* I cannot enter my leave time – one of the following could be true:
  + You are in a month that is closed for entry….look at the Submit By Date: and make sure it has not passed.
  + You have already submitted your time for approvals. Once this is done, it is in the approvers queue and you cannot modify it without asking your approver to submit if for correction.
  + Look at the bottom of your leave report. It usually tells you what the status is and may answer the problem you are encountering.
  + The approval queue is broke. This occurs when an employee is terminated or no longer in the position they were in when they were assigned as an approver. If this is the case, a new authorization form should be completed. To expedite the entering of leave time, contact Payroll and we can do this via an email with the completed form sent at a later date.
  + Your job has not been set up on Web Leave Reporting. Contact the Payroll Office.