

Reporting Unpaid Leave

Enter the request in as you normally would using one of the following reason codes:

UNPAID FMLA

UNPAID L&I

UNPAID SICK

UNPAID

When entering your hours please enter the time as negative hours.

Example: -5 hours of unpaid time.

The screenshot shows a software interface for reporting unpaid leave. At the top, the user's name is displayed as '*DEERJOH000 *DEER*, JOHN E. (TEACHERS)'. Below this, the 'Group Code' is set to '9'. The 'Time Off' section is filled with 'UNPAID' and 'UNPD'. The 'Type' is 'Hours' and 'Hours per day' is '8.0000'. The 'Date' is '11/07/2016 Monday'. The 'Type' dropdown is set to 'Used'. The 'Amount' is '-5.0000 Hours'. The 'Reason' dropdown is set to 'UNPAID' with a value of '62'. The 'Description' field contains 'UNPAID'. On the right side, there are buttons for '+ Add', '- Again', 'OK', and 'Cancel'.

Your unpaid hours will be deducted in the following month.