

DATE	LABOR LEVEL	TIME OFF	PAY CATEGORY
THU 1	×	10/1/1	
	+	10/1/1	

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

Lookup

- [-] Time Off (TO)
- Bereavement (BEV)
- Holiday (HOL)
- Jury Duty (JD)
- Vacation (VAC)

2. Select the type of leave you want.

TIME OFF	PAY CATEGORY	NOTES	IN DATE	FROM	TO	RAW TOTAL
Jury Duty			Thu 1			8.00
			Thu 1			
Day Total:						8.00

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