Quick Reference Guide
How to Report Monthly Leave

Step 1: Access Monthly Reporting

Employees are required to report their monthly leave every month during the reporting period which is the first through the fifth. Monthly leave includes the following Day Types: Vacation, Sick, Military-Paid, Jury, Consulting (faculty use only), and Other. Employees will receive e-mail notifications to access the TimeOut System to report monthly leave. If employees cannot access the TimeOut System, supervisors can enter the monthly leave on behalf of the employee. (*Read Policy regarding System Delegates.)

1. Click Monthly Reporting on the “You” tab.

Step 2: Enter Time Taken

The previous calendar month is available to select days. If leave requests were submitted for the month, those days will appear in the table below the calendar.

2. Select individual days or a range of days (start date and end date). Use the Day Type drop down menu to select the type of leave. Use the Time drop down menu to select whole day or hours. Enter comments if desired. After making the selections, click Add Days which will populate the table below.

Step 3: Submit Monthly Leave

3. After reviewing the dates selected in the table and making changes to the previously requested time off (if needed), click Submit. Supervisors will be able to review and certify an employee’s reported leave as well as make corrections if needed. Employees will receive an e-mail notification if a supervisor makes changes to the employee’s reported leave. Click Show Reporting Log to view a confirmation of what was reported as the monthly leave. Employees will continue to have the ability to enter additional leave during the reporting period (the first through the fifth of the month). If an employee entered the wrong leave information, the supervisor can make the corrections during the certification process.

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