Quick Reference Guide for Employee Self Service – Leave Reports
10 Month Teaching and Research Faculty enrolled in VSDP

- *10-month Faculty are not required to submit leave reports during the non-contract periods (June and July)*
- *The use of personal and VSDP sick leave must be reported on a pay-period basis and submitted by the established deadlines.*

1. Log into LEO-ONLINE

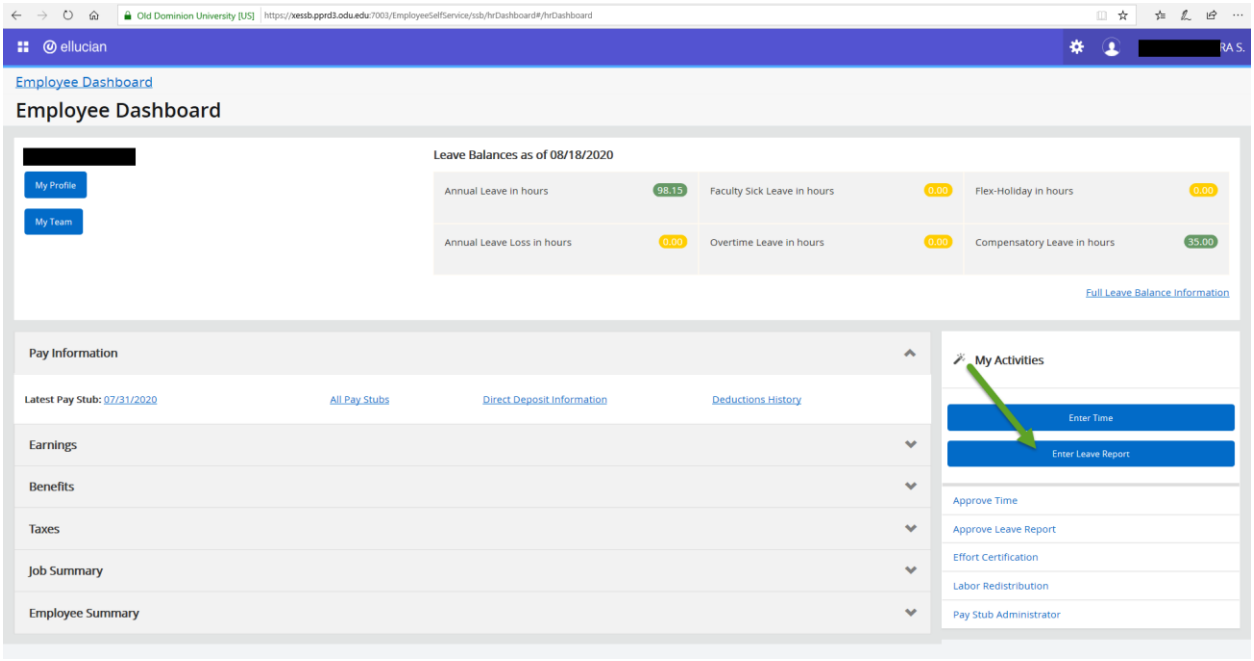
   http://www.leoonline.odu.edu

2. Click On Enter Leo Online News and Secure Area then click Enter Secure Area

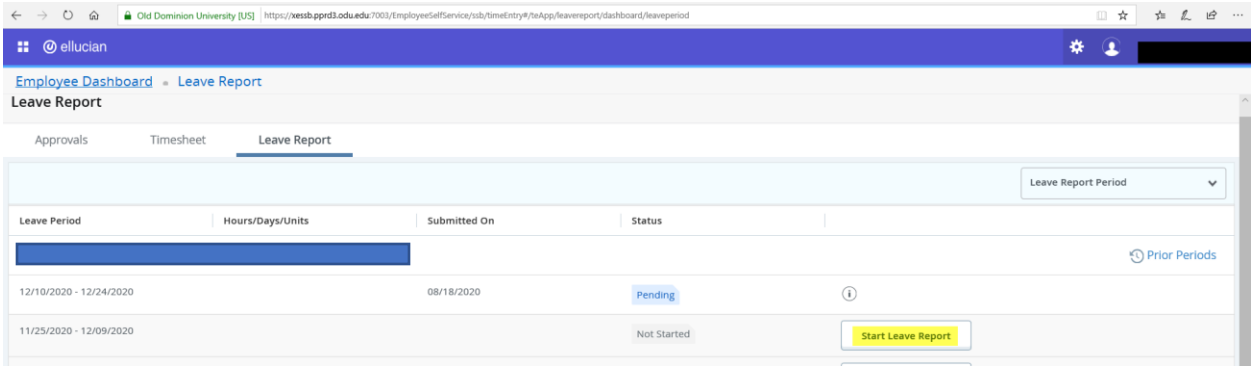
3. Log in with your Midas ID and Password

