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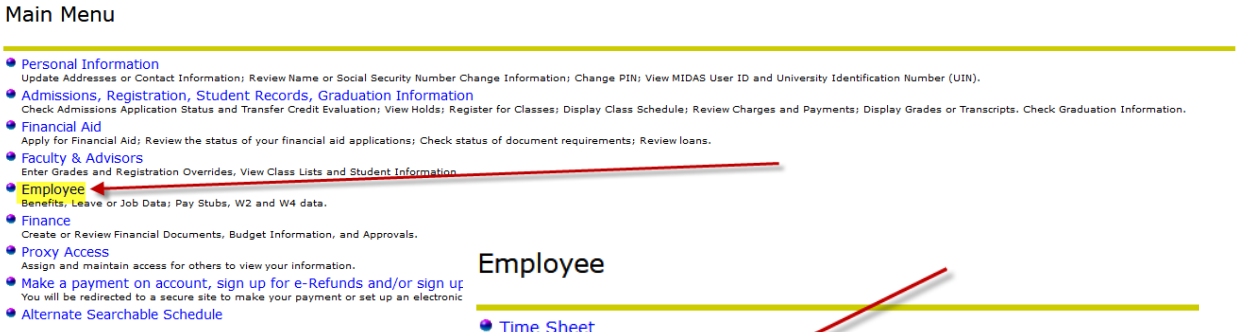
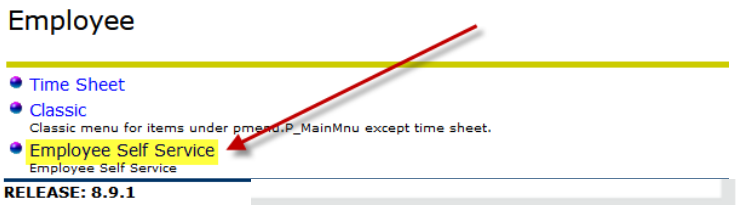
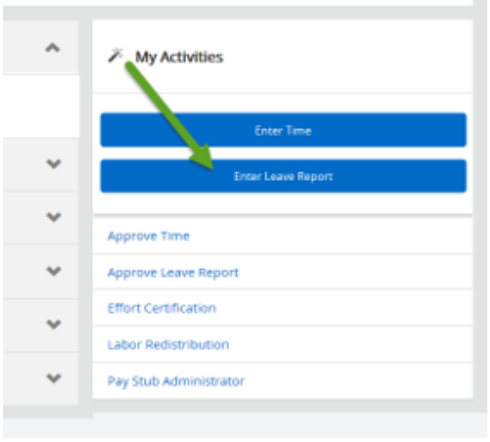
1. Access LeoOnline at: http://www.leoonline.odu.edu
2. Upon entering into the system, select ***the Enter LeoOnline News and Secure Area*** link at the top of the page list, then scroll to the bottom of the page and click ***Enter Secure Area***.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access the timesheet portal.
4. From the Main Menu page (*see below*), click ***Employee***,



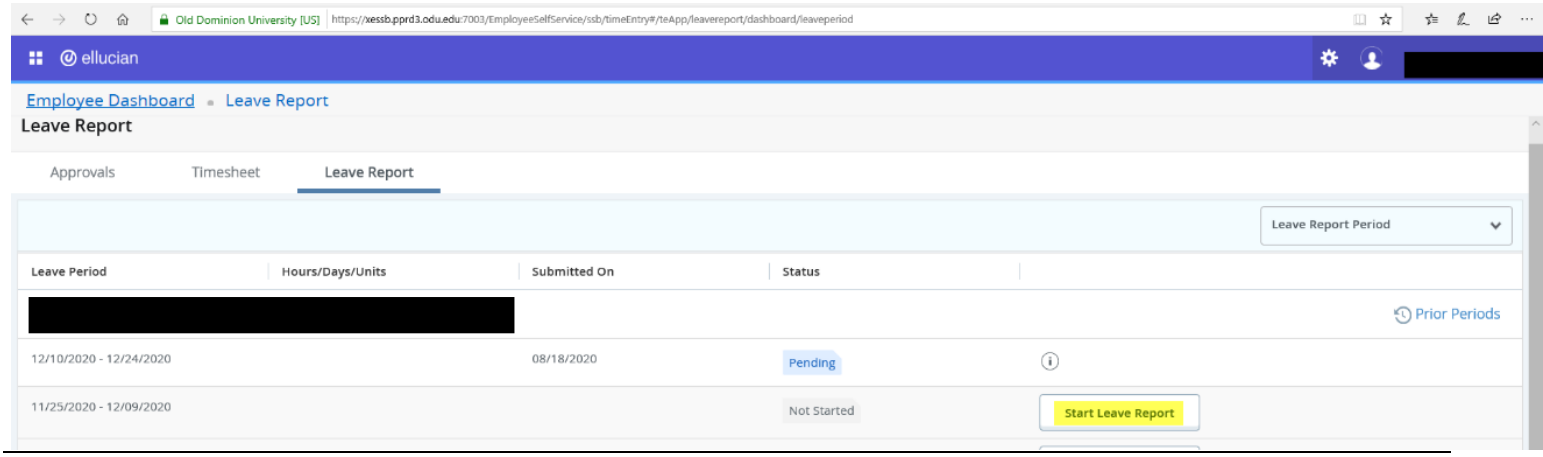
Then ***Employee Self Service*** to open the Employee Dashboard:



5. Once in the Employee Dashboard, select ***Enter Leave Report*** (*as highlighted below*).



6. After selecting ***Enter Leave Report***, you will notice the next leave report available for editing/entering. ***Select Start Leave Report***.



