Add Earn Code

Vacation Pay 4.00 Hours Edit → ✎ 📄 ⊖ Delete ↓
Total: 4.00 Hours

Sick Leave 4.00 Hours ✎ 📄 ⊖
Total: 4.00 Hours

Example – Deleting 4.00 Hours of Vacation Leave

Vacation Pay 4.00 Hours ✎ 📄 ⊖ ↓
Total: 4.00 Hours

Sick Leave 4.00 Hours ✎ 📄 ⊖
Total: 4.00 Hours




Employee Dashboard • Leave Report • Accountant, T88-00, **Are you sure you want to delete the earning record?**

Accountant, T88-00, T, C10000, Payroll and Tax Services

02/01/2023 - 02/28/2023 | 32.00 Hours | In Progress | Submit By 03/15/2023, 06:00 PM


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5	6 8.00 Hours	7	8	9	10	11

Example – Editing 8.00 Hours of Sick Leave to 4.00 Hours of Sick Leave

Sick Leave 8.00 Hours   

Total: 8.00 Hours

Earn Code Sick Leave Hours 8  **Remove 8 hours**

Earn Code Sick Leave Hours 4  **Enter 4 hours**

Total: 4.00 Hours

it Page

Example – Changing earn code Sick Leave to Vacation Leave.

Sick Leave 8.00 Hours

Total: 8.00 Hours

⚠ Are you sure you want to delete the earning record?

No Yes

➕ Add Earn Code

Earn Code Hours

Vacation Pay 8

Exit Page

Cancel Save Preview

Vacation Pay 8.00 Hours

Total: 8.00 Hours

Submitting Your Leave Report

1. When you are ready to submit your leave report for approval, select **Preview**. Leave reports must be previewed prior to submission.

02/01/2023 - 02/28/2023 | 24.00 Hours ⓘ 🗨️ In Progress Submit By 03/15/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21	22	23 8.00 Hours	24 8.00 Hours	25

+ Add Earn Code

Vacation Pay ⓘ 8.00 Hours ✎ 📄 ⌵

Total: 8.00 Hours

[Exit Page](#) Cancel Save Preview

2. Select **Submit** to send your leave report for approval.

Leave Report Detail Summary Page Example

Accountant, T8800, T, C10000, Payroll and Tax Services

Pay Period: 02/01/2023 - 02/28/2023 | 24.00 Hours | In Progress | Submit By 03/15/2023, 06:00 PM

Print a copy of the leave report

Date	Earn Code	Shift	Total
02/06/2023	VAC, Vacation Pay	1	4.00 Hours
02/06/2023	SCK, Sick Leave	1	4.00 Hours
02/23/2023	VAC, Vacation Pay	1	8.00 Hours
02/24/2023	VAC, Vacation Pay	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation Pay	1		4.00		16.00		20.00 Hours
SCK, Sick Leave	1		4.00				4.00 Hours
Total Hours			8.00		16.00		

Routing and Status

Name	Action	Date & Time
	Originated	02/28/2023, 04:02 PM
	In the Queue	

Comment (Optional):

Add Comment **Add comments for your approver to see, if desired.**

NOTE: Comments can only be added prior to submitting the leave report

2000 characters remaining

Select Return to make corrections prior to submission

When finished, select Submit

Return Submit

3. After you have submitted your leave report, you may **Sign Out**.

Employee Dashboard • Leave Report

Sign Out

Leave Report

Approvals **Leave Report**

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status	
Accountant, T88-00, T, C10000, Payroll and Tax Services Prior Periods				
04/01/2023 - 04/30/2023			Not Started	Start Leave Report
03/01/2023 - 03/31/2023			Not Started	Start Leave Report
02/01/2023 - 02/28/2023	24.00 Hours	03/08/2023	Pending	i

Recalling Your Leave Report

If you need to make changes to your leave report after you have submitted it, and it has not yet been approved, you may recall it.

1. Select the leave report you wish to recall. The leave report must have a Pending status.

Leave Period | Hours/Days/Units | Submitted On | Status

Accountant, T88-00, T, C10000, Payroll and Tax Services

04/01/2023 - 04/30/2023			Not Started	Start Leave Report
03/01/2023 - 03/31/2023			Not Started	Start Leave Report
02/01/2023 - 02/28/2023	24.00 Hours	03/08/2023	Pending	i

Click anywhere here

2. Select **Recall Leave Report**.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4

Exit Page

Recall Leave Report Preview

3. Make your changes. Then save your changes. When you are finished, select **Preview** followed by **Submit**.

Employee Dashboard • Leave Report • Accountant, T88-00, T, C10000, Payroll and Tax

Accountant, T88-00, T, C10000, Payroll and Tax Services

02/01/2023 - 02/28/2023 | 24.00 Hours | In Progress | Submit By 03/15/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4

