**Leave Reporting for Administrative Employees**

Employees can find both the Leave Reporting feature and the Time Off Current Balances and History under the Administrative Services Tab on MySJU. The directions that follow will provide step-by-step directions on leave time entry.

Link: [http://my.sju.edu/cp/home/loginf](http://my.sju.edu/cp/home/loginf) (MySJU)

1. Log in

![Login Page](image)

2. Click on the School Services Tab

![School Services Tab](image)
3. Click on Administrative Services, then Employee Information

4. Click on Leave Report.
5. Select the leave report period and status. (Ex. Select Apr 01, 2010 - Apr 30, 2010 time from the drop-down menu), click on Leave Report.

6. If you did not take any leave time, press the “No Time Taken” button.

Click on “Submit for Approval” to submit your time to your supervisor.
7. Enter the vacation, sick or parental and family care time you have taken by clicking on the enter days link on the appropriate date. Sick and vacation days are taken in either a half day (.5) or whole day (1) increments.

Click “Save” after every chosen week.

8. The Copy button allows you to make replicas of individual dates, rather than having to enter each day separately. Use this feature if you are out for a number of days in a row.
9. Click on Next or Previous buttons to scroll through the dates.

10. Click on Preview, to view the hours you want to submit for that leave report period.

11. Click on Comments to leave comments for approvers to read.
12. Clicking on the Restart button will delete all the time you have entered and you will have to start over.

13. Click on “Submit for Approval” to submit your time to your supervisor.