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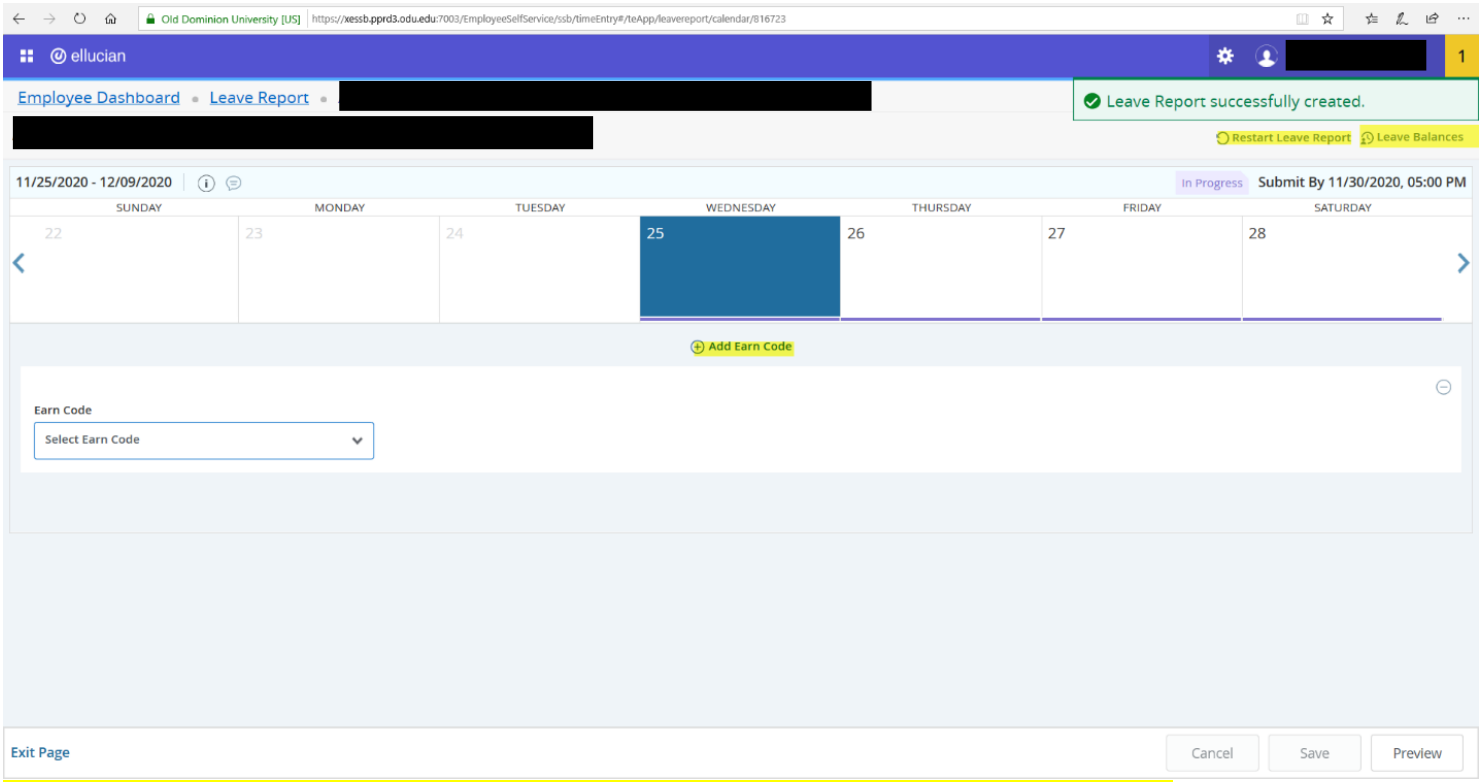
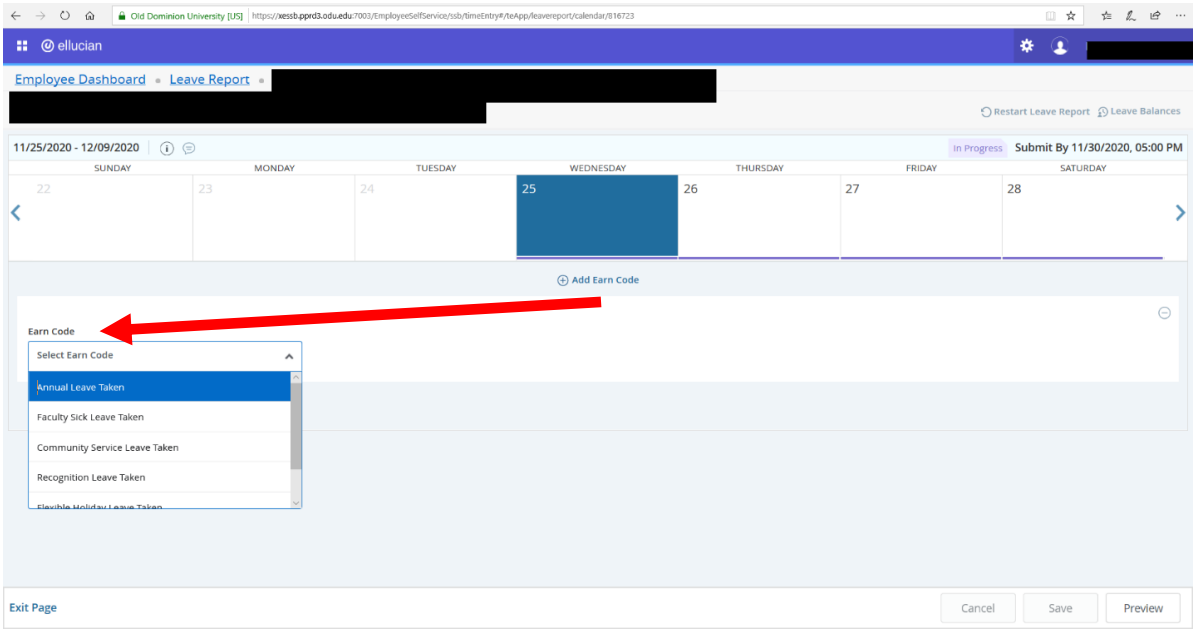
7. Once in your leave report, users wills scroll to the right to view all the days available in the current pay period. Users are defaulted to a specific day, which is highlighted in dark blue. Use the ***dropdown menu*** to select the correct ***Earn Code*** and enter the hours for that particular day. Users may also ***Restart*** a leave report or ***Review Leave Balances*** from this screen.



