



Eastern Kentucky University

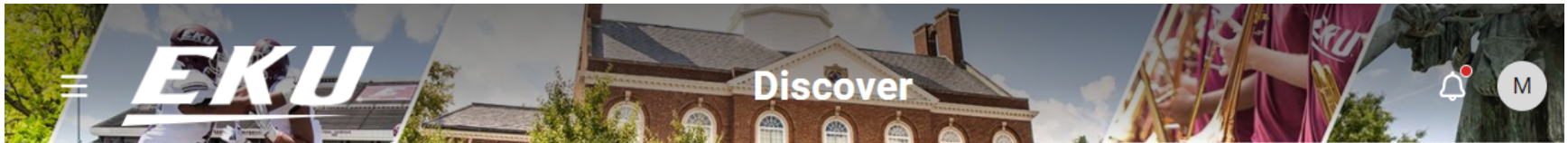
Leave Reporting

Exempt Staff and Faculty Employees

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Welcome to myEKU



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Advancement Officers

Self-Service

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Advisor

Self-Service

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Resources

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Communications & Brand Man...

After submitting a project request, a project manager from our team will contact you to conduct further assessment.

[Design Request](#)

I need help with ads, brochures, flyers, social media graphics, postcards or University-approved logos.

[Photo Request](#)

I need professional photos taken of people, programs or University events.

Logging in to myEKU

Log in here: <http://my.eku.edu>; or

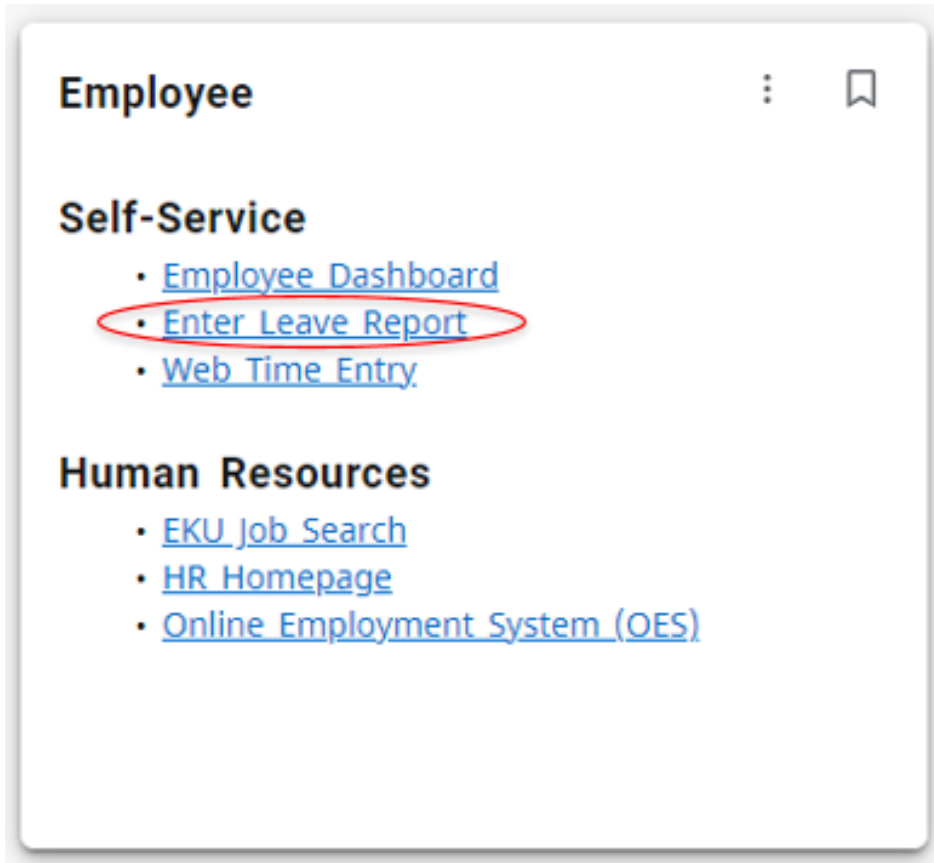
- Go to EKU's home page (eku.edu), click on the dropdown menu on the right side and choose "myEKU".

Find navigation help here:

<https://it.eku.edu/myekuinfo>

myEKU is a part of the Single Sign-On (SSO) and will automatically sign in the user logged into the computer.

