**Steps for Entering Administrative Leave on Employee Timesheets**

1. Log into the eUMB Portal
2. Click on Timesheet Icon



1. Then add your timesheet or pull an existing timesheet up if you already starting filling it out and saved it:



1. Once the timesheet opens, click on the + at the end of one of the Paid Leave rows



1. Once the new row populates, click on the magnifying glass



1. Click on the appropriate leave code



1. Then enter the number of hours on the appropriate day