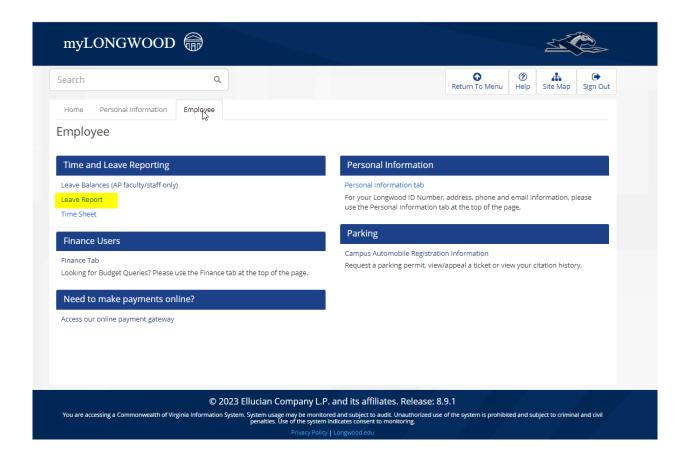
Instructions for Entering Administrative & Professional Leave

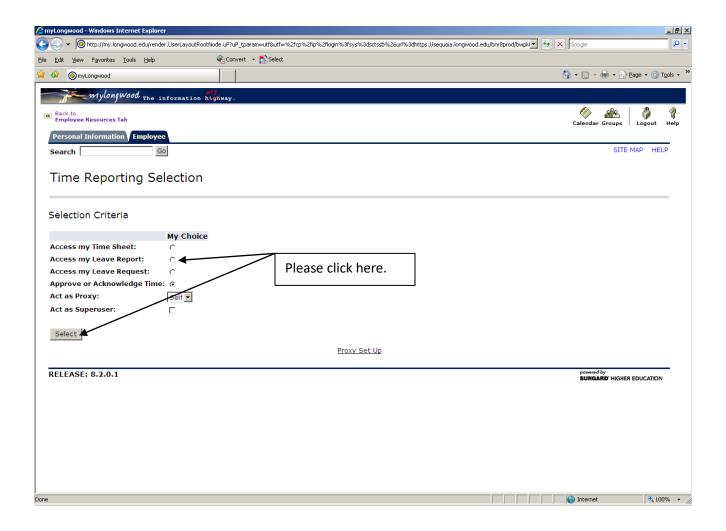
Step 1: Under the "Full-Time Faculty and Staff Payroll" section on the Payroll webpage; review the 2023 AP Faculty Leave Calendar for important submission dates (http://solomon.longwood.edu/media/human-resources/solomon/2023APLeaveCalendar.pdf)

Next: Log into My Longwood Services.

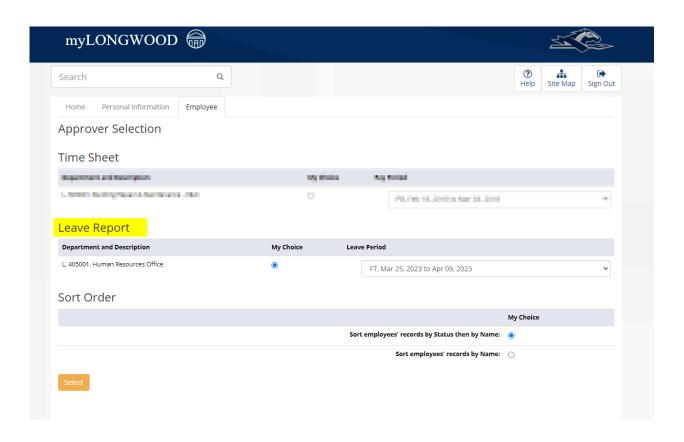
Step 2: Please click on the Employee Resources Tab at the top and then under mylongwood Services, then click on Leave Report.



Step 3: If you approve an Administrative and Professional Faculty Leave you will see a screen similar to below. Please click on Access my leave report.



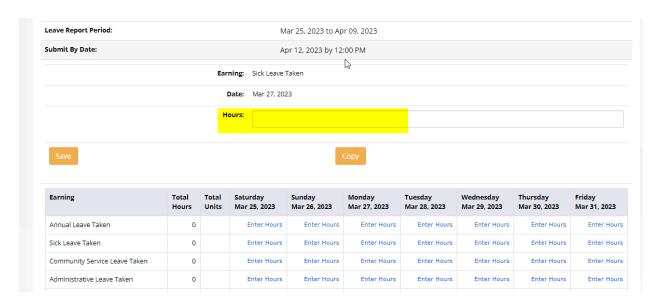
Step 4: Please verify that your approving department and the latest leave period is showing, then click on "Select."



Step 5: Click on corresponding "Enter Hours" link related to the 'leave Type' that was taken.

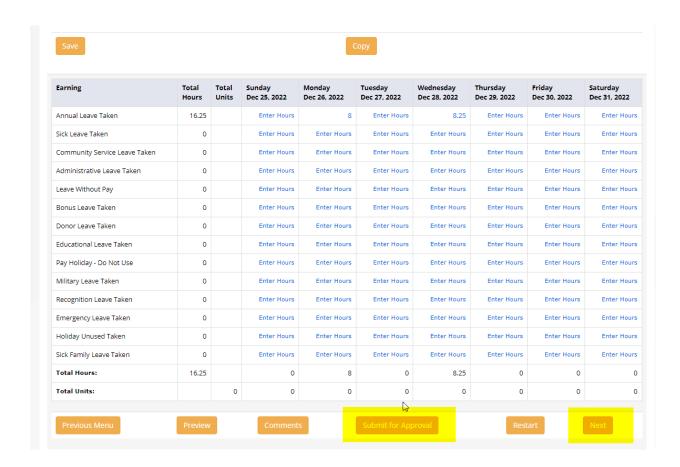
Submit By Date: Apr 12, 2023 by 12:00 PM											
Earning	Total Hours	Total Units	Saturday Mar 25, 2023	Sunday Mar 26, 2023	Monday Mar 27, 2023	Tuesday Mar 28, 2023	Wednesday Mar 29, 2023	Thursday Mar 30, 2023	Friday Mar 31, 2023		
Annual Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Sick Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Community Service Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Donor Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Educational Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Pay Holiday - Do Not Use	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Military Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Recognition Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Emergency Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Holiday Unused Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Sick Family Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours		
Total Hours:	0		0	0	0	0	0	0	0		
Total Units:		0	0	0	0	0	0	0	0		
Previous Menu	Previev	7	Commen	ts	Submit for Ap	proval	Res	tart	Next		

Step 6: Enter in the hours taken in the "Hours" Field and click Save. The screen will then show the hours on your leave sheet. Repeat this process for all leave that was taken.



Earning	Total Hours	Total Units	Saturday Mar 25, 2023	Sunday Mar 26, 2023	Monda Mar 27	•	Tu Ma
Annual Leave Taken	0 Enter Hours Enter Hours		Enter Hours				
Sick Leave Taken	8		Enter Hours	Enter Hours		8	

Step 7: Click on the "Next" button to go to the next week of the leave period. Click on "Reset" if you keyed the wrong days and you want to start over. Click "Submit for Approval" to submit your leave. (if no submission your leave is not recorded)



Step 8: At top of page, verify that the transaction was successful and close page.



Conclusion