UKG

Lundquist College of Business

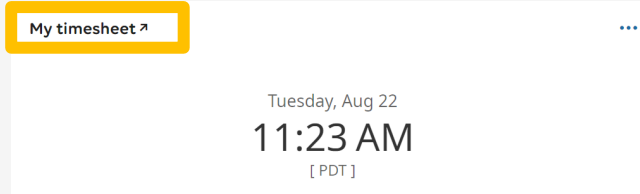# UKG Leave Reporting

August 2023

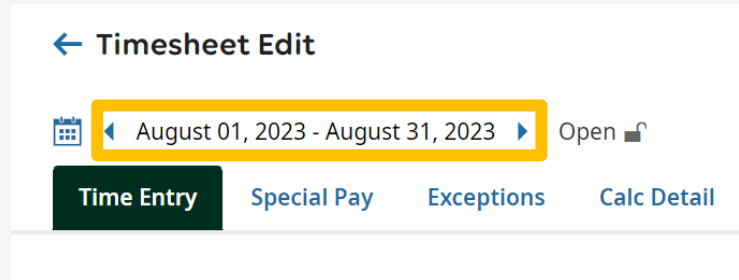**Created by: CBSO Payroll Team**

Leave Reporting Steps

- **Step 1:** Click on hyperlink "**My Timesheet**" on your home dashboard

- **Step 2:** On the **"Timesheet Edit"** page, make sure the correct time period is selected **and** scroll to your specified date(s)

Steps Cont'd...

Step 3: Select the date(s) and click on the dropdown arrow to browse and search for the specified leave type

| TUE Aug 22 | 🗑 | From am | To am | 0.00 | TUE Aug 22 ▼ | ▼ |

Step 4: Select and Close

Browse and Select

◀ Page [2] of 2 ▶ 21 - 21 of 21 Rows

Ex. Vacation Leave

	Name	Full Path
○	Vacation Leave	Vacation Leave

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Other Possible Leave Options

	Name
⭕	Admin Leave (Classified)
⭕	Bereavement
⭕	Comp Time
⭕	Holiday
⭕	Holiday (Day Off)
⭕	Holiday - AiM
⭕	Holiday Not Eligible
⭕	Inclement Weather
⭕	Jury Duty
⭕	Leave Without Pay

	Name
⭕	Manual Holiday REG
⭕	Manual Holiday SAL
⭕	Military Leave (Paid)
⭕	Personal Leave (7/1/22-6/30/23)
⭕	Personal Leave (7/1/23-6/30/24)
⭕	Pre-Retirement Counseling
⭕	Sick Days - GE
⭕	Sick Leave
⭕	Special Day (12mo OA/Fac)
⭕	Special Day (Classified)

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Saving and Submitting Entry

Final Step: Click **save** then **submit** your entries.

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