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**_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"
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.
6. If you have more than one position, click on the position you are reporting on.
7. Select the Pay Period to report on
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.
    o 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.
    o Military and Jury Duty Leave require appropriate documentation to Payroll.
    o 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.
    o 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.
9. Move to the next date you are reporting leave and repeat step #8.
10. If you want to add a comment click on the "word bubble". Comments may be entered if communication is desired to your approver.
    o 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.
    o 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.
13. Your approver will approve the leave or return it for correction if there is a discrepancy.
    o 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.

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