**Leave Report System**

**User’s Guide**

1. Logon <http://cahnrsforms.wsu.edu/LeaveReports/>

* Use your WSU net ID and password.

2. Before you can enter leave data, you need to enter your supervisor.

* Select Employees Home/My Supervisor from left menu.
* Enter the first letters of your supervisor’s last name.
* Select the name from the list.
* Once selected, the name should appear following “Your current supervisor”.
* If you supervisor is not listed, follow the contact information at the bottom of the page.

3. Enter leave data as leave is taken during the month

* Select Employees Home/Leave Reports from left menu.
* To start your first report, click “Open Leave Report”. Reports must be entered sequentially and this will open your next report.
* Fill in the leave taken under the appropriate leave type and date.
* “Compute totals” will update the balance at the bottom, but it DOES NOT SAVE the data.
* Make sure to click “Save” to save your leave taken.
* Click “Main Page” to close the report and go back to the main page.

4. Close out and sign at the end of the month, when all leave has been entered.

* Select E-signature
* Click the “Submit”. This will send a notification to your supervisor that your leave report is ready for his/her signature. Once a report has been signed, it cannot be modified unless you unlock the report.
* If you need to make corrections after a report has been signed, click Employees Home/Unlock Leave Reports. Click the radio button next to the signed report that you want to change. Once you unlock a report, you will need to re-sign that report and all subsequent reports.

5. To print a PDF version of the report, select the PDF Print button on the top of the report page when you’ve selected a monthly leave report. You can save a PDF version, if you’d like. However, a report can be generated at any time.