NOTE: Use the ***dropdown menu*** to view other ***Earn Codes*** available to your user account/position.



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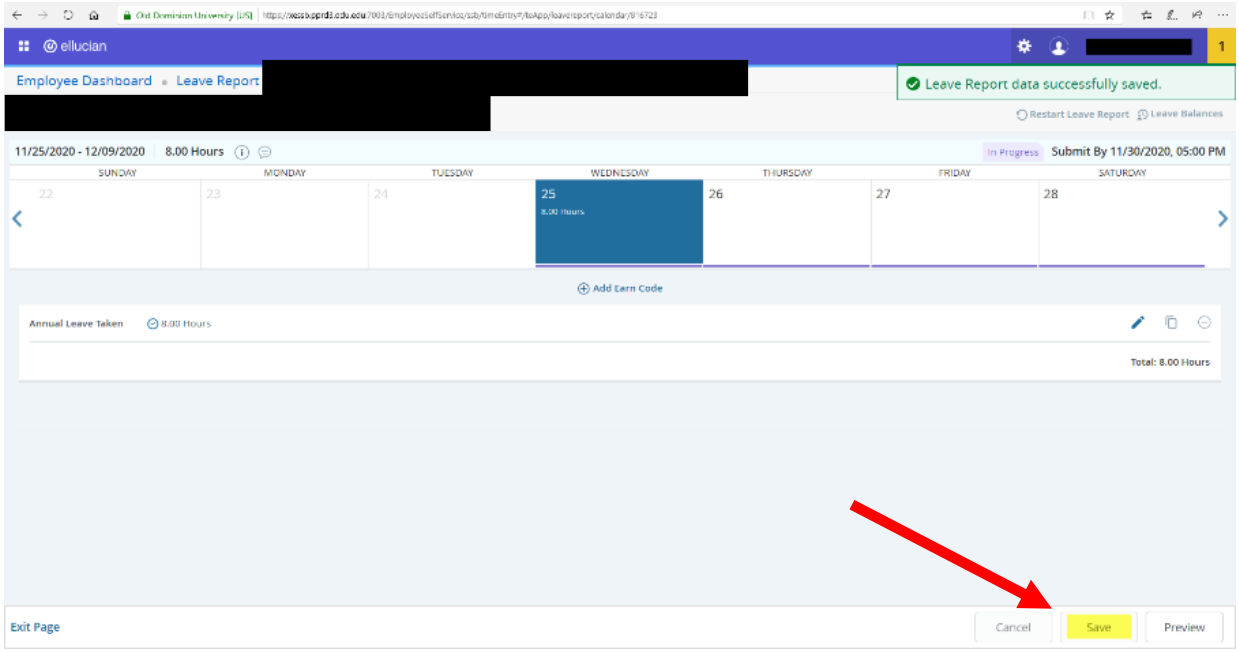
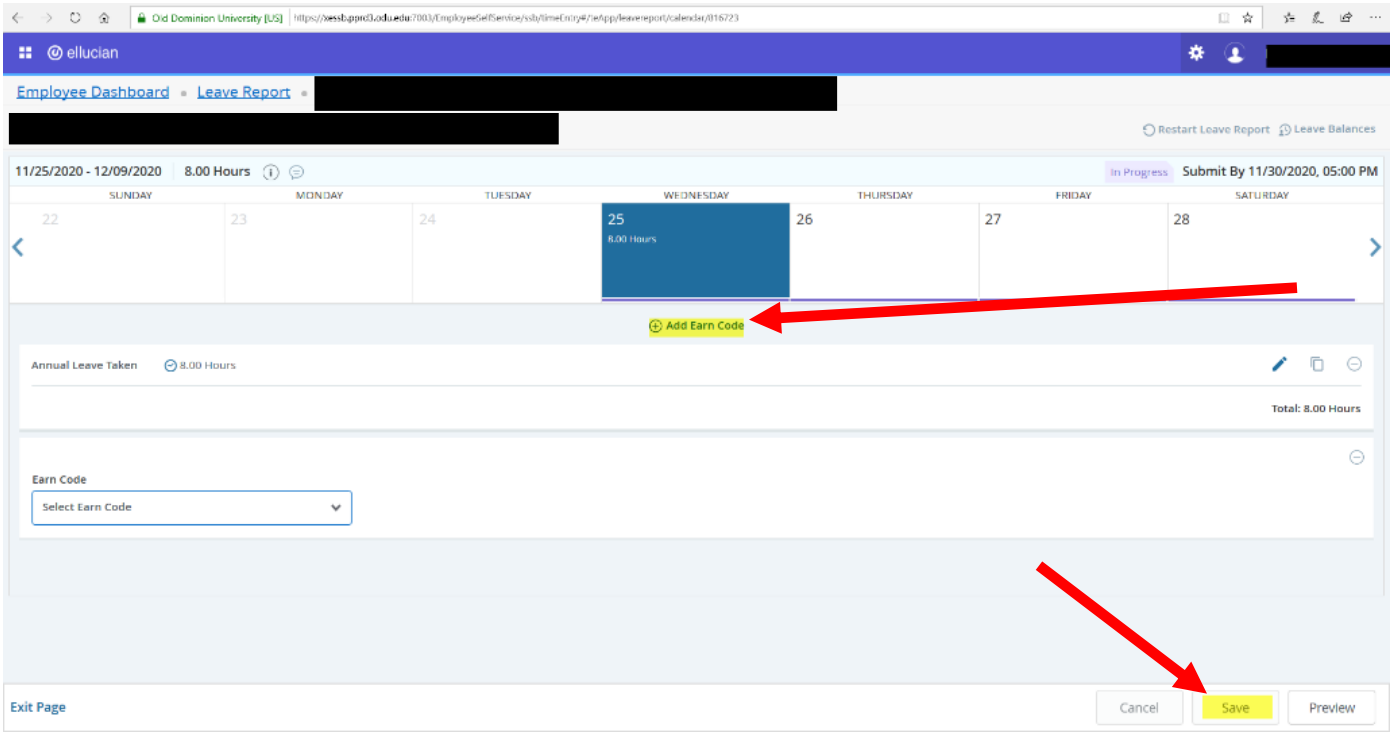
8. After selecting the desired ***Earn Code***, enter the appropriate hours and select ***Save*** at the bottom of the window.



