EXEMPT LEAVE ENTRY on SELF-SERVICE

Exempt Leave Entry/Approval: You can access the new Self Service link by logging into the HUB and clicking on “Exempt Leave Entry”. The screen shot below is what your screen should look like when you first login. New features and changes are also included in this document.

NEW FEATURES:

Help – In the upper right hand corner of your screen is the “Help” function, which has answers to the most commonly asked questions. If you cannot find your answer here please contact HR.

Navigation – You can select previous or future months by using the drop down

Color Coding – The screen shot below represents the color coding:
- Blue indicates weekend days
- Yellow indicates leave time entered for that day.
**Status/Warning Messages** – In the top right corner you will see the status of your Leave Entries, the 2 screen shots below give examples of what those look like.

**SCREEN SHOT 1**

**SCREEN SHOT 2**

**Submitting Leave** – At the end of each month review/enter the leave you used and then at the bottom of the screen you will need to check the box indicating that “I have completed my time entry for the month” and then click the “Update” button. (see screen shot below)

- **NTU (No Time Used)** does not exist – If you did not use any Leave time for the month you will check the box at the bottom of the screen and then click update. (see the screen shot below).

**Confirm Month Completion** – You will receive this message after clicking “Update”