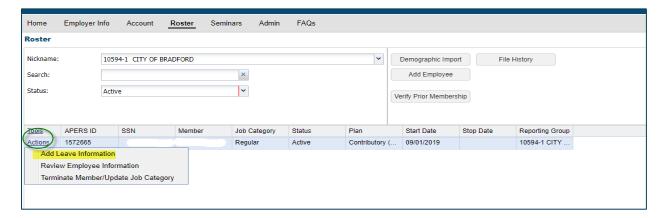# Enter Leave Information

Purpose: The purpose of this function is to add leave information for a member who is on military leave or leave without pay. There are two ways to add leave information for a member:

1) Roster tab
2) Work Report

Adding Leave from the Roster Tab:

Step 1: From the main menu, select the Roster tab. From the Roster page, locate the employee in the list. Click the Actions link in the employee's row and select Add Leave Information from the dropdown menu.

Step 2: At the Edit Employment History window, click the Change button and then click the Add button in the Leave Information section. Enter the Start Date, Stop Date, and a leave reason in the Leave Status field. Click the Save button. All done.

Adding Leave from Work Report:

Step 1: From the Detail page within the work report, click the Actions link in the Tools column by the member's name and select Add/Change Leave from the dropdown menu.

Step 2: At the Edit Employment History window, click the Change button and then the Add button in the Leave Information section. Enter the Start Date, Stop Date, and a leave reason in the Leave Status field. Click the Save button. All done.