eLeaves instructions & videos can be found under Forms here: https://www.cuesta.edu/about/depts/payroll/classified\_staff.html

## **Leave Reports**

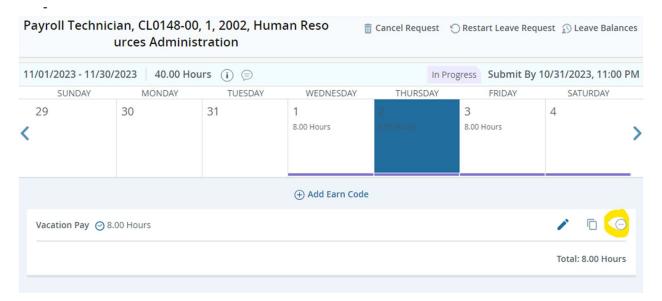
- Leave reports reflect actual leaves taken and should not be submitted until the month closes
- Mark your calendars! Due by the 10<sup>th</sup> of each month (for prior month); you can submit anytime once the month closes
- After the 10<sup>th</sup>, you will not be able to make changes and payroll must manually adjust
- A blank/zero report is required if no leave was taken

## Leave Requests - Current & Future Month

- Use "Request Time Off", add dates & time code, save and submit
- You must notify your manager when you submit a leave request, they are not notified automatically
- Leave requests cannot be left open for the month (if you start it, you need to either submit it, or choose "cancel request" in the upper right to delete it) or your leave report will give you an error

## **eLeaves FAQs:**

- Notes added can be seen by your manager if they open the full request/report *Payroll does not see these notes unless directed to review*
- If an employee requests time off using "Leave Request", and the time off is approved, the leave will transfer to their leave report automatically
- Leave Requests do not reduce accrued balances; only Leave Reports do. Once a manager clicks "Approve" on a Leave Report the employee's balances are deducted instantly
- To DELETE leave that was saved or requested but not taken, simply go to the day on your leave *report*, hit the delete icon (minus symbol), as highlighted below. Confirm your selection in the popup by selecting yes, then SAVE at the bottom right.

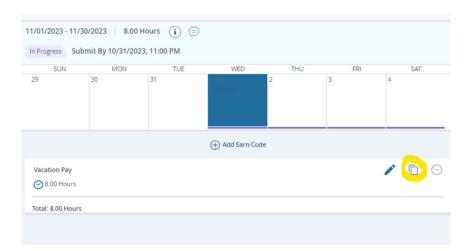


More tips page two!

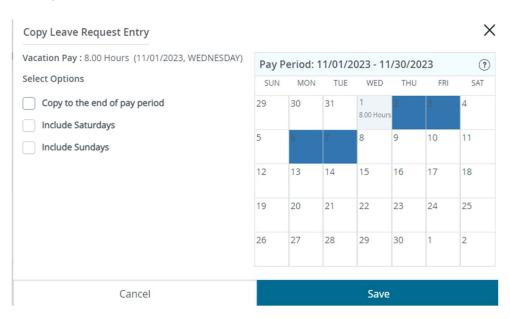
## Did you know you can COPY?

To copy hours from one day to another, follows these steps:

- 1) Add hours to one day in your Leave Report OR Leave Request (works for both!)
- 2) Select the applicable leave code, then SAVE
- 3) Click on the "copy" icon (looks like two pieces of paper), example highlighted below



4) Click the days you want to copy to (they will highlight/turn blue) OR use the "Copy to end of pay period" if you are out the remainder of the month



- 5) Click "save"
- 6) Go to "Preview" and ensure all of the hours are accurate