

# Instructions for Submitting a Leave Report

The screenshot shows the Murray State University myGate portal. At the top left is the Murray State University logo and the text "Welcome to myGate". At the top right are links for "Content Layout", "Preferences", "Help", and "Sign Out". Below this is a navigation bar with tabs for "Home", "Employee", "Admin Tools", "Money", and "myTab". A red circle highlights the "Employee" tab, and a red arrow points to it with the text "Click here".

The main content area is divided into several sections:

- Blackboard:** Contains links for "Blackboard Login" and "To Create or Reset Your Blackboard Password".
- RacerMail:** Contains a link for "RacerMail Login".
- MSU Web Account Services:** Contains the MSU logo and the text "MSU Web Account Services". Below this is the heading "Select from the list of services below:" followed by a list of services:
  - Change RacerMail Password
  - Change/Activate MSUNET2K Network password
  - Change/Activate Blackboard Password
- Murray State University:** Features a banner with the text "your world to explore" and a star logo.
- Special Announcement:** A section for announcements.
- myGate Updates:** A section for updates.
- Mobile Alerts:** Contains a form for entering a text-enabled phone number to receive alert messages from Murray State University. The form includes a "phone:" field, a "Submit" button, and a checkbox for "alerts: Emergency Campus Alerts".
- Electronic W-2 Forms:** Contains the heading "Electronic W-2 forms are now available!" and a link to "Electronic W2 Consent Form".

## Select Appropriate Month

[Home](#)[Employee](#)[Admin Tools](#)[Money](#)[myTab](#)**Employment Details**

- Benefits
- Direct Deposit
- Pay Stub
- Job Details
- Leave Details
- Employee Directory

**Bookmarks Plus**

- AIM Online Requesting
- Employment Information
- Forms Central
- Hiring Procedures
- Human Resources General Information
- Legal Downloading Resources
- MSU Benefits Information
- Office of Equal Opportunity
- Procedures Central
- Training Information

**Announcements from Payroll Office****2011 Payroll Calendars**

2011 BW and MN payroll calendar's are now available. Please review these calendars by going to Procedures Central or clicking on the links below:

- [Bi-Weekly Calendar](#)
- [Monthly Calendar](#)

**Time Reporting****Leave Report**

Position Title      Position Number  
Approver's Position Title      Approver's W Org  
Monthly - 6, Due Date : Jun 23,2011  
Monthly - 5, Due Date : Jun 06,2011

[More](#)**Time Approval**[Update Approval Proxies](#)    [Act as Superuser](#)**Electronic W-2 Forms****Electronic W-2 forms are now available!**

If you have not signed up to receive your W-2 electronically, click here to enroll: [Electronic W2 Consent Form](#).

For instructions please go to [Procedures Central](#).

If you have already enrolled, you may access your W-2 by clicking here: [Electronic W2](#).

To print your electronic W-2 form, please scroll to the bottom of the form and click on the **PRINT** button. Then, the W-2 form will open in a new browser window. Use the print icon or menu option in your web browser to print the form from this new window.

**Do you want a printed W-2?** If you do not consent to receiving your W-2 electronically, your printed W-2 will be delivered to the post office by January 31st.

**Self-Service Banner**[Click here to log in to Self-Service Banner](#)**Banner INB**

**Note:** If your myGate password contains a / (forward slash) character, you will need to change your password to access INB through myGate or directly via the blue screen.

[Click here to log in to INB](#)



Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date: 4.) Click "Save"

Earning:

Date:

Hours:

3.) Enter the amount of leave hours for that day

Position Title -- Position Number

Approver's Title -- Approver's W Org

Jun 01,2011 to Jun 30,2011

Jun 23,2011 by 03:00 PM

Sick Pay

Jun 02,2011

Earning	Total Hours	Total Units	Wednesday Jun 01,2011	Thursday Jun 02,2011	Friday Jun 03,2011	Saturday Jun 04,2011	Sunday Jun 05,2011	Monday Jun 06,2011	Tuesday Jun 07,2011
No Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Excused Leave w/Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Repeat steps 1 – 4 if additional leave/days need to be reported. When all time has been entered, continue to step 5.

Back to Employee Tab

**Leave Report Period:** Jun 01,2011 to Jun 30,2011  
**Submit By Date:** Jun 23,2011 by 03:00 PM  
**Earning:** **Vacation Pay**  
**Date:** Jun 06,2011  
**Hours:**

Earning	Total Hours	Total Units	Wednesday Jun 01,2011	Thursday Jun 02,2011	Friday Jun 03,2011	Saturday Jun 04,2011	Sunday Jun 05,2011	Monday Jun 06,2011	Tuesday Jun 07,2011	
No Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Sick Pay	7.5		Enter Hours		7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Vacation Pay	7.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Excused Leave w/Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Bereavement	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
<b>Total Hours:</b>	15		0		7.5	0	0	0	7.5	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0	0

**Submitted for Approval By:** \_\_\_\_\_  
**Approved By:** \_\_\_\_\_  
**Waiting for Approval From:** \_\_\_\_\_

5.) When all hours have been entered, click "Preview" to review accuracy

[Back to Employee Tab](#)

Set your printer layout to Landscape before printing.

**6.) Review Earning Code and hours entered**

Name

Position Title , Position Number

Approver's Position , Approver's W Org

**Leave Report**

Earning Code	Total Hours	Wednesday, Jun 01, 2011	Thursday, Jun 02, 2011	Friday, Jun 03, 2011	Saturday, Jun 04, 2011	Sunday, Jun 05, 2011	Monday, Jun 06, 2011	Tuesday, Jun 07, 2011	Wednesday, Jun 08, 2011	Thursday, Jun 09, 2011	Friday, Jun 10, 2011	Saturday, Jun 11, 2011	Sunday, Jun 12, 2011	Monday, Jun 13, 2011
Sick Pay	7.5		7.5											
Vacation Pay	7.5						7.5							
<b>Total Hours:</b>	15		7.5				7.5							
<b>Total Units:</b>		0												

[Previous Menu](#)**7.) Click "Previous Menu" to return**

RELEASE: 8.5



Back to Employee Tab

	Hours	Units	Oct 01/2011	Oct 02/2011	Oct 03/2011	Oct 04/2011	Oct 05/2011	Oct 06/2011	Oct 07/2011	
No Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Sick Pay	7.5		Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Vacation Pay	7.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Military Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Excused Leave w/Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Bereavement	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
<b>Total Hours:</b>	15		0	7.5	0	0	0	7.5	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

Submitted for Approval By: \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Waiting for Approval From: \_\_\_\_\_

8.) After the leave report has been reviewed and is correct, click on the "Submit for Approval" button

