For employees on Intermittent Leave, Supervisors will enter the number of leave hours on the timecard, using the Quick Leave Editor popup as described below. *Do not enter pay codes directly onto the timecard.*

**Note:** Employees with access to My Time will not have access to the Quick Leave Editor from their My Time timecard. This is a function intended for Supervisor use only.

1. Click on **Pay Period Close**.
2. Be sure to select the appropriate **Time Period**.
3. Highlight the employee by clicking on their name.
4. View their timecard by double clicking their name or clicking on the **Timecard** link.
From the employee’s **Timecard**, enter the number of hours on the Quick Leave Editor.

5. Click **Leave**, then click **Edit**. **Note:** If you receive a message indicating that the employee has no open leave cases, contact the Leave Administrator.

6. If your employee has multiple leave cases open, you will need to select which Intermittent Leave Case is being requested by clicking on the appropriate **Leave Case** link. **Note:** While you will have the ability to see ‘Continuous’ leaves on this screen, **do not** process hours for ‘Continuous’ leaves. These will be handled by the Leave Administrator.

7. Enter the number of leave hours the employee requested for each day, then click **Save & Close**. **Note:** If your employee has multiple leaves and there is time to be entered for more than one leave – you must enter the time in sequential date order on the appropriate leave case (i.e. ‘Case 1’ has time for Tuesday; ‘Case 2’ has time for Wednesday and Friday – the time for ‘Case 1’ needs to be processed first)
Review the Timecard and make any necessary adjustments

8. Click Actions >, then Refresh.

9. Adjust Hours Worked if necessary (make sure it is offset by the number of hours the employee was on Leave for each day).

**Note:** If the employee has inadvertently entered Sick, Personal, etc. onto their timecard for the time they were absent for Intermittent Leave, REMOVE that time to avoid the employee receiving duplicate payment.