

**Employee Step by Step Instructions for
Leave Reporting on the Web**

Payroll Office
812-237-3533
Fax: 812-237-8893
<http://web.indstate.edu/payroll>

1. Log on to <http://portal.indstate.edu>.
2. On the Homepage, click on the Employee Self Service Badge.



3. Click on [Employee Dashboard - View Pay, Tax, Earnings, and Deduction information](#)
4. Click on Blue Banner under “My Activities” that says “Enter Leave Report”

Pay Information	My Activities
Latest Pay Stub: 02/01/2021 All Pay Stubs Direct Deposit Information Deductions History	Enter Leave Report
Earnings	Approve Leave Report
Benefits	Electronic Personnel Action Forms (EPAF)
Taxes	Pay Stub Administrator
Job Summary	FERPA Acknowledgement
Employee Summary	W-2c Corrected Wage and Tax Statement

5. You should see the leave reports that are currently available and their status (not started, in progress, completed, etc.) Click on the leave report period you want to see.

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Leave Report

Approvals **Leave Report**

Leave Report Period ▼

Leave Period	Hours/Days/Units	Submitted On	Status	
Prior Periods				
02/01/2021 - 02/28/2021	6.00 Hours		In Progress	i 1
01/01/2021 - 01/31/2021	1.00 Hours	02/08/2021	Completed	i


6. If you have more than one position, click on the position you are reporting on.
7. Select the Pay Period to report on

Leave Report

Approvals **Leave Report**

Leave Report Period ▼

Leave Period	Hours/Days/Units	Submitted On	Status	
Prior Periods				
02/01/2021 - 02/28/2021	6.00 Hours		In Progress	i 1
01/01/2021 - 01/31/2021	1.00 Hours	02/08/2021	Completed	i



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02/01/2021 - 02/28/2021 | 6.00 Hours | 1 | 1 | In Progress | Submit By 03/20/2021, 04:30 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8	9	10	11	12 6.00 Hours	13

[Add Earn Code](#)



Earn Code: Hours:

Total: 0.00 Hours

8. Click on the date for which you need to enter leave and choose the leave type from the “Earn Code” drop down: Vacation, Sick, Funeral, etc. Enter the number of hours of leave you are claiming for that type/day and go to the bottom right hand corner to SAVE.

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02/01/2021 - 02/28/2021 | 6.00 Hours |   | In Progress | Submit By 03/20/2021, 04:30 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8	9	10	11	12 9.00 Hours	13

[+ Add Earn Code](#)

Earn Code: Hours:

Total: 0.00 Hours

[Exit Page](#)

- If the leave time entered exceeds the balance available, the warning message *Possible Insufficient Leave Balance* will appear at the top of the Leave Report.
- Military and Jury Duty Leave require appropriate documentation to Payroll.

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- You may copy an earn code to multiple days after saving it onto a day. Click on the double square after saving then select all other days for which you wish to use the same code. Save.

Vacation Pay 7.50 Hours

Copy Leave Report Entry ✕

Vacation Pay : 7.50 Hours (02/25/2021, THURSDAY)