PLEASE NOTE: If you need to add an additional ***Earn Code*** for the same day worked, select ***Add Earn Code***, followed by the appropriate ***Earn Code*** located in the ***dropdown menu***. Then add the hours for that particular ***Earn Code***.



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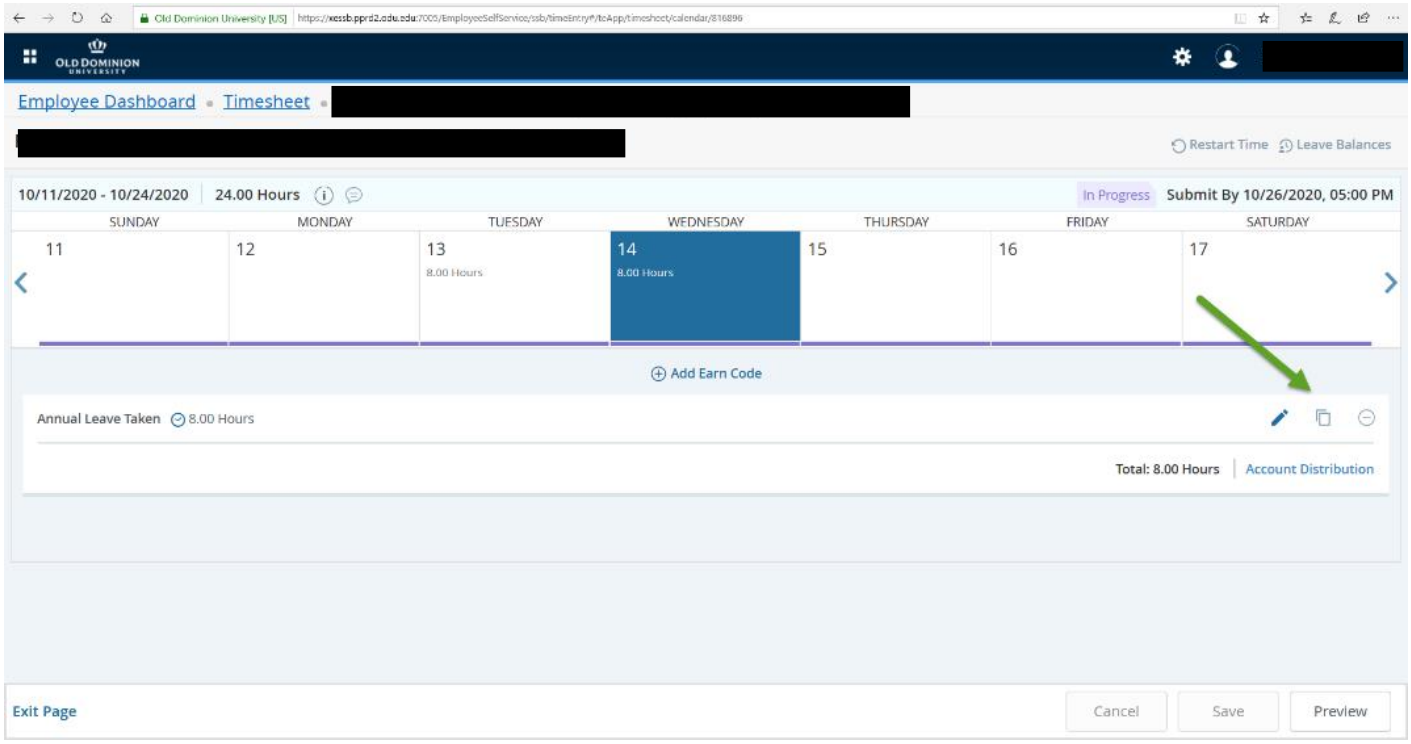
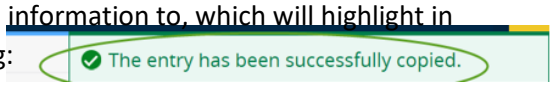
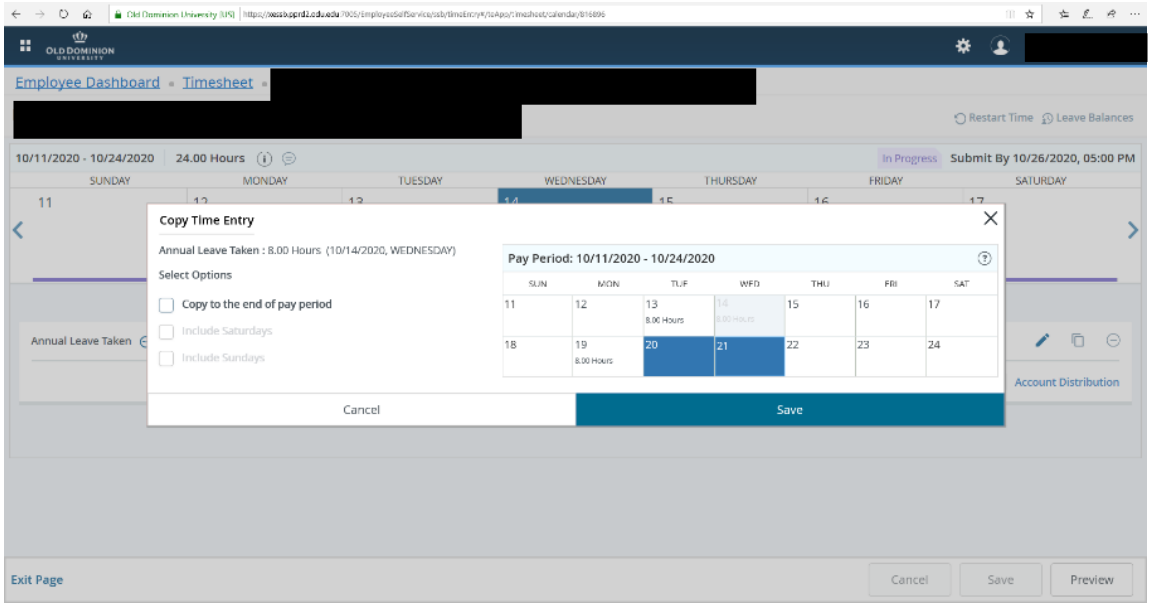
9. To copy specific days information instead of the entire pay period, select the ***Copy*** button and highlight the day you wish to copy.



10. From the pop-up window, select the appropriate days you wish to copy the information to, which will highlight in blue, and select ***Save***. You will receive this notification message after saving:





