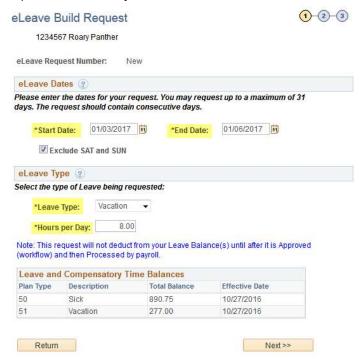


Quick Reference Guide: Exempt Employee Leave Request Process

** For Pre-Planned (Future Dated) Leave requests please refer to the Initiating eLeave Requests Guide.

Reporting leave in the current pay period:

- 1) Login to Panthersoft HR Employee Self Service
- 2) Navigate to: Self Service > Time Reporting > Request Time > Timesheet
- 3) Select "Create a New eLeave Request"
- 4) Complete the request with the specific details for your future dated leave information and select "Next"



5) Edit the Date, FIU Leave Type or Quantity Columns if needed, then select "Next"