Leave Reporting



- Locate the Employee box in myEKU.
- Under Self-Service, locate and click on “Enter Leave Report” to enter sick, vacation, floating holiday, or bereavement time.

Find the appropriate leave period and click “Start Leave Report”

Employee Dashboard • Leave Report

Leave Report

Approvals | **Leave Report**

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status
Job Title, Position Number, Org Code, Department			
03/01/2022 - 03/15/2022			Not Started
02/16/2022 - 02/28/2022			In Progress
02/01/2022 - 02/15/2022			Not Started
01/16/2022 - 01/31/2022			Not Started

Buttons: Start Leave Report

Click on the day you need to enter leave. Use the left and right arrows to navigate the days in the leave period.

ECU ⚙️ 👤

Employee Dashboard » Leave Report » Asst Dir, HR Operations, 996566-01, E, 600400, Human Resources

Job Title, Position Number, Org Code, Department 🔄 Restart Leave Report 📄 Leave Balances

02/01/2022 - 02/15/2022 In Progress Submit By 03/15/2022, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	2	2	3	4	5

➕ Add Earn Code

Earn Code

Select Earn Code ▼

Exit Page Cancel Save Preview

Next, click on the “**Earn Code**” dropdown menu to select the leave you need to need to enter.

EKU

Employee Dashboard » Leave Report » Asst Dir, HR Operations, 996566-01, E, 600400, Human Resources

Job Title, Position Number, Org Code, Department Restart Leave Report Leave Balances

02/01/2022 - 02/15/2022 In Progress Submit By 03/15/2022, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	2	3	4	5	

Add Earn Code

Earn Code
Select Earn Code

Exit Page Cancel Save Preview

Earn Codes

Earn Code

Select Earn Code ^

Sick Pay

Vacation Pay

Floating Hol

Bereavement Leav

- Select the earn code you need to report for the day you selected.
- More earn codes can be added if needed.

Click **“Add Earn Code”** to add another leave code if needed, if not click **“Save”**.

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Employee Dashboard • Leave Report • Asst Dir, HR Operations, 996566-01, E, 600400, Human Resources

Job Title, Position Number, Org Code, Department Restart Leave Report Leave Balances

02/01/2022 - 02/15/2022 In Progress Submit By 03/15/2022, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	2	3	4	5	

+ Add Earn Code

Earn Code: Sick Pay Hours: 3.5

Earn Code: Select Earn Code

Click “**Save**” and input leave for any other day leave was taken by clicking on that day (use arrows to view other days). When done, click “**Preview**” to review your leave report entries.

EKV

Employee Dashboard • Leave Report • Asst Dir, HR Operations, 996566-01, E, 600400, Human Resources

Leave Report data successfully saved.

Job Title, Position Number, Org Code, Department

Restart Leave Report Leave Balances

02/01/2022 - 02/15/2022 7.50 Hours In Progress Submit By 03/15/2022, 12:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5

+ Add Earn Code

Sick Pay 3.50 Hours Total: 3.50 Hours

Vacation Pay 4.00 Hours Total: 4.00 Hours

Exit Page Cancel Save **Preview**

Review your leave report entries. If correct, click “**Submit**” or to make a correction, click “**Return**”.

Employee Dashboard • **Leave Report** • Job Title, Position Number, Org Code, Department Preview

Leave Report Detail Summary

Job Title, Position Number, Org Code, Department Print

Pay Period: 02/01/2022 - 02/15/2022 | 15.00 Hours | In Progress | Submit By 03/15/2022, 12:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
02/01/2022	SIC, Sick Pay	1	3.50 Hours
02/01/2022	VAC, Vacation Pay	1	4.00 Hours
02/02/2022	VAC, Vacation Pay	1	7.50 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Total
SIC, Sick Pay	1	3.50			3.50 Hours
VAC, Vacation Pay	1	11.50			11.50 Hours
Total Hours		15.00			

Routing and Status

Name	Action	Date & Time
Last Name, First Name	Originated	02/01/2022, 12:23 AM

Return **Submit**

Questions may be directed to the
Human Resources Operation Team.

Phone: (859)622-5094

Email: Human.Resources@eku.edu



www.hr.eku.edu