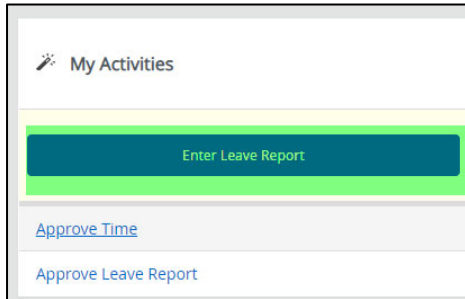
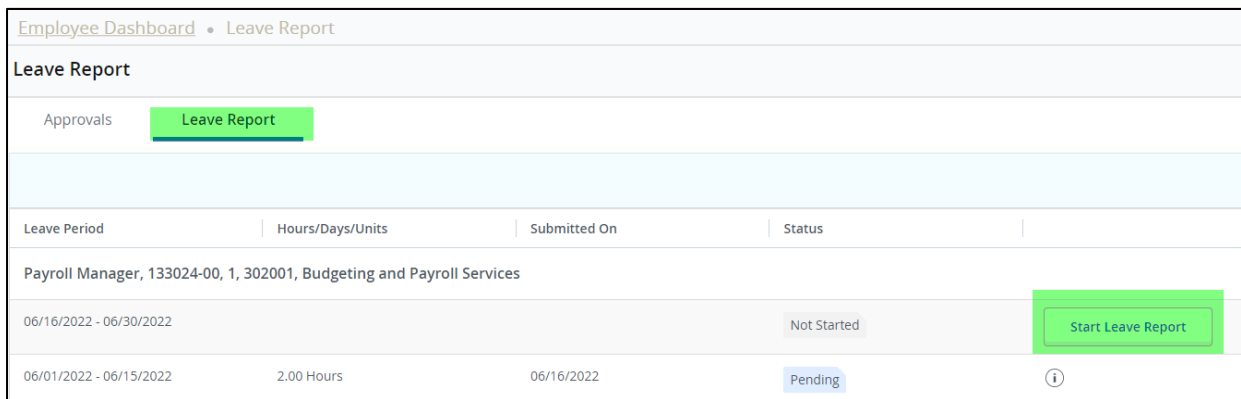


## MyPortal – Completing Leave Reports

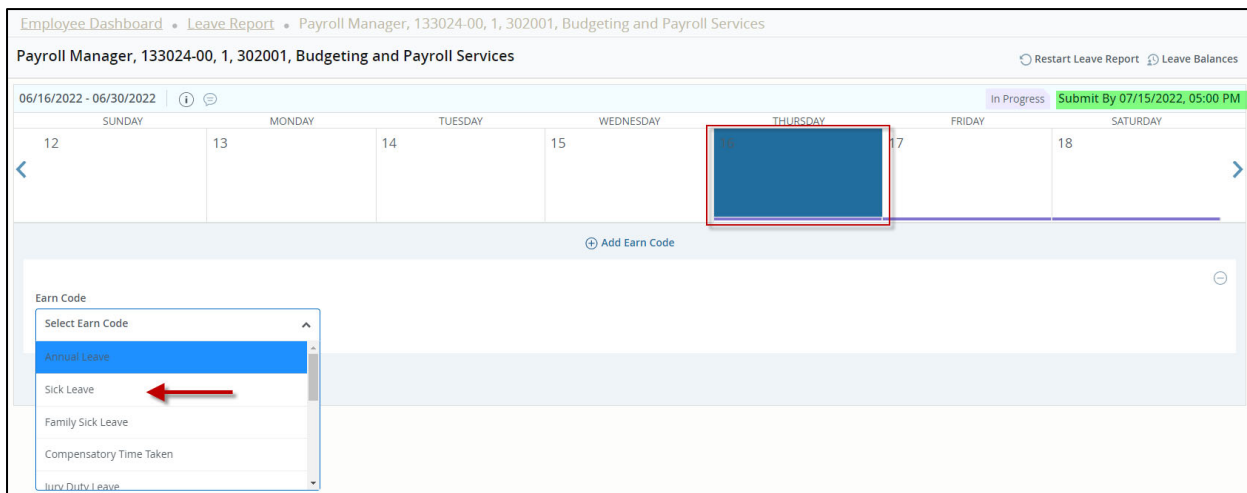
1. Log in to MyPortal (myportal.cofc.edu)
2. Select the Employee Dashboard Tile
3. Click on “Approve Time” located under “My Activities”



4. Select the “Start Leave Report” button for the pay period you wish to complete.



5. Click on the day that you need to enter leave from the calendar at the top of the page. The selected day will be highlighted. Then you can select the type of leave from the Earn Code dropdown menu.



6. Once the code has been selected, enter the total hours for that day and click on "Save".

Earn Code: Sick Leave  
Hours: 7.5

Cancel Save Preview

7. You can copy these hours to other days in the pay period by clicking on the Copy button.

Sick Leave 7.50 Hours

Total: 7.50 Hours

8. Select the days to copy the leave to, or you can click on the "Copy to the end of the pay period" checkbox. Click on Save when finished.

Copy Leave Report Entry

Sick Leave : 7.50 Hours (06/16/2022, THURSDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 06/16/2022 - 06/30/2022

SUN	MON	TUE	WED	THU	FRI	SAT
12	13	14	15	16 7.50 Hours	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Cancel Save

9. You can edit an entry or delete an entry by using the pencil or delete icon, respectively.

Sick Leave 7.50 Hours

Total: 7.50 Hours

11. Click on “Preview” to check your entries prior to submitting for approval. Or “Exit Page” if you are finished.

Exit Page

Cancel
Save
Preview

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[Employee Dashboard](#) • [Leave Report](#) • [Payroll Manager, 133024-00, 1, 302001, Budgeting and Payroll Services](#) • [Preview](#)

### Leave Report Detail Summary

Payroll Manager, 133024-00, 1, 302001, Budgeting and Payroll Services 🖨️

Pay Period: 06/16/2022 - 06/30/2022 | 7.50 Hours | In Progress | Submit By 07/15/2022, 05:00 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
06/16/2022	SIC, Sick Leave	1	7.50 Hours

Summary					
Earn Code	Shift	Week 1	Week 2	Week 3	Total
SIC, Sick Leave	1	7.50			7.50 Hours
Total Hours		7.50			

Routing and Status		
Name	Action	Date & Time
Drum, Cheryl S.	Originated	06/20/2022, 12:43 PM
Mcinnis, John E.	In the Queue	

Comment (Optional):

Add Comment

2000 characters remaining

Return
Submit

12. You can check the status of your leave reports after you exit the page.

[Employee Dashboard](#) • [Leave Report](#)

### Leave Report

Approvals
Leave Report

Leave Period	Hours/Days/Units	Submitted On	Status	
<b>Payroll Manager, 133024-00, 1, 302001, Budgeting and Payroll Services</b>				
06/16/2022 - 06/30/2022	7.50 Hours		In Progress	i
06/01/2022 - 06/15/2022	2.00 Hours	06/16/2022	Pending	i
05/16/2022 - 05/31/2022	8.00 Hours	05/31/2022	Completed	i