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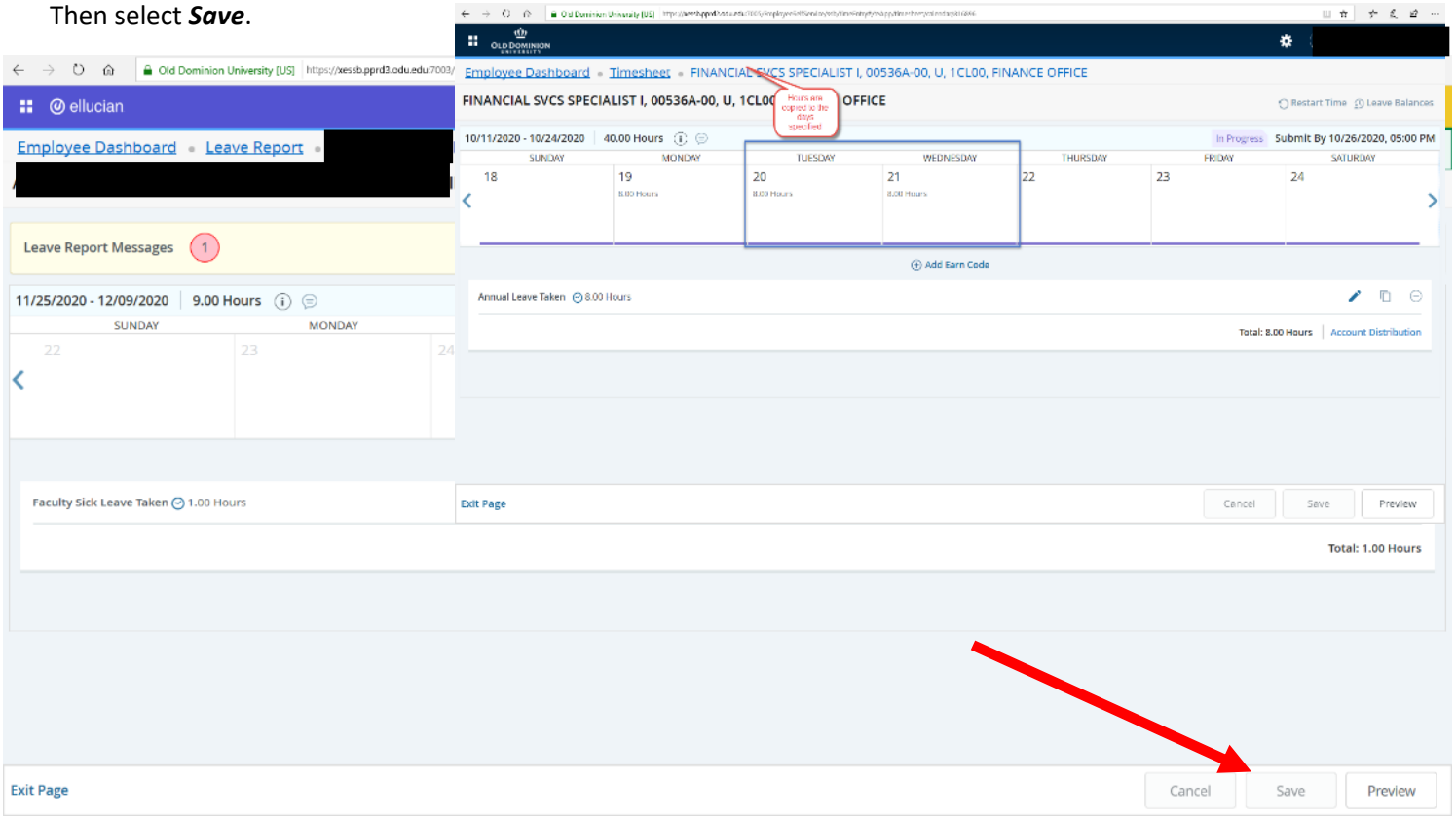
11. Repeat steps 7-10 above to complete entering hours/leave taken for the remaining workdays in the pay period. Then select ***Save***.



12. **PLEASE NOTE:** You will notice three editing buttons at the bottom of the screen. See below for a description of what each allows users to do in the system:

NOTE: click here if you need to edit your hours after you have saved them

NOTE: click here to copy to another day

NOTE: click here to delete the entry from that day (it will warn you and ask you to confirm this action)

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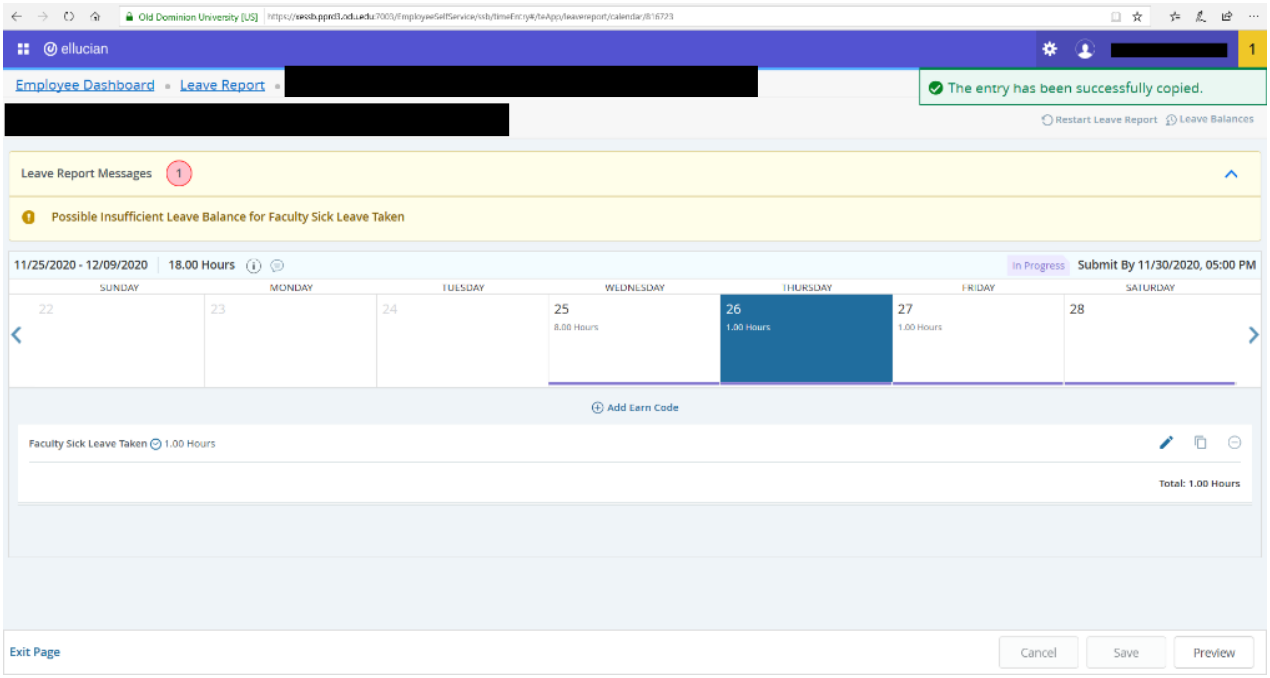