4. From the Main Menu click Employee then click Employee Self Service to open the Employee Dashboard

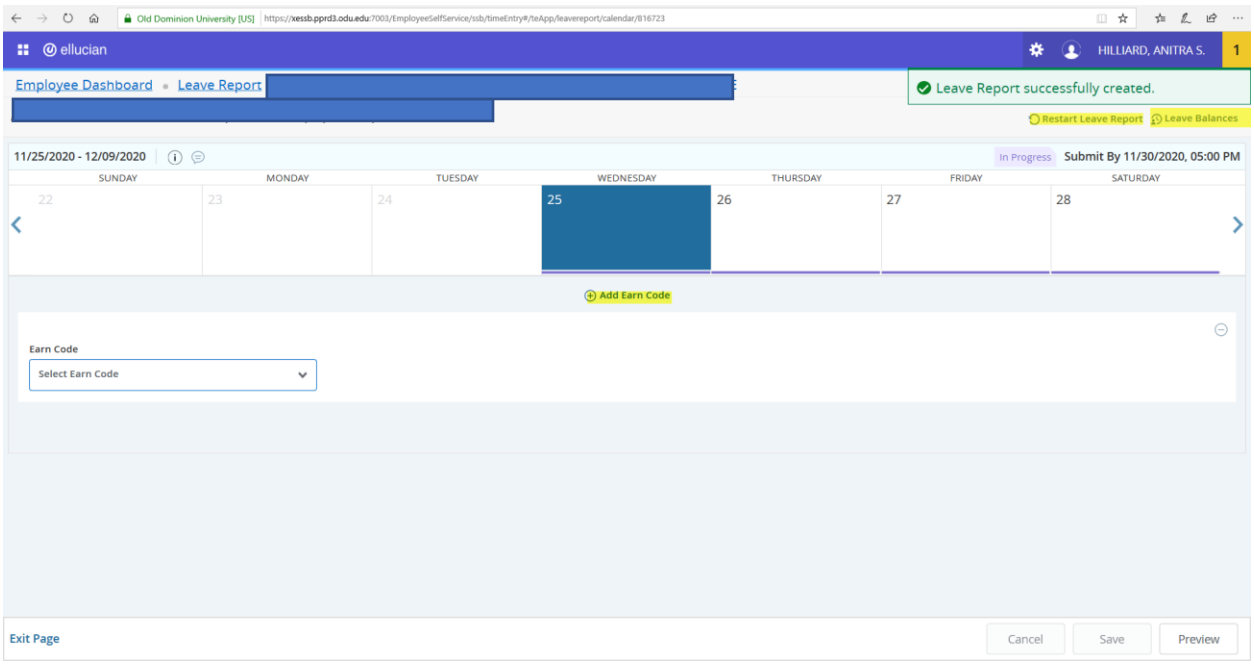
5. From the Employee Dashboard click on Enter Leave Report as indicated below

