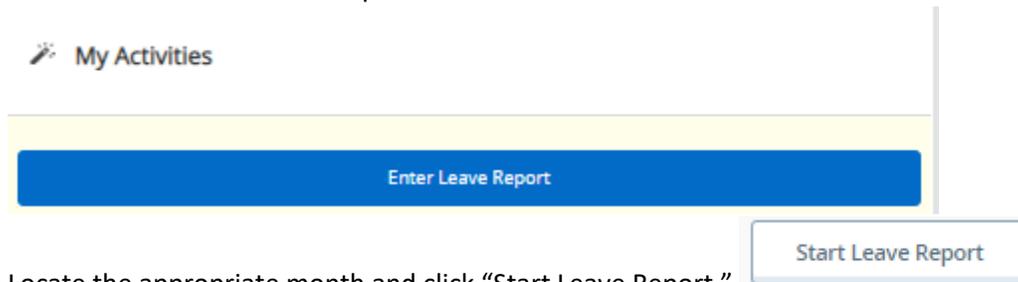


## How to Enter the Monthly Leave Report in Wildcat Web

An employee should enter and submit their monthly Leave Report by the 3rd business day after the end of each month, even if no leave time was used. The monthly Leave Report will be used to determine how much, if any, personal and major medical leave was used and to deduct that from the employee's balance. Once submitted, the Leave Report will go to the employee's supervisor for review and approval, or return for correction.

1. Login to RiverGuide.
2. Click "Employee Dashboard."
3. Click the blue "Enter Leave Report" button.



4. Locate the appropriate month and click "Start Leave Report."
5. Use the back and forward arrows to scroll through the calendar until you locate the date(s) for which you need to enter leave time.
  - a. Note: If you had an approved Time Off request for the month, that time will automatically be filled in on the Leave Report; however, you can make changes as needed using the **Edit**, **Copy**, and **Delete** buttons.
6. Click the date you wish to enter leave for and select the appropriate **Earn Code** from the dropdown.
  - a. Personal Leave – This should be chosen if leave was used for vacations, personal business, and illnesses requiring 1 day or a partial day off.
  - b. Major Medical Leave – This should be chosen if leave was used for illness or injury of the employee or member of the employee's immediate family. Remember that in most cases, the employee must first use 1 day of personal leave before using Major Medical Leave. This may also be used for up to 3 days off due to the death of an immediate family member with no requirement to use personal leave first.
  - c. All employees are encouraged to review the *Employee Leave* policy in the [Policy and Procedure Manual](#) to ensure leave is being requested correctly.
7. Enter the number of scheduled work hours that you missed for the date selected. The number entered can contain up to 2 decimal places to indicate a fraction of an hour.
8. Click the "Save" button.
9. Use the **Edit**, **Copy**, and **Delete** buttons to make any changes to requests you have saved to the

calendar.   

10. To enter leave for any other dates in the selected month, repeat steps 5-9.
11. Once all Time Off requests have been entered for the selected month, click the "Preview" button.
12. Review the information displayed for accuracy and enter any comments you wish to share with your supervisor.
  - a. If correct, press "Submit" to send this to your supervisor.
  - b. If incorrect, press "Return" to make corrections and then repeat steps 11-12.
13. If you need to make a change to your Leave Report and your supervisor has not yet approved it, you can click the "Recall Leave Report" button and adjust it using the **Edit**, **Copy**, and **Delete**

buttons.   

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## Important Notes

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The Leave Report should not be submitted to the supervisor until the end of the month and you are sure it is accurate. Once the supervisor approves the leave report, the employee can no longer make changes.

Leave reporting questions should be directed to the Human Resources office – [hr@prcc.edu](mailto:hr@prcc.edu) or 601.403.1489.