

**Salaried Employees**

**Steps to Submit Vacation and Sick Time on a Leave Report**

1. Login to myOxy at: <https://my.oxy.edu>

2. Select “Work Related” link on left-hand column of screen

3. Click the Leave Report button to access your leave report

4. Entering Time

 a. If you have used Sick or Vacation time, follow these steps

 i. Enter any Sick or Vacation time, in 8 hour increments, that you took during this pay period

 ii. Remember to click the Next button to go to second week of the pay period

iii. Once you are done entering your leave time, click the “Submit for Approval” and “Save”

 buttons to submit your Leave Report to your leave approver

 b. If you have not used Sick or Vacation time, simply click the “Submit for Approval” button

Many thanks for your cooperation!