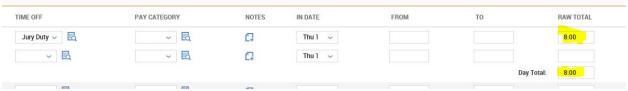


1. Select the magnified glass to view types of leave.

Ereavement (BEV) Holiday (HOL) Jury Duty (JD) Vacation (VAC)

2. Select the type of leave you want.



Enter the amount of hours you take in the 'Raw Total' column. DO NOT enter a start and stop time.