

Angelo State University Employee - Leave Reporting Form

This guide is intended to describe the procedures for reporting leave time taken by employees. For more information regarding leave reporting, please contact the Office of Human Resources.

1. Log into [RamPort](#)

2. On the Dashboard, click the "Leave/Time Reporting" dropdown and choose "Leave Reporting."



3. This will prompt you to the "Time Reporting Selection."

Time Reporting Selection

Select the "Access my Leave Report."

Selection Criteria

	My Choice
Access my Leave Report:	<input checked="" type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select

4. Select the Leave Report Period

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Job Title Job Department	<input checked="" type="radio"/>	Oct 01,2019 to Oct 31,2019 Not Started ▾

Leave Report

RELEASE: 8.12.1.5

Select the leave period (the period in which leave was taken) desired from the drop-down box.

This will prompt you to see section 5.

5. Entering Leave

Please click on the appropriate "Enter Hours," box you would like to record your leave.

For more information on the types of leave, please refer to [OP 52.59 Miscellaneous Time Away From Work](#)

Buttons:

- a) Comments – place for you to enter comments for your supervisor to see
- b) Preview – gives you a preview of your leave before you submit it for approval
- c) Submit for Approval – sends your leave report to your supervisor for his/her approval or correction
- d) Restart – exits the leave reporting period and does not save your changes
- e) Next – takes you to the next series of dates within the period

Available Leave Balances

Vacation Leave Balance
Sick Leave Balance
VAC Use/Lose Balance through August 31

Staff Positions Only: Your available Vacation Leave balances will show once you have been with a state agency for 6 months.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Oct 01,2019 to Oct 31,2019

Submit By Date:

Nov 11,2019 by 01:00 AM

Leave Type	Total Hours	Tuesday Oct 01,2019	Wednesday Oct 02,2019	Thursday Oct 03,2019	Friday Oct 04,2019	Saturday Oct 05,2019	Sunday Oct 06,2019	Monday Oct 07,2019
Vacation Hours	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Hours	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Leave Hrs	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Hrs	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0	0	0	0	0	0	0	0
Total Units:	0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:

b. c. d. e.

Approved By:

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Impersonating: Supervisor Last Name, First (#####) in DEVL [Link](#)

Once you have entered your leave, press the SAVE button. When you hit SAVE, what you entered will appear on the report. Total hours taken for the period will show.

Things to Remember:

All employees must submit a leave report each month even if no time was taken.

At the beginning of each month following the leave reporting period, you need to Submit for Approval "your leave report," for the previous month time period. You will see the deadline for your leave on your Leave Report.

If you wish to enter leave at various points throughout the month, remember to SAVE. DO NOT SUBMIT your leave report until the month has been completed.

Once the Approver approves your leave report, your leave balances are updated.

If you submit by mistake, inform your supervisor, and they will return it to you.

If you have any questions, please contact the [Office of Human Resources](#) (325) 942 - 2168