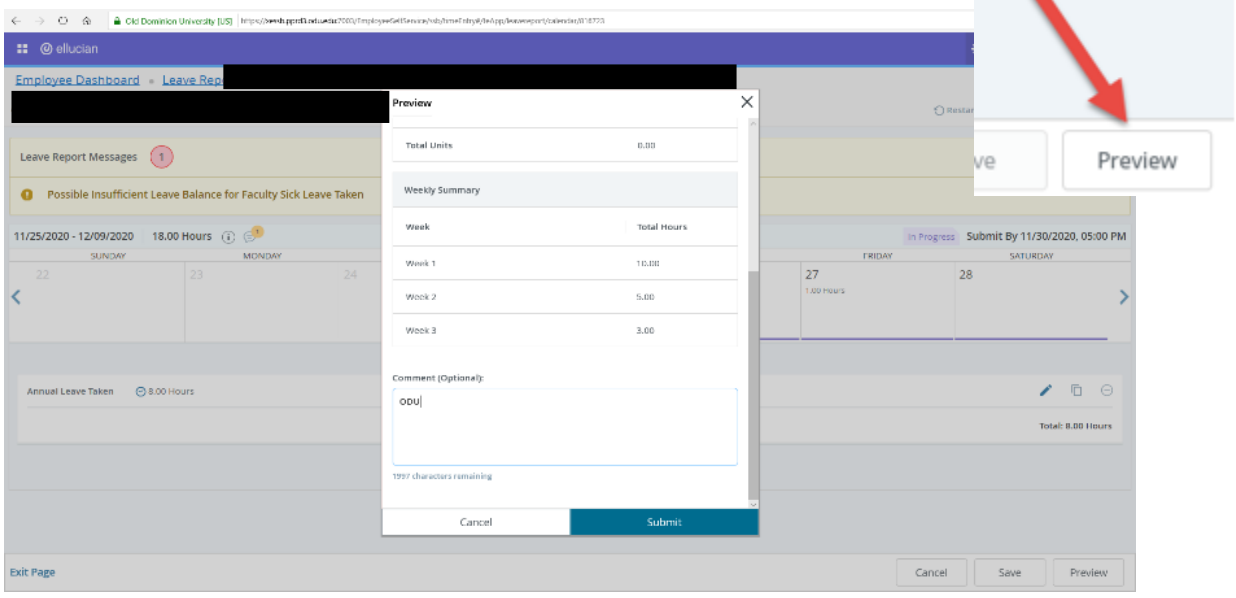
13. To copy hours onto multiple date selections within a pay period, you may do so day-by-day or throughout the end of the pay period. Select either ***Copy to End of Pay Period*** or ***Copy Day-by-Day***. If users select to copy hours through the end of the pay period, the selection starts from the current day selected and posts on each subsequent date. Edit as needed on each individual day's selection.
14. To enter comment, select ***Preview*** and the select ***Submit***.
    If no leave is taken for the pay period, please enter "No Leave Taken" into this comment section before submission.