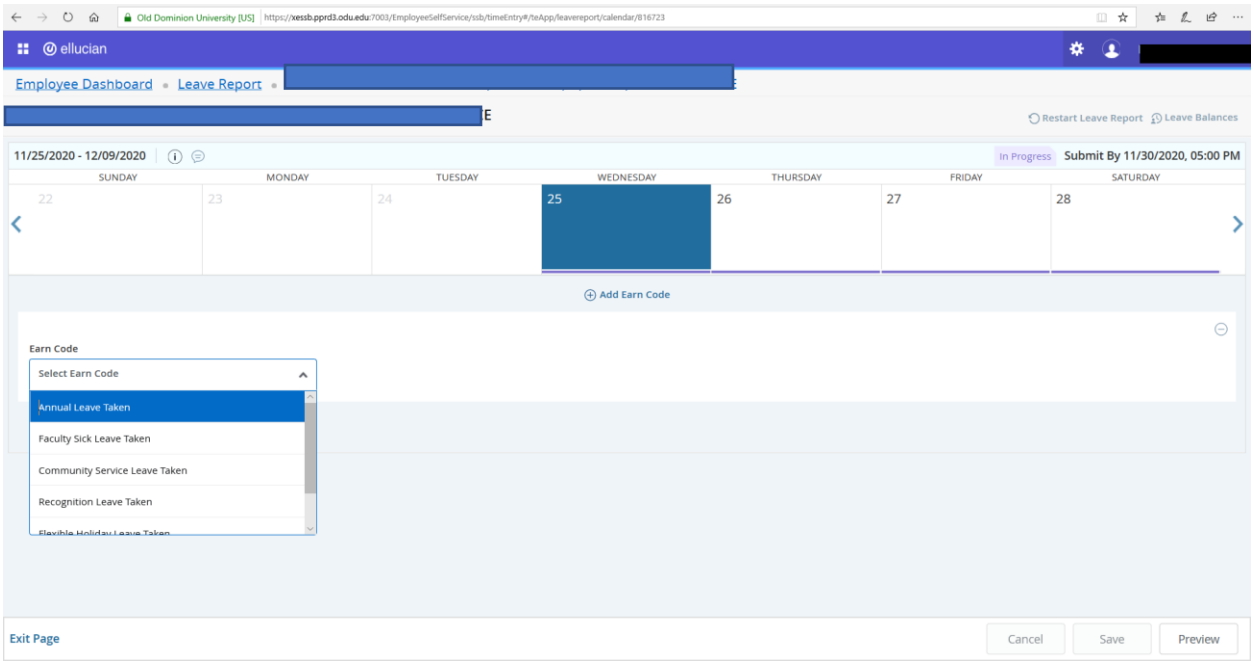


You should see your next available leave report, click on Start Leave Report as highlighted below

