



Leave Reporting: Quick Start Summary

Open your web browser and go to
porches.udayton.edu



Sign on with your username and
password.



Click on the **HR Connections** tab.



Click on the **Leave Report** link located
within the **Time Reporting** channel.



Click on the **Enter Hours** link for a
particular day. Be sure to use the
appropriate **Earning** type, e.g.
Vacation, Sick Leave, etc.



Click on the **Hours** field. Enter the
appropriate number of hours in half-
day increments.



Click on the **Submit for Approval**
button.



Type in your password.



Click on the **Submit** button.



Leave Reporting: No Leave Taken Quick Start Summary

Open your web browser and go to
porches.udayton.edu



Sign on with your username and
password.



Click on the **HR Connections** tab.



Click on the **Leave Report** link located
within the **Time Reporting** channel.



Click on the **Enter Hours** link for a particular
day. Choose one of the **Earning** types.



Click on the **Hours** field. Enter "0" if no
vacation or sick leave was taken during the
pay period.



Click on the **Save** button.



Click on the **Submit for Approval** button.



Type in your password.



Click on the **Submit** button.



Leave Reporting: Copying Leave Quick Start Summary

