

Exempt Leave Reporting Instructions

1. [Log into SSB – Via Single sign on](#)
2. Click the “*Employee*” link
3. Click the “*Leave Report*” link
4. Select “*Access my Leave Report*” by clicking on the appropriate radio button, and then click the “*Select*” button below.
5. Select the appropriate period then click on the “*Leave Report*” button below.
6. Enter hours by clicking on “*enter hours*” for each appropriate day. Enter number of hours in the small box which appears above the list of days, then click “*Save*”. Repeat for each day you need to report time off. If you don’t have hours to record you can hit submit. You don’t have to enter any hours.
7. Submit leave report to your supervisor by clicking on the “*submit for approval*” icon.