Committing Intermittent Leave to the Timecard

eSTART
State of Alabama

The **Quick Leave Editor** allows you to enter intermittent leave time for an **open** leave case, such as an employee with an ongoing doctor's appointment or physical therapy.

1 Use any view from the **My Views** widget or **Related Items>Quickfind**, to locate and select the employee.

2 Select the specific time period from the Time Period drop-down list.
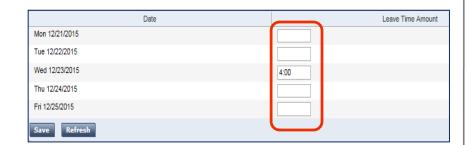
3 Select **Go To>Quick Leave Editor.**

4 The **Leave Case Editor** will display.

In the **Leave Time Amount** column, click the cell for the applicable day(s) and enter the leave time hours.

NOTE: The number of hours must always be entered in 15-minute increments.

Hours for multiple days may be entered if needed.

5 Click **Save**.

6 To review the time from the timecard, select **Go To>Timecards**.

NOTE: The pay codes may also be added directly to the timecard, or you may contact your Leave Administrator if you are unable to commit the time.

Also, an employee may request the time by submitting a time off request, provided he/she has an open and approved extended leave case. The available selections will vary based on the type of leave case. See the **Employee Pay Codes for Time Off Requests** job aid for a list of these pay codes.