### Important days to note:

18<sup>th</sup> of each reporting month – Leave Reports (through PAWS) opens for entry.

10<sup>th</sup> of each month (following reporting month) – Deadline for submittal of leave report by employee (by 5:00pm).

13<sup>th</sup> of each month (following reporting month) – Deadline for approval of leave reports by supervisors (by 5:00pm).

# <u>Submitting a leave report</u> when there has been no leave taken

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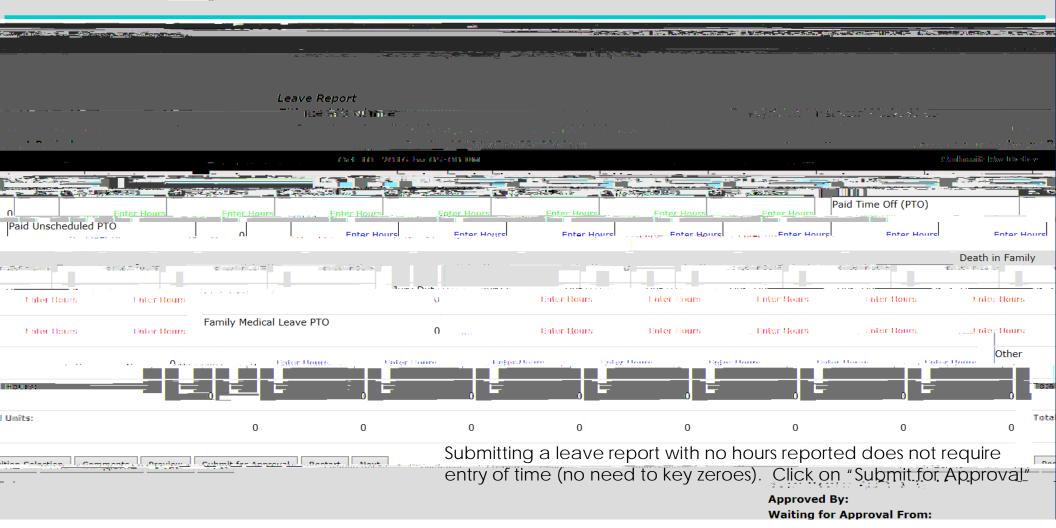
Once logged into PAWS, you should have a menu similar to the one above. Click on "Employee Services".