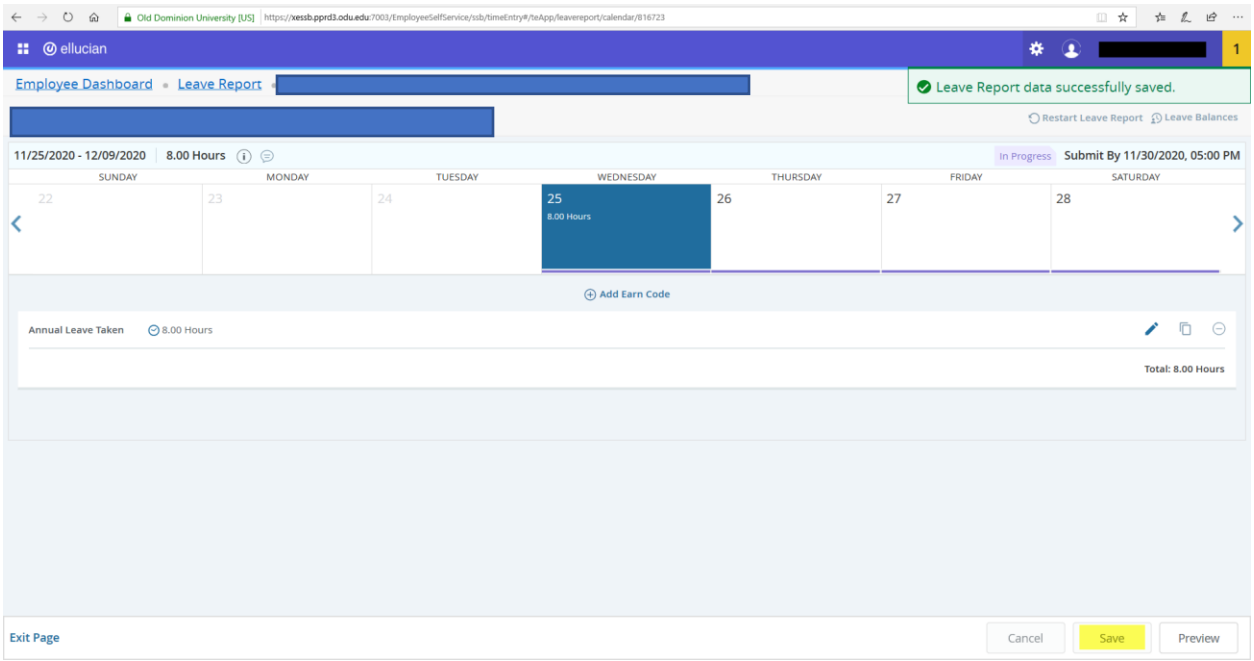


Your leave report will appear . Use the arrows to scroll to see all the dates in the leave period. You are on a specific day when it is dark blue. Use the drop down menu to select the correct earn code and enter the hours taken . You can also restart your leave report or view your leave balances.