15. After entering all relevant days, users may Preview their leave report. Select ***Preview*** to view a recap of hours entered for each ***Earn Code***. As users scroll down, they may view the total hours submitted for each week.



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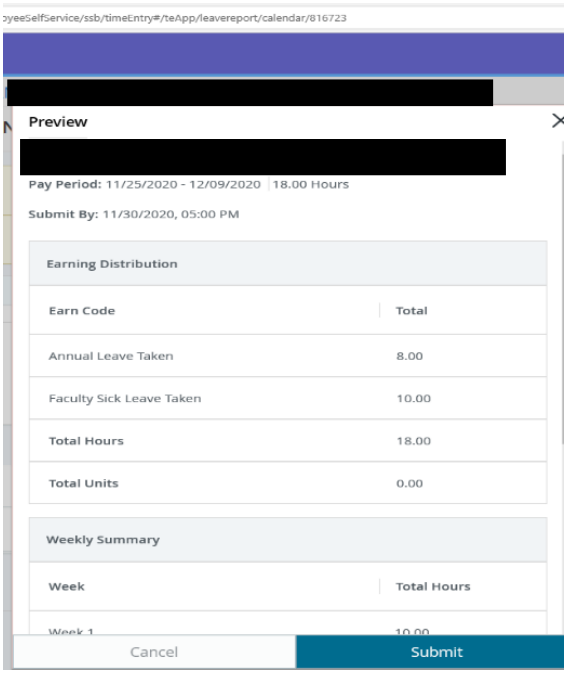
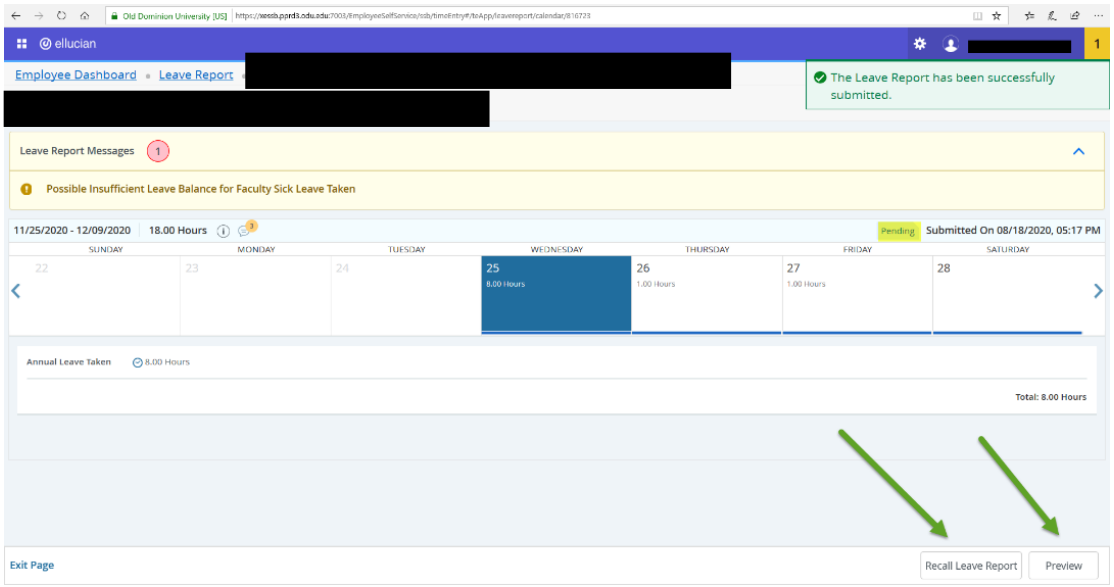
16. If users are ready to submit the Leave Report, select the ***Submit*** button. ***PLEASE NOTE***: The ***Cancel*** button becomes active and may only be used to make changes to a comment entered.