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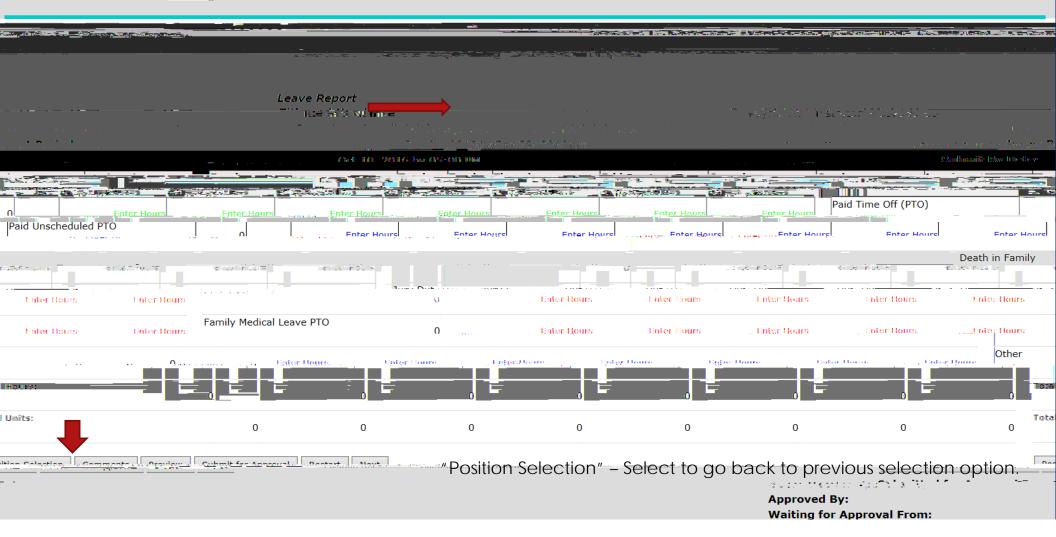
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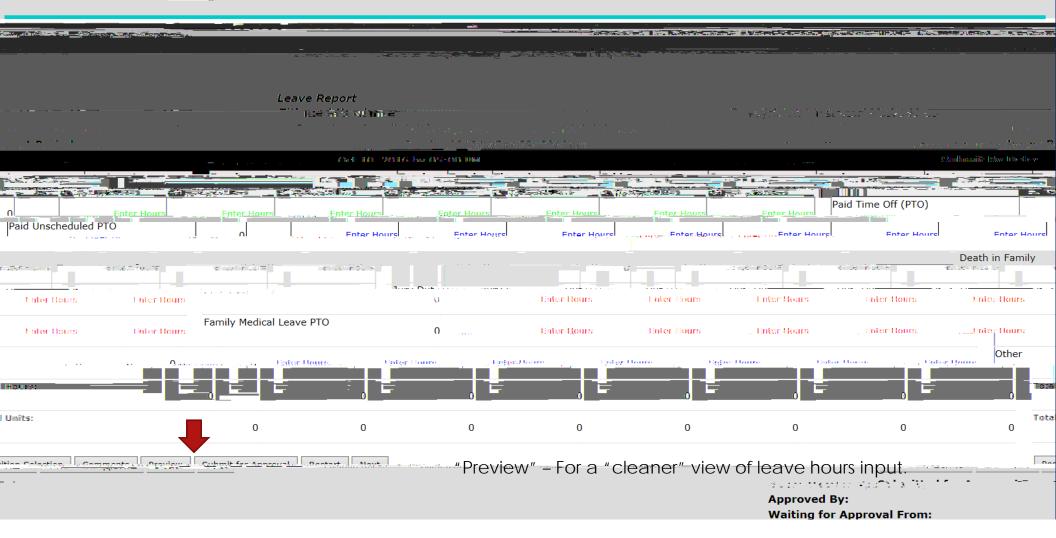
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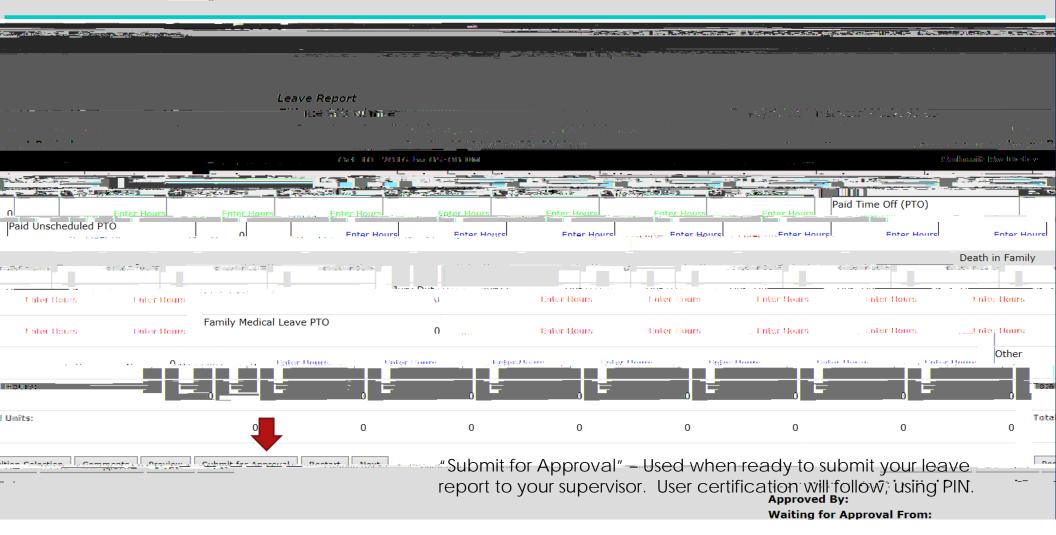
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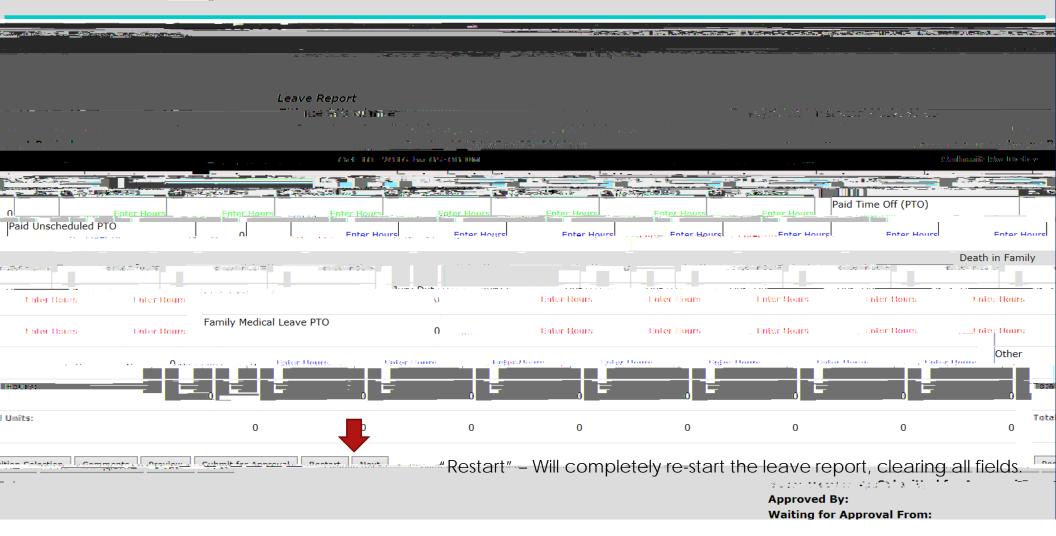
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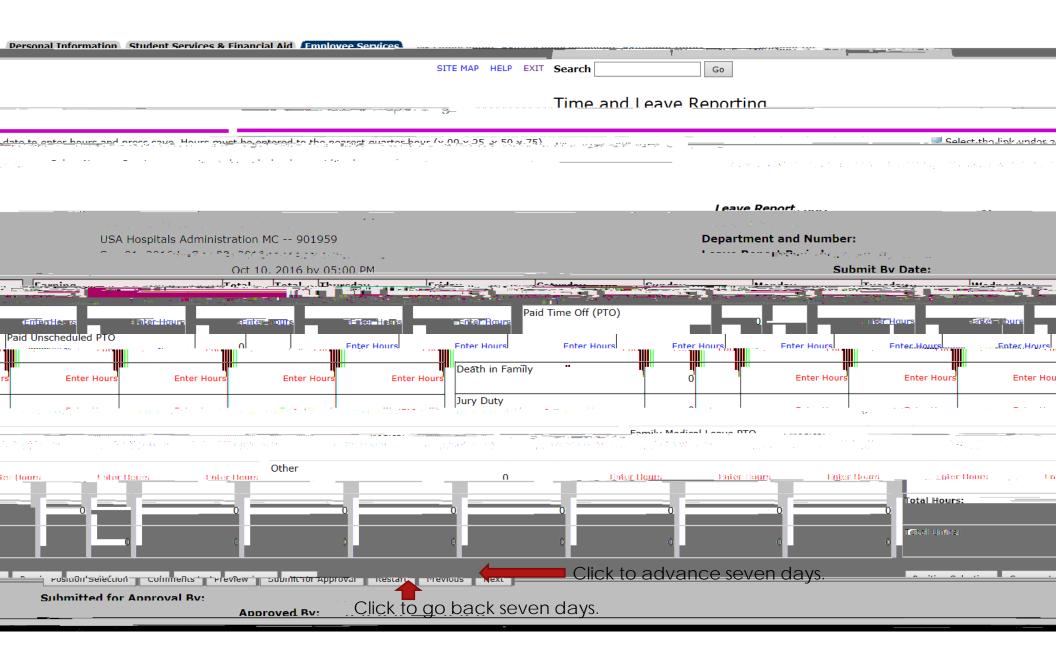