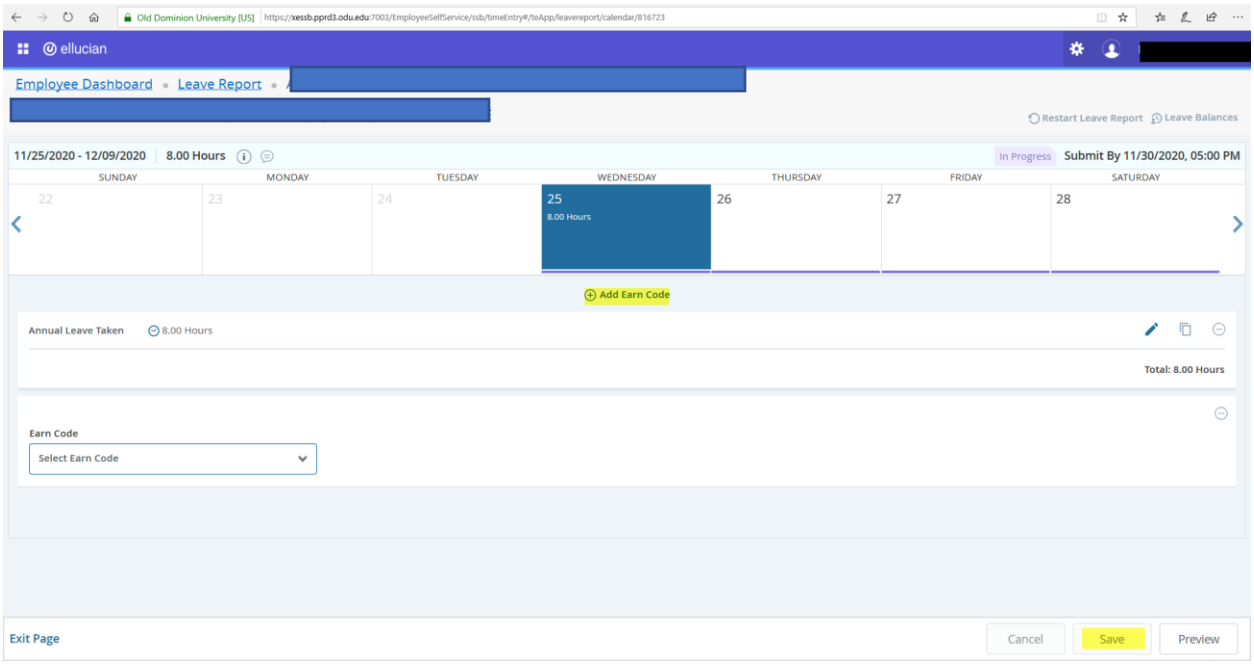




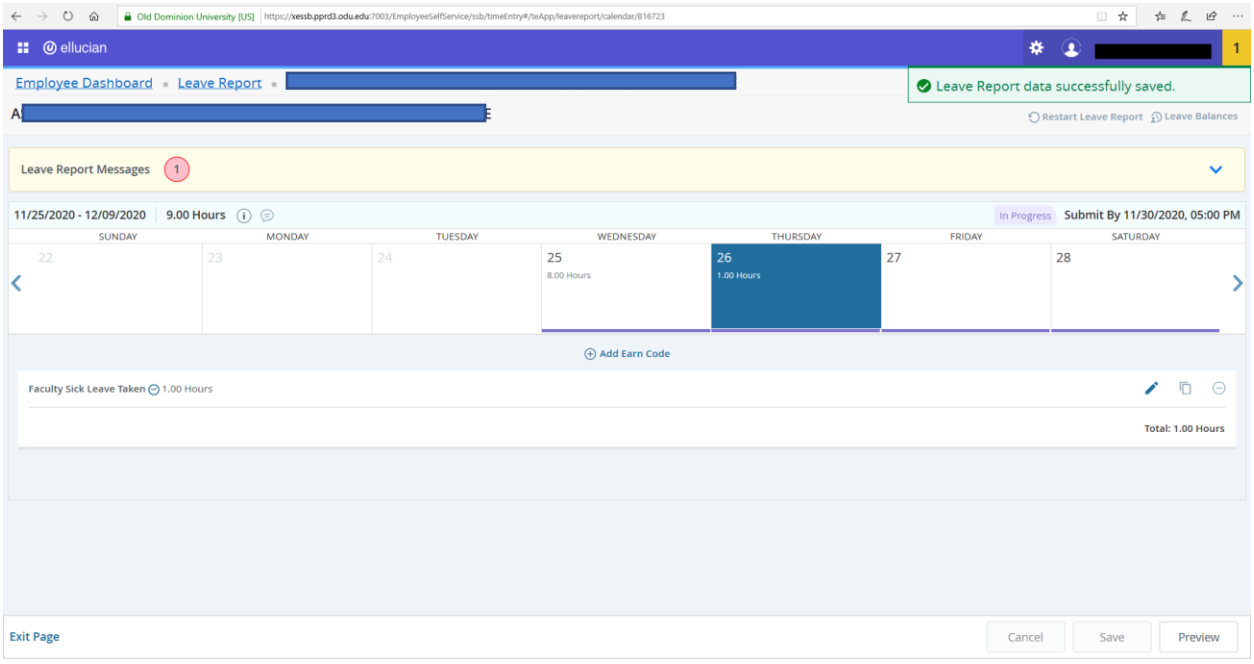
Once you have made your earn code selection enter the appropriate number of hours and click “save” as indicated in yellow.



