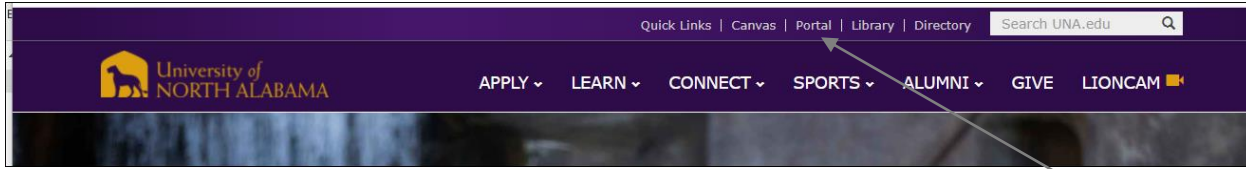


Step 1

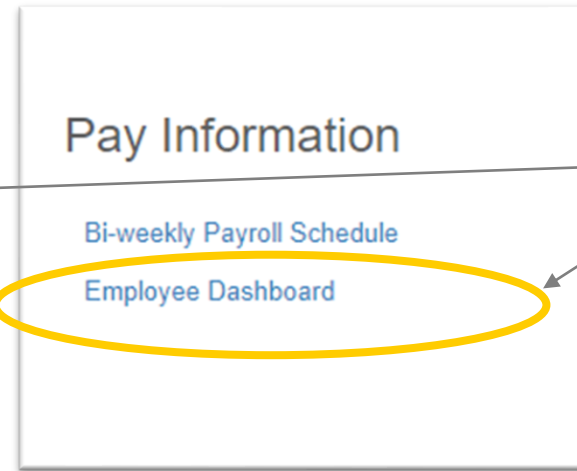
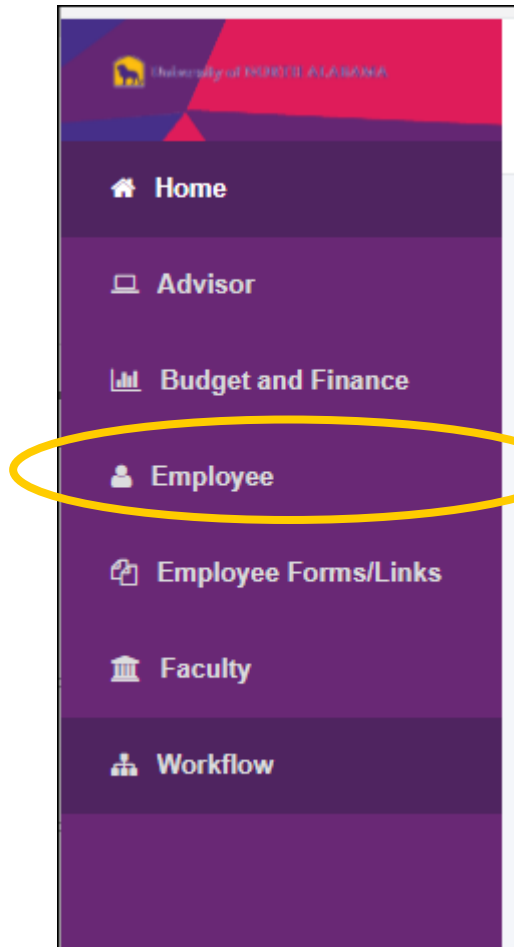


Log into Portal

Step 2

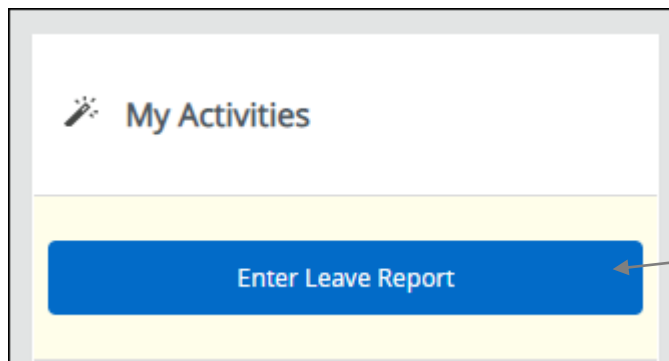
A screenshot of the login page for the University of North Alabama Production Systems Access. The page features the UNA logo on the left, which includes a lion and the text "UNIVERSITY OF NORTH ALABAMA 18 30". To the right of the logo, the text reads "University of North Alabama Production Systems Access". Below this, a prompt says "Please enter your UNA username and password". There are two input fields: the first contains the email address "leolion@una.edu" and the second contains a masked password ".....". A blue "Sign in" button is positioned below the password field. At the bottom of the page, there is a disclaimer: "By accessing this system, you are agreeing to all policies governing the University of North Alabama's (UNA's) systems. Current policies can be viewed [here](#). Unauthorized users should disconnect immediately."

Step 3



On the Employee menu, select "employee dashboard". Note: by mid-Fall, 2022, the Employee menu will take you directly to the Employee Dashboard.

Step 4



Then select Enter Leave Report.

Step 5

Employee Dashboard » Leave Report

Leave Report

Approvals Leave Report

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status
The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat			Not Started

02/01/2022 - 02/28/2022

Start Leave Report

Click Start Leave Report.

Step 6

02/01/2022 - 02/28/2022

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

30 31 1 2 3 4 5

Add Earn Code

Earn Code

Select Earn Code

Select the date on which you would like to report leave.

Step 7

02/01/2022 - 02/28/2022

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

30 31 1 2 3 4 5

Add Earn Code

Earn Code Annual Leave

Hours 8

Exit Page Cancel Save Preview

Select the leave type to be used and enter the number of hours used.

Click SAVE (this is easy to overlook but VERY necessary).

# Step 8

Employee Dashboard • Leave Report • Lion Habitat Supervisor

The Greatest Mascot in all the World, EX4277, Office of the Lion Habitat

Restart Leave Report Leave Balances

02/01/2022 - 02/28/2022 | 8.00 Hours | In Progress | Submit By 03/15/2022, 11:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4 8.00 Hours	5

+ Add Earn Code

Annual Leave 8.00 Hours

Total: 8.00 Hours

Be sure you receive this notification to know you submitted successfully.

You should also see the hours and leave types taken listed here and here.