Select Options

Copy to the end of pay period
 Include Saturdays
 Include Sundays

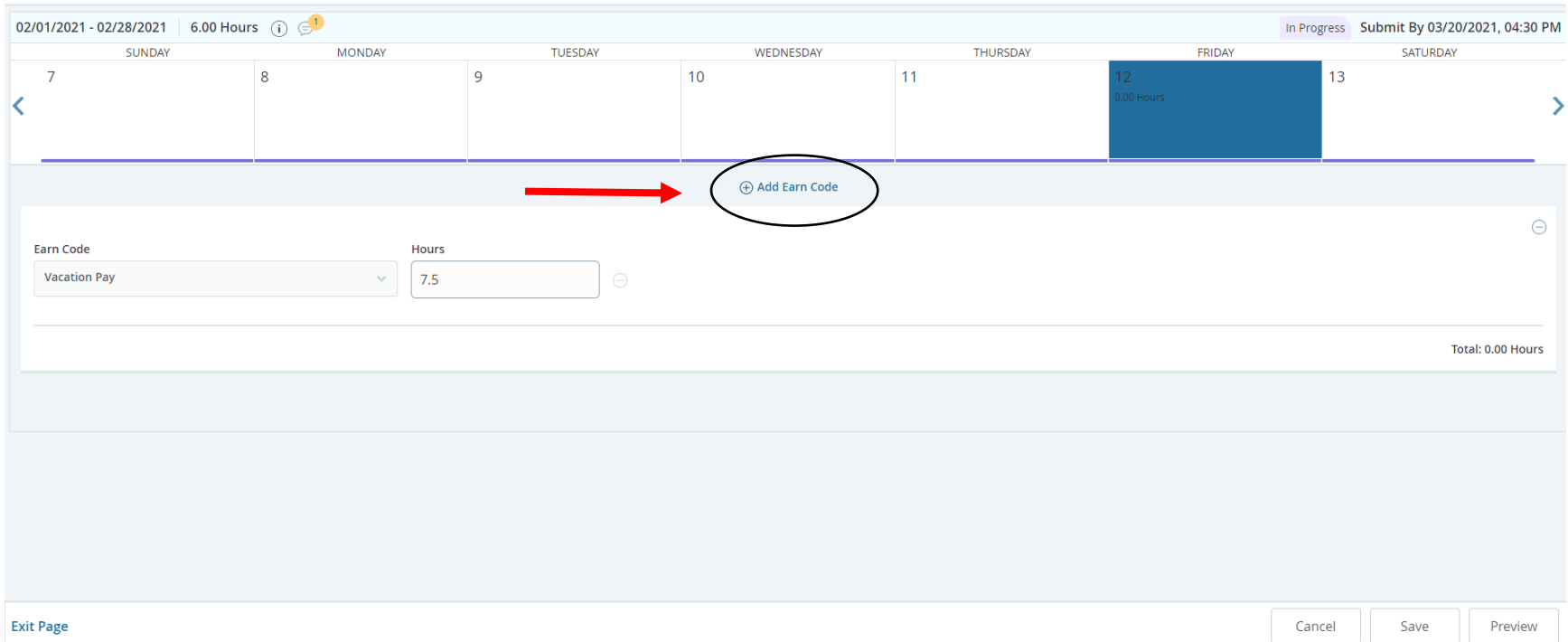
Pay Period: 02/01/2021 - 02/28/2021						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 7.50 Hours	18 7.50 Hours	19 7.50 Hours	20
21	22 7.50 Hours	23 7.50 Hours	24 7.50 Hours	25 7.50 Hours	26	27
28	1	2	3	4	5	6

Cancel
Save

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- If you want to take more than one type of leave for the day click on the small “+ Add Earn Code” and choose another leave type



02/01/2021 - 02/28/2021 6.00 Hours 1 1 In Progress Submit By 03/20/2021, 04:30 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8	9	10	11	12 0.00 Hours	13

+ Add Earn Code

Earn Code: Vacation Pay Hours: 7.5

Total: 0.00 Hours

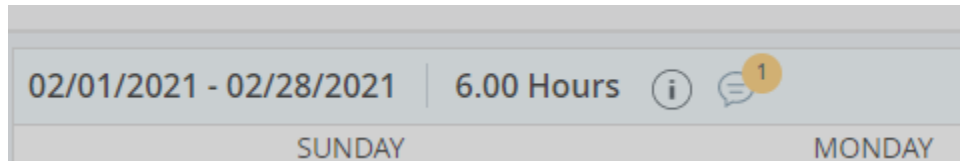
Exit Page Cancel Save Preview

9. Move to the next date you are reporting leave and repeat step #8.

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10. If you want to add a comment click on the “word bubble”. Comments may be entered if communication is desired to your approver.



- Comments should be manually dated. If not, all comments for the month will appear as one item.
11. After entering all hours make sure you click Save.
12. At the end of the pay period and after all leave is entered, go to the lower right hand corner of you leave report and click on “Preview”. Review the leave that has been entered. If it is as you would like it reported click “Submit” if anything needs to be changed, click on “Cancel” and take care of your changes.
- Even if you have no leave to report, you must confirm this by submitting a 0 balance leave report to your approver. This confirms that you are in fact still employed and did not take any leave this period.

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Preview



Assistant Payroll Manager, AR9352-00, F, 0550, Budget, Payroll & Risk Mgt

Pay Period: 02/01/2021 - 02/28/2021 | 13.50 Hours

Submit By: 03/20/2021, 04:30 PM

Earning Distribution	
Earn Code	Total
Vacation Pay	13.50
Total Hours	13.50
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	6.00
Week 2	7.50

Cancel

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13. Your approver will approve the leave or return it for correction if there is a discrepancy.
 - The employee will not know when it has been returned unless they happen to get into Leave Reporting. An approver who returns leave for correction, must communicate this to the employee in order that they may take appropriate action.
14. Once your leave has been approved your balances are reduced.