

Leave Reports (For monthly employees only)

Important days to note:

- 18th of each reporting month – Leave Reports (through PAWS) opens for entry.
- 10th of each month (following reporting month) – Deadline for submittal of leave report by employee (by 5:00pm).
- 13th of each month (following reporting month) – Deadline for approval of leave reports by supervisors (by 5:00pm).

To submit leave through PAWS:

1. Log into PAWS.
2. Click on “Employee Services”.
3. Click on “Leave Reports (Monthly)”.
4. In you ARE NOT an approver of leave reports or timesheets, proceed to step 5. If you ARE an approver of leave reports or timesheets, then select “Access my Leave Report”.
5. Select applicable job and leave report period, then click the “Leave Report” button.
6. For the applicable day(s) and leave category, click the “Enter Hours” link, and enter leave hours.
7. Select the “Preview” button to review leave recorded, then click the “Previous Menu” button to return to leave reporting.
8. Once ready to submit the leave report, click on “Submit for Approval”. Submittal of leave report is required, even if no leave is taken for the month reported.
9. Enter PIN (PAWS PIN) and click submit.