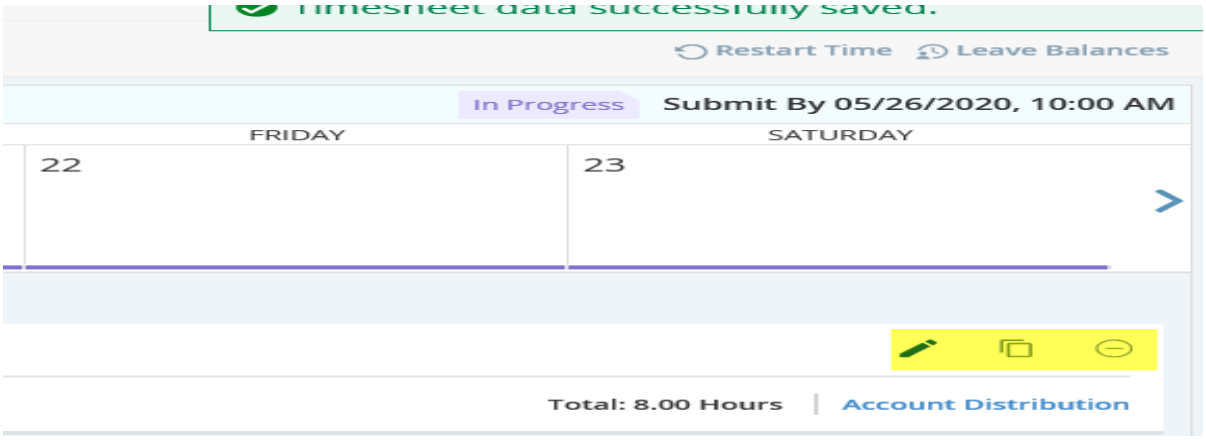
If you need to add an additional earn codes for the same day click add earn code and select the appropriate code enter the number of hours and save.