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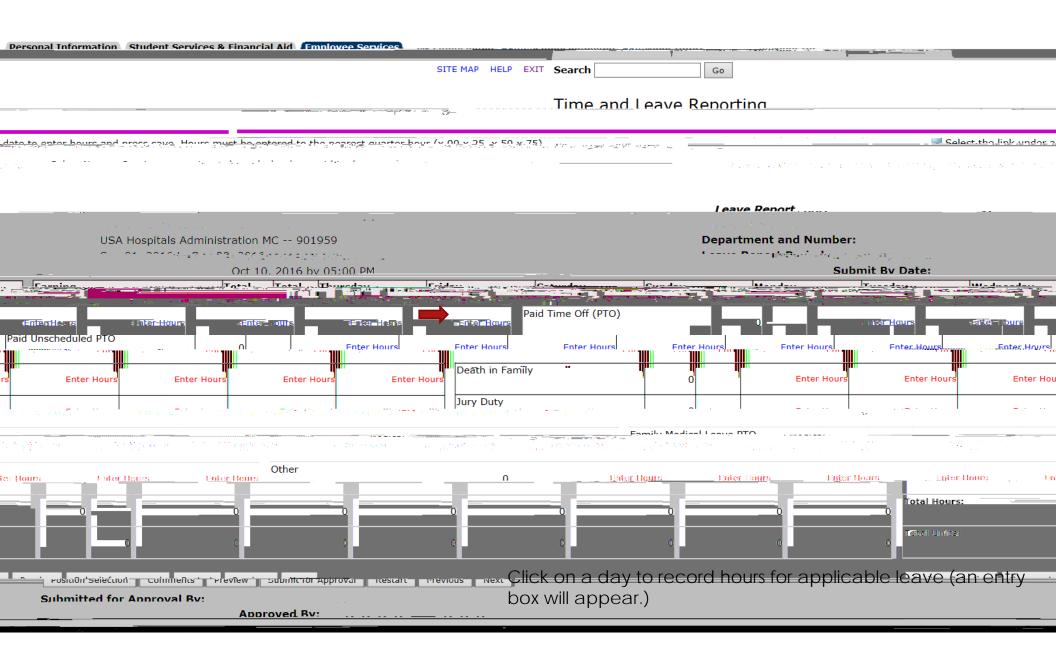


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After leave has been entered and submitted, two options are to exit PAWS; or elick on "Position" Selection" to view new status of leave report.

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Payroll Administrator -- 002181-00

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### Contact Payroll at 460-7868, or