➕ Add Earn Code

Earn Code

Select Earn Code

Cancel Save Preview

Time Entry Detail

Date	Earn Code	Shift	Total
02/06/2023	VAC, Vacation Pay	1	4.00 Hours
02/06/2023	SCK, Sick Leave	1	4.00 Hours
02/24/2023	VAC, Vacation Pay	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation Pay	1		4.00		8.00		12.00 Hours
SCK, Sick Leave	1		4.00				4.00 Hours
Total Hours			8.00		8.00		

Routing and Status

Name	Action	Date & Time
Employee / Timesheet / Worksheet	Originated	02/28/2023, 04:02 PM
Employee / Timesheet / Worksheet	In the Queue	

Comment (Optional):

Add Comment



Correcting Your Leave Report





If your leave report approver would like you to make corrections to leave reported, they will return your leave report.

1. The leave report will show as Returned. You may select the comments icon to see why the leave report was returned. You may also read comments after you have selected the leave report for editing.

Leave Report

Approvals **Leave Report**

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status	
Accountant, T88 -00, T, C10000, Payroll and Tax Services				
04/01/2023 - 04/30/2023			Not Started	Start Leave Report
03/01/2023 - 03/31/2023			Not Started	Start Leave Report
02/01/2023 - 02/28/2023	16.00 Hours		Returned	 
03/01/2023 - 03/31/2023			Not Started	Start Leave Report
02/01/2023 - 02/28/2023	16.00 Hours		Returned	 

Comments

Comments

Roman G Valencia
Returned On 03/09/2023 | 09:51 AM

Comment: Please add vacation for taking off on 2/23 as well. Thank you.

In Progress On 03/09/2023 | 08:58 AM

2. Select the returned leave report.

Approvals **Leave Report**

Leave Report

Leave Period	Hours/Days/Units	Submitted On	Status	
Accountant, T88313-00, T, C10000, Payroll and Tax Services				
04/01/2023 - 04/30/2023			Not Started	Start Leave Report
03/01/2023 - 03/31/2023			Not Started	Start Leave Report
02/01/2023 - 02/28/2023	16.00 Hours		Returned	

Click anywhere here

3. Make your changes, then save your changes. When you are finished, select **Preview** followed by **Submit**.

02/01/2023 - 02/28/2023 | 24.00 Hours | | Returned | Submit By 03/15/2023, 06:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21	22	23 8.00 Hours	24 8.00 Hours	25

View or add a comment

+ Add Earn Code

Vacation Pay 8.00 Hours

Total: 8.00 Hours

Exit Page

Cancel Save **Preview**

Time Entry Detail			
Date	Earn Code	Shift	Total
02/06/2023	VAC, Vacation Pay	1	4.00 Hours
02/06/2023	SCK, Sick Leave	1	4.00 Hours
02/23/2023	VAC, Vacation Pay	1	8.00 Hours
02/24/2023	VAC, Vacation Pay	1	8.00 Hours

Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation Pay	1		4.00		16.00		20.00 Hours
SCK, Sick Leave	1		4.00				4.00 Hours
Total Hours			8.00		16.00		

Routing and Status		
Name	Action	Date & Time
EMPLOYEE TIME ENTRY	Originated	02/28/2023, 04:02 PM
EMPLOYEE TIME ENTRY	In the Queue	

Comment (Optional):

Changes have been made. Thank you.

Return

Submit



Leave Report Messages

Leave report messages may appear to warn you of errors or potential problems with leave reported. Respond to these messages as directed.

The screenshot displays a user interface for leave reporting. At the top, a yellow banner contains the text "Leave Report Messages" followed by a red circle with the number "1" and a red arrow pointing to the text "Click to reveal messages". Below this, a yellow box with a warning icon contains the message "Possible Insufficient Leave Balance for Wellness Get Fit". The main area shows a calendar for the period "02/01/2023 - 02/28/2023" with a total of "32.00 Hours". The calendar grid shows days from Sunday to Saturday. On Wednesday, February 1st, there is a blue block representing "8.00 Hours" of leave. To the right of the calendar, it says "In Progress" and "Submit By 03/15/2023, 06:00 PM". Below the calendar is a section titled "Add Earn Code" with a plus icon. Underneath, there is a list item "Wellness Get Fit" with a clock icon and "8.00 Hours". To the right of this list item are icons for edit, copy, and delete. At the bottom right of this section, it says "Total: 8.00 Hours".

Please be informed:

- If your leave report is not completed by the deadline, a manual leave adjustment will be required.
- Leave report deadlines may be viewed on the [Pay Schedule](#), as well as in the Raiderlink/Webraider portal in the Payroll & Tax section.
- If you need assistance with a leave report message, or other leave issues, please contact Payroll at webmaster.payroll@ttu.edu.