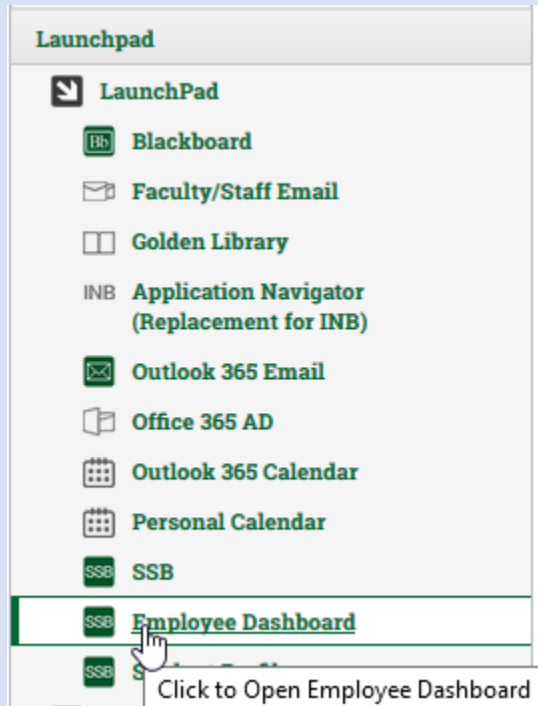


Tutorial: How to Enter Leave Report

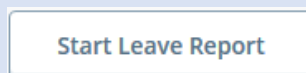
First sign in to my.enmu.edu, then click on Employee Dashboard as found under Launchpad on the left hand side of your portal homepage.



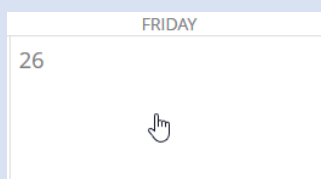
On the right-hand side of the Dashboard, click on 'Enter Leave Report'



For the period you wish to enter a leave report for, click on the 'Start Leave Report' button



Click on the day you wish to have some leave on



Then click on 'Select Earn Code' and select the code you wish to use

Earn Code

Select Earn Code

Earn Code

Select Earn Code

Sick Leave

Vacation Leave

Then click in the hours field and enter the amount you want to use

Earn Code

Hours

Vacation Leave

4

Click the 'Save' button

Save

Once all your desired leave has been entered across the days you wish to use it

Click the 'Preview' button

Preview

Preview your leave report if you wish to do so, and then click 'Submit'

Submit

If there are any questions, please contact HR:

Via email at Personnel.Office@enmu.edu OR via phone at (575)-562-2115

--ENMU HR & Portales Technical Trainer