

Time and Leave Reporting

Non-Exempt Employee

LEAVE REPORTS ARE DUE ON THE 5TH OF EACH MONTH!

OPENING YOUR TIME SHEET

1. Log into **myLander** using your User Name and Password.
2. Enter your User ID (jdoe). Hit tab.
3. Enter your Password. Contact IT if needed.
4. Click the **My HR** tab.
5. Click the **Leave Reporting** channel.
6. Click the **Calendar Month** radio button for which you want to enter time.

ENTERING HOURS

1. Click on the **Enter Hours** link under the date worked.
2. Time/Leave must be entered for each working day of the month. Minutes are entered in intervals of 15 minutes. 15 minutes = .25, 30 minutes = .50 and 45 minutes = .75
3. After entering all time for a given day, hit the save button.
4. Click the **Next Day** button.
5. Go to step 2. Repeat steps 2 and 3 until all time has been entered.
6. After all time has been entered, click on **Preview** button. Confirm that you have entered time worked or leave for each workday of the month.
7. Click **Submit** to send your Leave Report to your supervisor for approval.

ADJUSTING YOUR HOURS

Changing hours you have entered for a particular day is no problem, as long as you have not submitted the leave report for approval.

1. Click the **Hours** link for the date that needs to be changed
2. Go to Step 2 in the Entering Hours section above.
3. Click the **Save** button.

LEAVING A COMMENT ON YOUR LEAVE REPORT

You can leave a comment on your leave report. Your supervisor will see the comment when he or she opens your report for approval.

1. Click the **Comments** button at the bottom of the time sheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your leave report. Note: Comments on your leave report are only visible to you in **Preview** mode.

PRINTING YOUR LEAVE REPORT

1. Click the **Preview** button at the bottom of your leave report.
2. Click **File** from the browser menu.
3. Click **Print**.
4. From the printer settings, select "**Landscape**" for Paper Layout.
5. Click the **OK** button to save your paper layout setting.
6. Click the **OK** button to print your time sheet.

SUBMITTING YOUR LEAVE REPORT

Check you hours to make sure the days, numbers, and earnings codes are all correct.

1. Click the **Submit for Approval** button at the bottom of your leave report.
2. Click the **Submit** button. Note: Once you have clicked the Submit button, your leave report becomes view only and cannot be altered. If time permits you can email your leave report approver asking them to Return (your leave report) for correction. Once your approver has returned your leave report to you, you can make changes then resubmit.