Repeat the previous steps to enter hours for the remaining days in the pay period.



Use the three editing buttons at the bottom of the leave report to make the changes as indicated below.

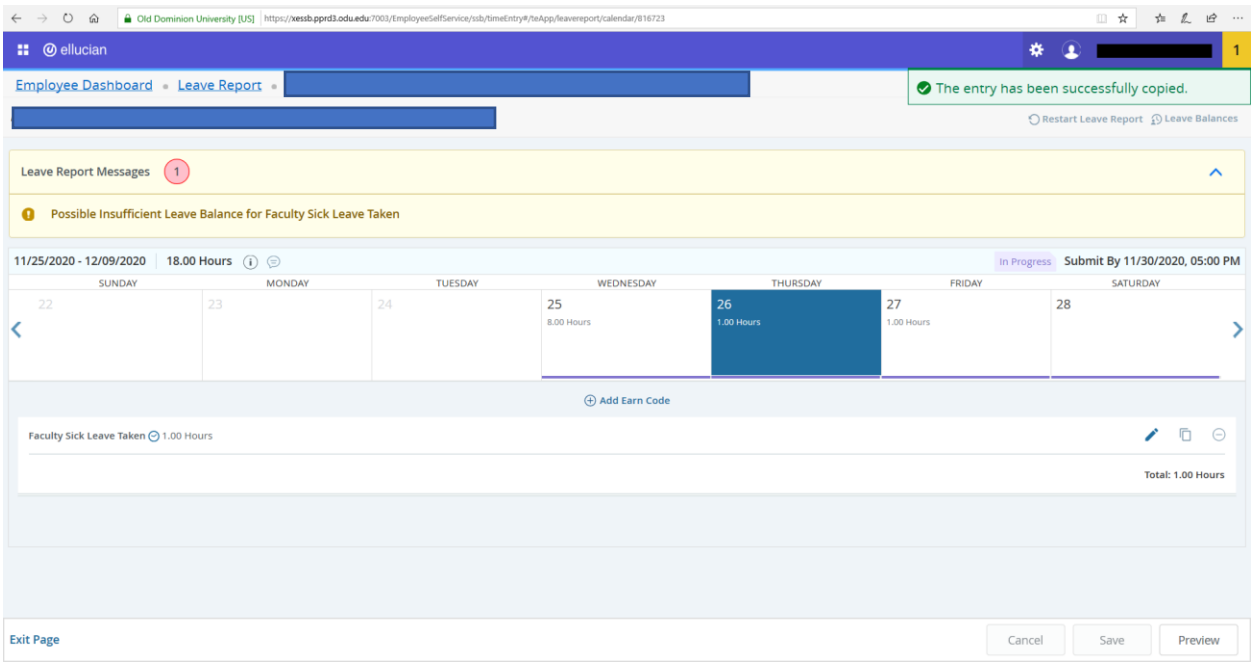


Note: click the pencil to edit your hours after saving

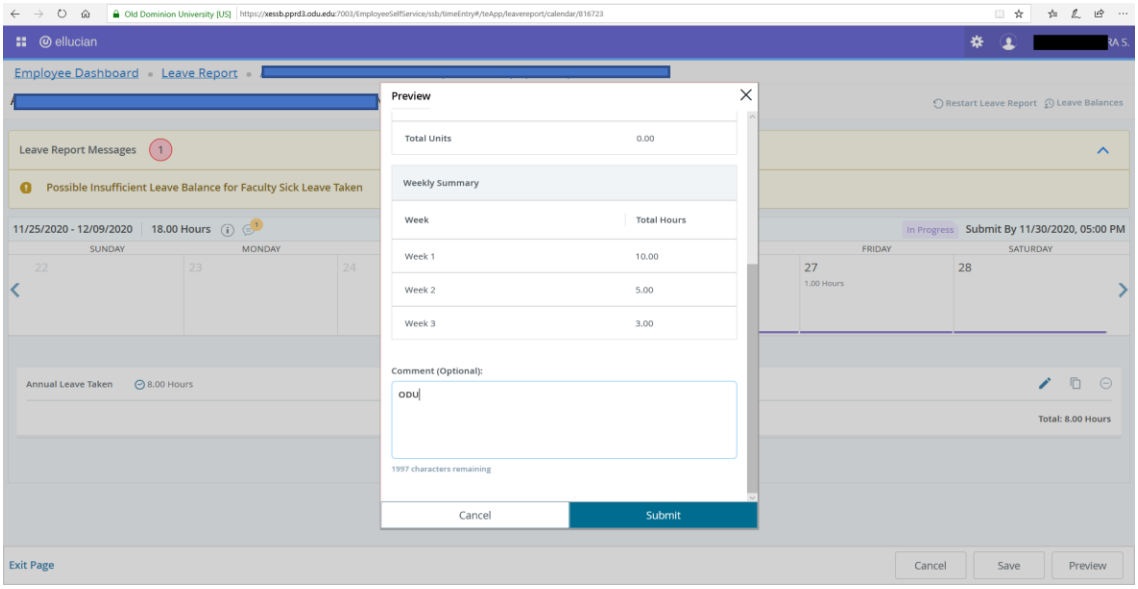
click the sqaure to copy hours to another day

click the circle to delete an entry (you will be asked to confirm this action)

To copy you may copy selected hours to the end of the pay period or you may copy by day. Note the copy to end of the pay period starts from the day selected and goes forward.



