

NEW MONTHLY REPORT OF LEAVE FORM EFFECTIVE: September 1, 2009

Please follow the instructions below.

Due to the Banner conversion a new Monthly Report of Leave Form will be utilized. A new Monthly Report of Leave Form has been created and is partially electronic in that each employee is to complete the document electronically so that the form will calculate all of the leave used for the current "reporting" period.

A new reporting period is now in place and is listed on the form under item 1. (see example below)

The reporting period has changed from the first of the month through the end of the month to the 16th through the 15th of each month

Monthly Report of Leave Forms must be submitted to Payroll by the 20th of each month in order to be calculated for that month. If the 20th is not a working day Monthly Report of Leave Forms are due the day before

Please follow the instructions below. Handwritten Monthly Report of Leave Forms will not be accepted.

Employee Leave Form													Furlough Effective 9/1/09		
1. Report Period: 08/16/09-09/15/09			2. Employee:				3. Dept:			NEW ↓ CODE					
CODE	CODE		CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE		
SIC/01	VAC/02		WCO/05	PEN/06	FAM/07	FED/08	CTE/09A	CTT/09B	PEB/10	LWP/11	Float Hol/13	FRL/14			
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TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
LEAVE TYPE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE	CODE		
	SIC/01	VAC/02	BER/03	JUR/04	WCO/05	PEN/06	FAM/07	FED/08	CTE/09A	CTT/09B	PEB/10	LWP/11	Float Hol/13		
Employee Signature:							Date:					Date:			

1. Click on arrow then select reporting dates

2. Click & enter name

3. Click & enter your Department

Enter leave taken and earned. Click and enter on the appropriate column and row to report leave taken or earned

Enter actual Comp Time Hours Earned in column: Code CTE/09A.. The system will calculate @ time & half

At the end of the Reporting Period (item #1 above) employee prints the completed Monthly Report of Leave Form, signs the form, and submits to Supervisor for approval. Once signed by both, the completed and signed form is submitted to Payroll for processing. The Monthly Report of Leave Form is due in the Payroll Office on the 20th of each month. If the 20th falls on a non-workday, the form is due in Payroll the day before.