Leave Report Submission - Salaried Employees
During the “Reports To” System Conversion - Sept & Oct 2012

Which Leave Report are you completing?

September

Are you completing it during the month of September?

Yes

September is the last month to submit a Leave Report to the TSO Org # (i.e. T12345)

In the Title and Department column, find your position that has a "T" number next to it and select that radio button under the My Choice column.

In the Leave Report Period and Status column, select the September 1, 2012 to September 30, 2012 report.

Enter all leave that must be claimed for the month of September.

Submit for Approval

No

Are you completing it during the month of September?

Yes

If it is now October you must still submit your September Leave Report to the TSO Org # (i.e. T12345)

In the Title and Department column, find your position that has a "T" number next to it and select that radio button under the My Choice column.

In the Leave Report Period and Status column, select the September 1, 2012 to September 30, 2012 report.

Enter all leave that must be claimed for the month of September.

Submit for Approval

No

October

Are you completing it during the month of October?

Yes

October is the first month to submit Leave Reports to the Reports To approver (i.e. ACCOUNTING, 501234)

In the Title and Department column, find your position that has a Department name and # next to it and select that radio button under the My Choice column.

In the Leave Report Period and Status column, select the October 1, 2012 to October 31, 2012 report.

Enter all leave that must be claimed for the month of October.

Submit for Approval

No

If it is now November you must select the Reports To routing to submit your October Leave Report (i.e. ACCOUNTING, 501234)

In the Title and Department column, find your position that has a Department name and # next to it and select that radio button under the My Choice column.

In the Leave Report Period and Status column, select the October 1, 2012 to October 31, 2012 report.

Enter all leave that must be claimed for the month of October.

Submit for Approval

As of November 1st, employees will no longer have a “T” number option going forward.