<u>Reviewing and Approving Monthly Salaried PTO Entry Reports</u>
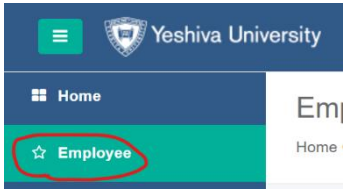
Step 1:   InsideTrack

Step 2:

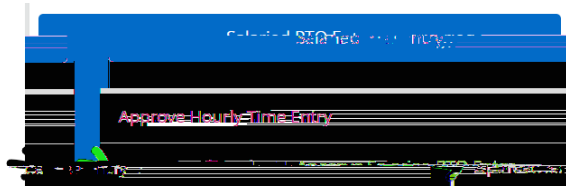Step 3:   My Activities   Approve Salaried PTO Entry

Step 4:   Salaried PTO Entry

*Those who did not take time off must still submit blank Salaried PTO Entry reports.

Step 5:

Step 6:

    Details:

    Return for Correction:
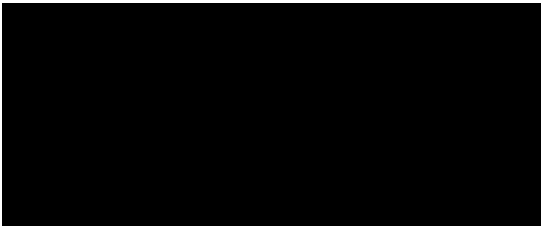
<u>Modifying Entries (Optional):</u>

Details

Earn Code
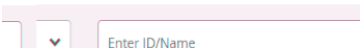
Floating Holiday

University Approved Time

IMPORTANT   Save

Step 1:   Salaried PTO Entry (the button may also be

Step 2:   -right of the screen:

Step 3:

button on the bottom-right to complete.