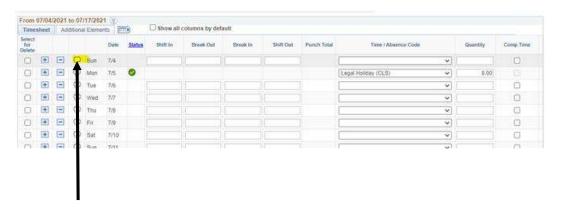
Work Compensation – Leave Entry

Leave Entry for University Staff



Click on the comment bubble highlighted above



- 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