17. After submitting a Leave Report, users receive the message indicated below. The timesheet is now pending Supervisor's Approval. If users need to make a change before the Leave Report is approved, you may recall the Leave Report or Preview, as indicated below.



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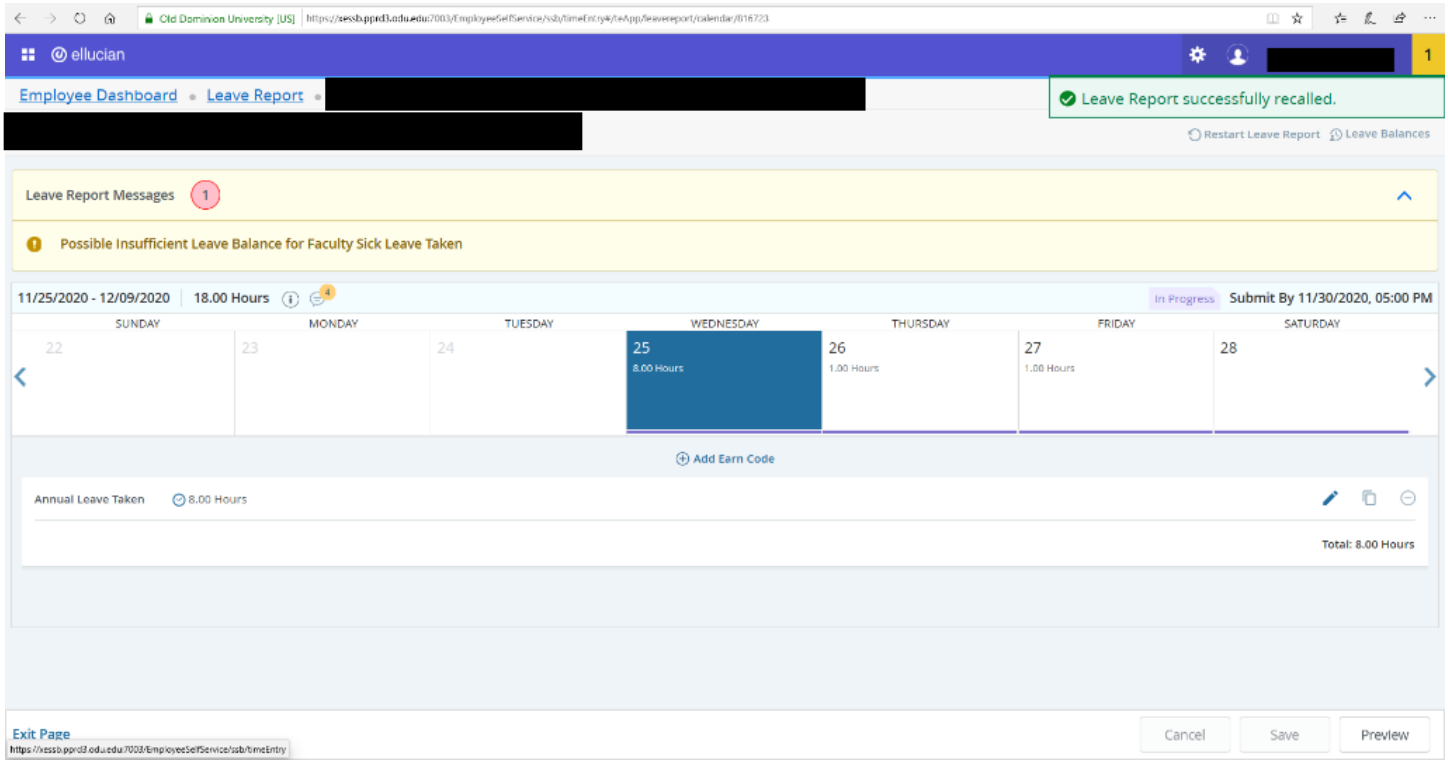
NOTE: If you recall a Leave Report, you will notice the message "***Leave Report Successfully Recalled***." You will then be able to make your change be selecting the ***Edit*** button, or by selecting the desired day and ***Earn Code***, making your edits, and resubmitting for approval.