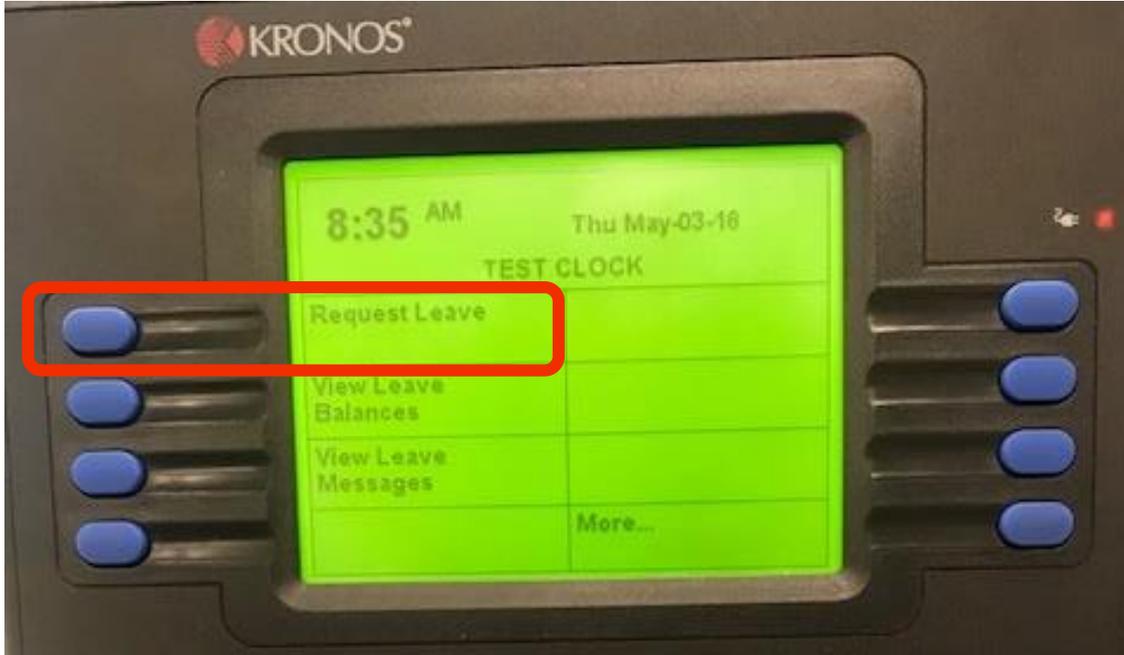


Requesting Leave

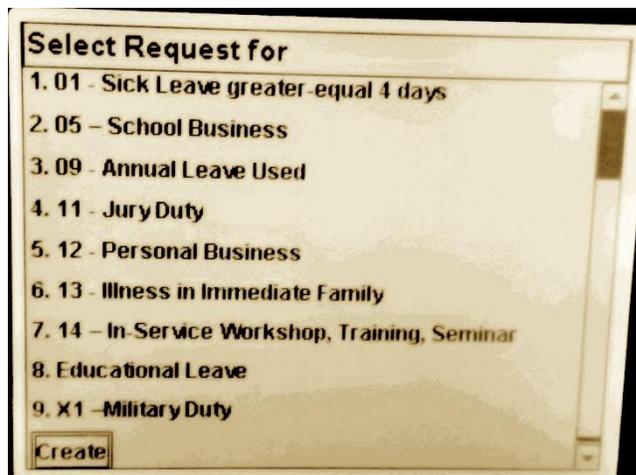
1. Press the blue soft key on the right next to "MORE"
2. Press the blue soft key on the left next to "Request Leave"



3. Enter Lawson ID

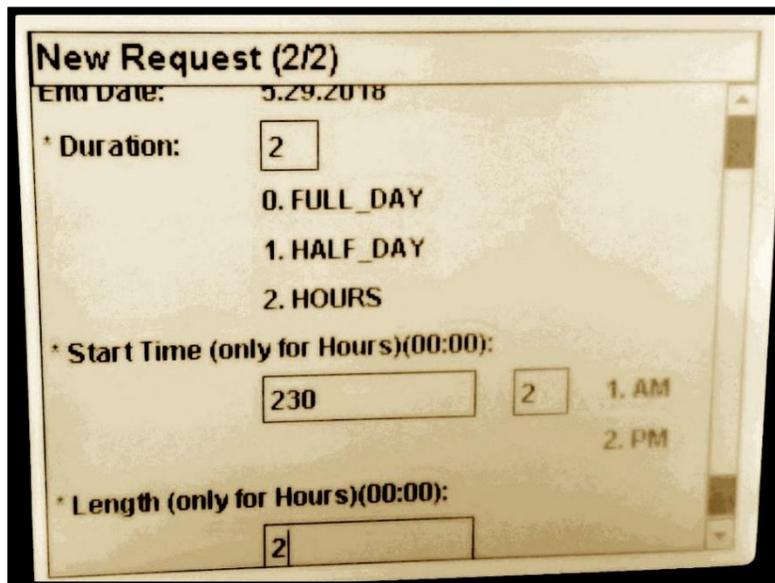


4. Press enter
5. Choose leave type by entering a number 0 – 9 (Use the numbers before the decimal)



6. Press enter twice
7. '0' is chosen already and is the option to 'submit request'
8. Press enter twice

9. Choose start date and enter in the format m.dd.yyyy (Start date is the first day that the person will be OUT)
10. Press enter
11. Choose end date and enter in the format m.dd.yyyy. (End date is the last day that the person will be OUT)
12. Press enter twice
13. Choose duration by entering 0, 1, or 2.
 - i. 0 is for full day
 - ii. 1 is for half day
 - iii. 2 is for hours only
 - a. If '2' is entered for hours, enter the start time of the leave (numbers only, for example 10:00 would just be 10 or 8:45 would be 845)
 - b. Press enter
 - c. Enter 1 for am or 2 for pm
 - d. Press Enter
 - e. Enter the number of hours to be used (To enter partial hours, use the following: .15 for 15 minutes; .30 for half hour; .45 for 45 minutes)



14. Press enter and "add another" is selected
15. Use gray, right pointing arrow to move over to "Submit"



16. Press enter
17. You will receive a confirmation that you have successfully entered the leave request

