

**MONTHLY LEAVE REPORTS MUST BE COMPLETED, SIGNED, AND
DELIVERED TO THE OFFICE OF INSTRUCTION
BY 2:00 PM ON THE LAST WORK DAY OF THE MONTH.**

Faculty must perform the following:

- 1) Obtain the appropriate leave report. These are available in the rack outside of the Print Shop. Forms are also available on the Network Neighborhood.
- 2) Enter the following information:
 - a. Your full Name (not your nickname)
 - b. Your Social Security Number
 - c. The Month and Year in which leave hours were used
 - d. Your Department
 - e. The Department Fund and Unit Number i.e. 10-1301
- 3) If necessary, post hour adjustments from prior month end.
- 4) DAILY: Post leave hours used, if any. Note: 10-month faculty – leave must be used in either 4 or 8 hour increments.
- 5) On your last work day of the month do the following:
 - a. Enter the total hours for each column,
 - b. Sign and date in the space identified at the bottom of the monthly leave report
 - c. Deliver the monthly leave report to the Office of Instruction's mailbox by 2:00 p.m.

It may be necessary to estimate hours for the last day or two of each month for time sheets to be completed and delivered on time. The prior month adjustment line is designed to accommodate and account for prior month estimates.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE PAYROLL OFFICE AT EXT. 7204.