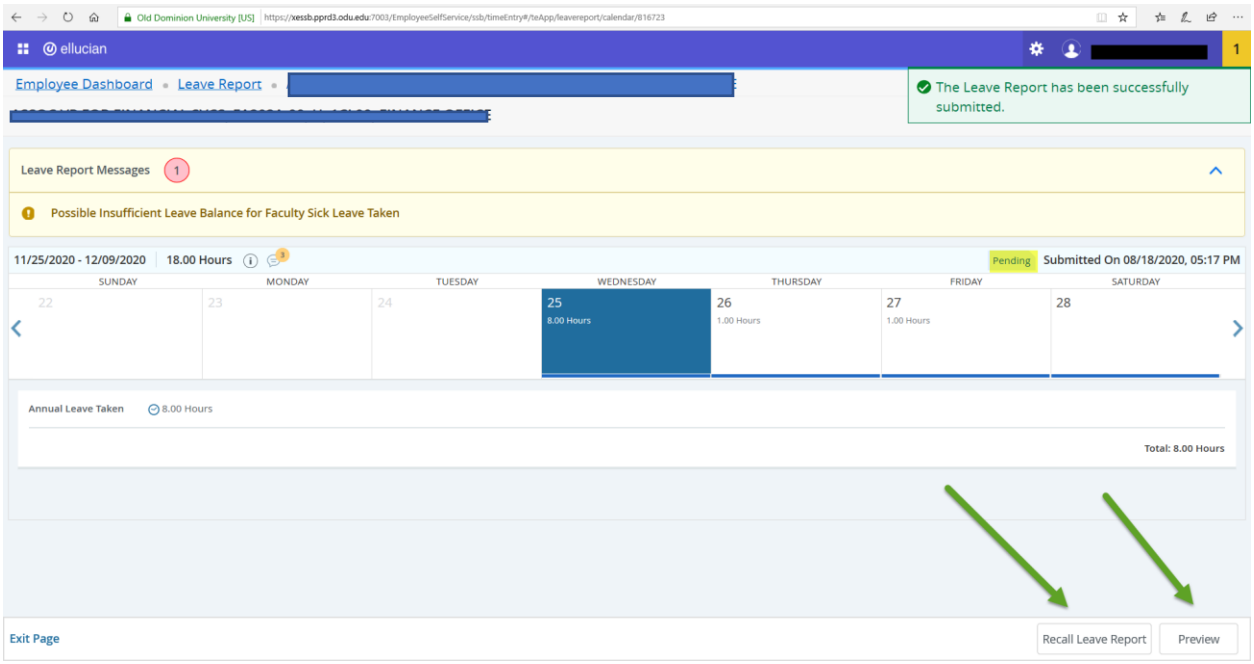
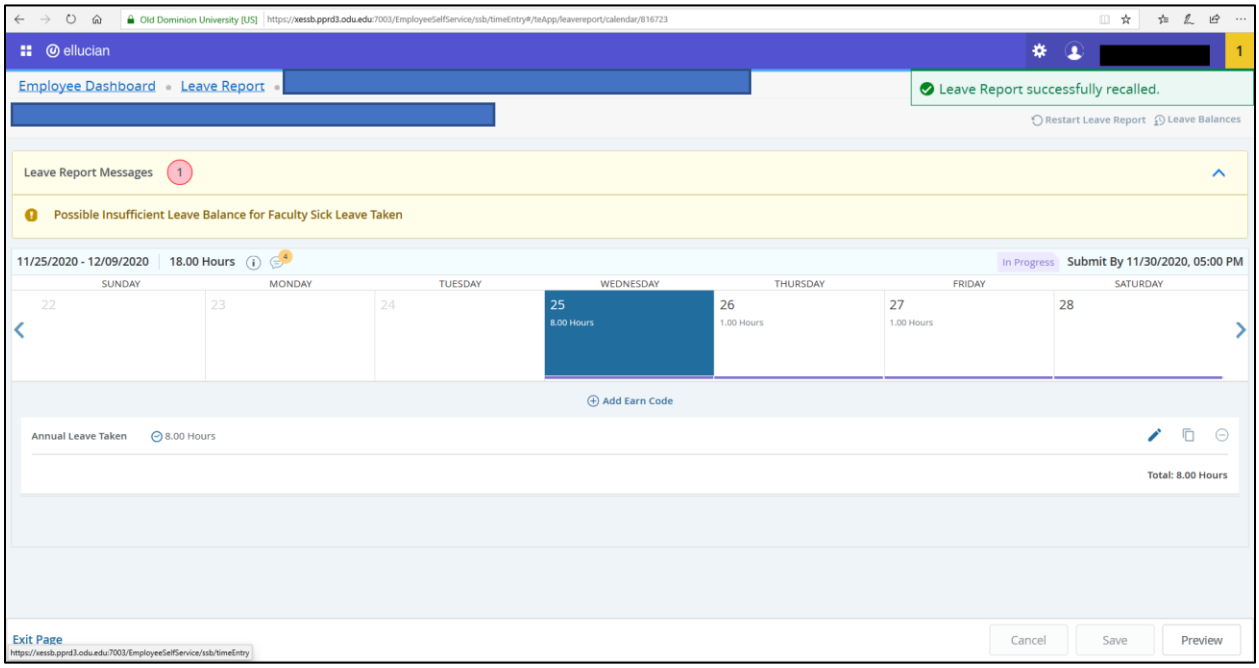
To enter comments click on preview. The comment box will appear type comments and submit.



Once you have entered all leave taken for the pay period click on the preview button to see the hours entered; as you scroll down you will see the total hours submitted for each week.

If your leave report is complete click submit. The “Cancel” button will only cancel the comments entered.

Once submitted you will see the message below. The Leave Report is now pending your supervisor’s approval. If you need to make a change before the leave report is approved you may recall the leave report or preview as indicated below.



If you recall the leave report you will see the message leave report successfully recalled. You can make changes by clicking on a specific date and clicking the edit button. After changes are made resubmit your leave report for approval.