

## Work Compensation – Leave Entry

### Leave Entry for University Staff

Select for Delete	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Comp Time
<input type="checkbox"/>	Sun	7/4								
<input type="checkbox"/>	Mon	7/5						Legal Holiday (CLS)	8.00	
<input type="checkbox"/>	Tue	7/6								
<input type="checkbox"/>	Wed	7/7								
<input type="checkbox"/>	Thu	7/8								
<input type="checkbox"/>	Fri	7/9								
<input type="checkbox"/>	Sat	7/10								
<input type="checkbox"/>	Sun	7/11								

- Click on the comment bubble highlighted above

TR Comments

Comments:

ALISA KEMNITZ Employee ID: 00428655  
RISK MGMT SPEC Employment Record: 0

Note: Comment History cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

Comments related to time entered for 07/22/2021

Date	User ID	Date Time Created	Source	Comments
1 07/22/2021	00428655	07/15/2021 10:27AM	Time Reporting	WC - PT 2 HOURS

Buttons: Add Comment, OK, Cancel, Apply

- Enter WC comment in the Time Reporting entry
  - **“WC- ENTER WHERE YOU HAD TO GO WITH HOW MANY HOURS”**

Examples:

“WC-PT 2 HOURS”

“WC- INJURY 8 HOURS”

- Press **Apply** at the bottom
- Press **OK** at the bottom
- Close out of comments section