

**MONTHLY LEAVE REPORTS MUST BE COMPLETED, SIGNED, AND
DELIVERED TO THE PAYROLL OFFICE BY 5:00 PM ON THE LAST
WORKING DAY OF THE MONTH.**

Employees perform the following:

- 1) Obtain a the appropriate leave report. These are available in the rack located outside 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 the leave was taken.
 - d. Your Job Title and Department.
 - e. The two-digit fund and four-digit unit (if unknown ask your supervisor). The five-digit object code (if unknown ask your supervisor).
- 3) If necessary, post hour adjustments from prior month end.
- 4) DAILY: Post leave hours used, if any.
- 5) On your last working 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 your supervisor. **IF YOUR SUPERVISOR IS NOT AVAILABLE**, deliver the report to the individual your supervisor reports to.

Supervisors must perform the following:

- 1) Verify employee information entered on the leave report. Please double check the account number, object code, month, hours and totals.
- 2) Verify employee has signed and dated the monthly leave report.
- 3) Sign and date in the space identified at the bottom.
- 4) Deliver the monthly leave report to the Human Resources/Payroll office (Tioga 502) on or before 5:00 p.m. on the last work day of the month.

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

SUPERVISORS are responsible for having time sheets completed and turned in to the payroll office on time. Incomplete time sheets will be returned to the supervisor for completion.

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