Enter Leave Time

Go to SOARHR (https://soarhr.usm.edu)
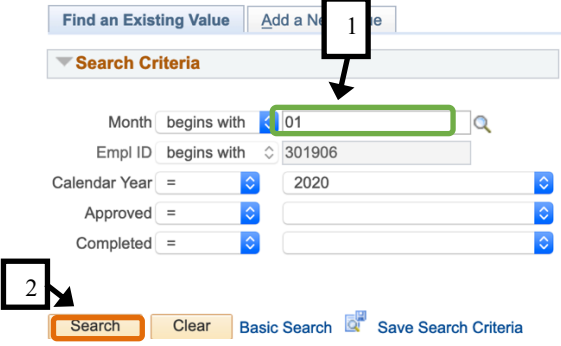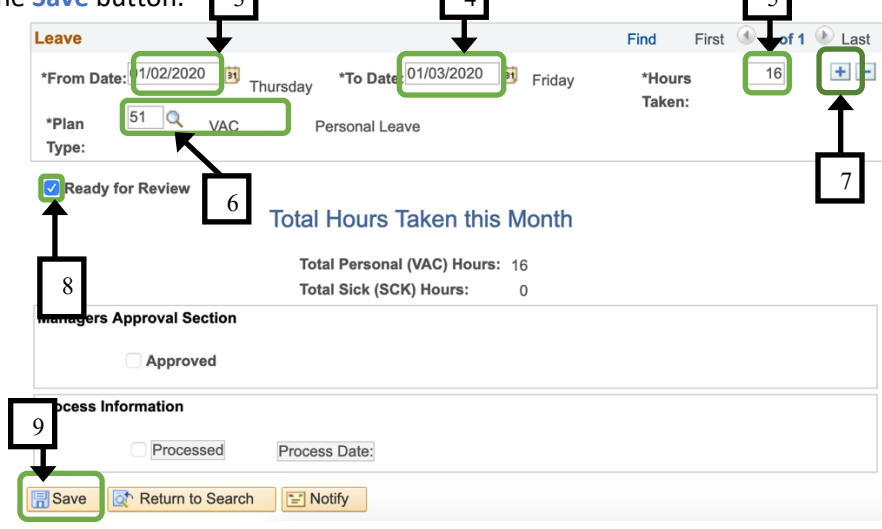Navigation: Home > Self Service > Monthly Time and Attendance
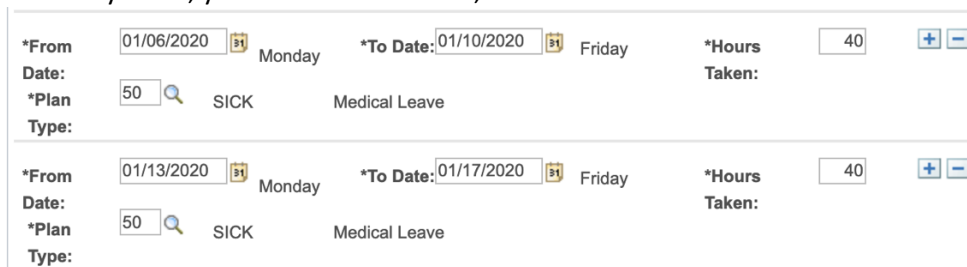
1.	Enter the appropriate calendar month number (1=January, 2=February, 12=December, etc) or select using the magnifying glass search.
2.	Click the **Search** button.
3.	Enter the date your leave time began or use the calendar search to select the date. Enter the "tab" key.
4.	When you tab, the same date defaults in this field. It can be changed, but first read the guidelines below.
5.	Enter the number of hours taken (in whole hours).
6.	Enter 50 for sick leave or 51 for personal/vacation leave.
7.	If additional hours were taken within the same month, click the + button for additional entries.
8.	Click the Ready for Review box.
NOTE	Please see guidelines below for proper entry of additional rows for leave time.

9.	Click the **Save** button.

Leave　　　　　　　　　　　　　　Find　　First　◀ 1 of 1 ▶ Last

*From Date: 01/02/2020 📅 Thursday　*To Date: 01/03/2020 📅 Friday　*Hours Taken: 16　➕ ➖

*Plan Type: 51 🔍 VAC　Personal Leave

☑ Ready for Review

Total Hours Taken this Month

Total Personal (VAC) Hours: 16
Total Sick (SCK) Hours: 0

Managers Approval Section

☐ Approved

Process Information

☐ Processed　Process Date:

💾 Save　　🔄 Return to Search　　✉ Notify
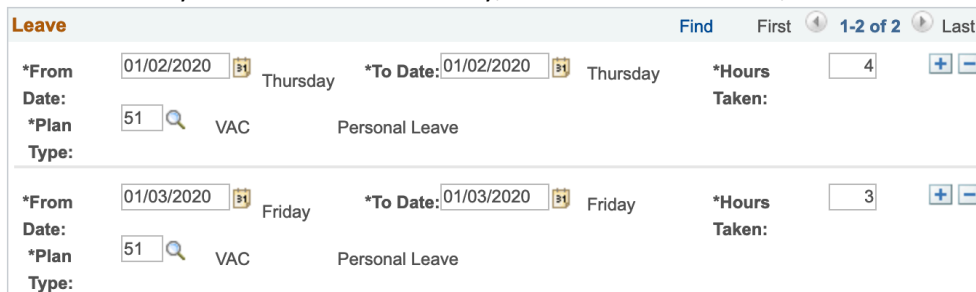
GUIDELINES:

1. Enter leave time in no more than 40-hour increments. For example: If you took a whole month off for maternity leave, you would have 4 lines, one for each week.

*From Date: 01/06/2020 📅 Monday　*To Date: 01/10/2020 📅 Friday　*Hours Taken: 40　➕ ➖
*Plan Type: 50 🔍 SICK　Medical Leave

*From Date: 01/13/2020 📅 Monday　*To Date: 01/17/2020 📅 Friday　*Hours Taken: 40　➕ ➖
*Plan Type: 50 🔍 SICK　Medical Leave

2. If you take off partial days back to back, enter each day on a separate line. For example, if I took 3 hours off on Thursday and 4 hours off on Friday, there should be 2 lines, one for each day.

Leave　　　　　　　　　　　　　　Find　　First　◀ 1-2 of 2 ▶ Last

*From Date: 01/02/2020 📅 Thursday　*To Date: 01/02/2020 📅 Thursday　*Hours Taken: 4　➕ ➖
*Plan Type: 51 🔍 VAC　Personal Leave

*From Date: 01/03/2020 📅 Friday　*To Date: 01/03/2020 📅 Friday　*Hours Taken: 3　➕ ➖
*Plan Type: 51 🔍 VAC　Personal Leave

3. The first (8) hours of illness are reported as personal (VAC) leave, except recurring illnesses that are documented with Payroll/HR.