Open your web browser and go to porches.udayton.edu

Sign on with your LDAP username and password.

Click on the HR Connections tab.

Click on the Leave Report link located within the Time Reporting channel.

Click on the Enter Hours link for a particular day. Be sure to use the appropriate Earning type, e.g. Vacation, Sick Leave, etc.

Click on the Hours field. Enter the appropriate number of hours in half-day increments.

Click on the Submit for Approval button.

Type in your LDAP password.

Click on the Submit button.

Updated: 12.13.10

Leave Reporting: Quick Start Summary
Open your web browser and go to porches.udayton.edu

Sign on with your LDAP username and password.

Click on the HR Connections tab.

Click on the Leave Report link located within the Time Reporting channel.

Click on the Enter Hours link for a particular day. Choose one of the Earning types.

Click on the Hours field. Enter "0" if no vacation or sick leave was taken during the pay period.

Click on the Save button.

Click on the Submit for Approval button.

Type in your LDAP password.

Click on the Submit button.

Leave Reporting: No Leave Taken
Quick Start Summary
Open your web browser and go to porches.udayton.edu

Sign on with your LDAP username and password.

Click on the HR Connections tab.

Click on the Leave Report link located within the Time Reporting channel.

Click on the Enter Hours link for the first day of leave. Be sure to use the appropriate Earning type, e.g. Vacation, Sick Leave, etc.

Click on the Hours field. Enter the appropriate number of hours in half-day increments.

Click on the Copy button.

If some of the hours for leave are the same for multiple days but not all days in a pay period...

Click on the check box each day you took leave for the same number of hours.

If all of the hours from leave are the same for all days in a pay period...

Click on the Copy from date displayed to end of the leave period check box.

Click on the Copy button.

Click on the Leave Report button.

If you are ready to submit your leave report, click on the Submit for Approval button.

Type in your LDAP password.

Click on the Submit button.

Updated: 12.13.10