

Leave Reporting in SSB9

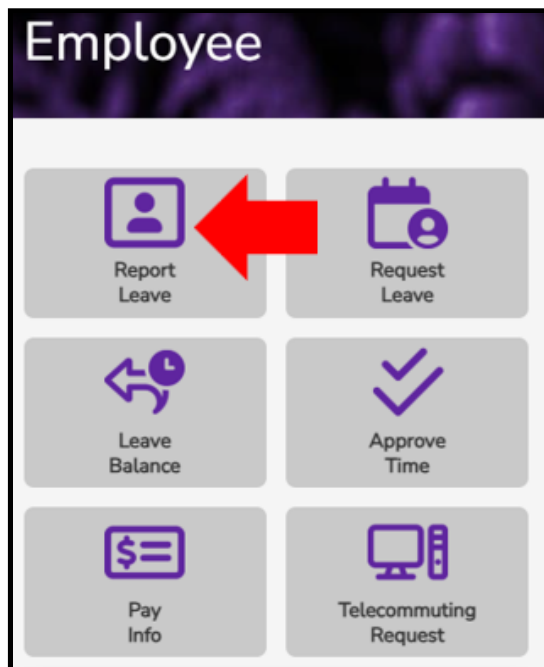
Summary

How to Enter and Submit your Leave Report in SSB9.

Body

Entering a Leave Report in SSB9

1. Login to mySFA
2. Click on the Report Leave button on the Employee Page



3. On the Leave Report page, click on the Leave Period you would like to work on

Employee Dashboard + Leave Report

Leave Report

Approvals

Employee Position, E00000-00, S, 00000, Department Name Leave Report Period ▼

Leave Period	Hours/Days/Units	Submitted On	Status	Prior Periods
09/01/2025 - 09/30/2025	3.00 Hours		In Progress	

4. Use the Arrows to the left and right of the dates to navigate throughout the month

Employee Dashboard + Leave Report + Employee Position, E00000-00, S, 00000, Department Name

Employee Position, E00000-00, S, 00000, Department Name Restart Leave Report Leave Balances

09/01/2025 - 09/30/2025 3.00 Hours In Progress Submit By 10/11/2025, 05:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3 3.00 Hours	4	5	6	7

Add Earn Code

5. Click on the day you'd like to enter leave for in your Leave Report, it will highlight the day blue

09/01/2025 - 09/30/2025 3.00 Hours In Progress Submit By 10/11/2025, 05:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3 3.00 Hours	4	5	6	7

Add Earn Code

6. Click Add Earn Code

09/01/2025 - 09/30/2025 3.00 Hours In Progress Submit By 10/11/2025, 05:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3 3.00 Hours	4	5	6	7

Add Earn Code

7. Select the Type of Leave from the drop-down

09/01/2025 - 09/30/2025 3.00 Hours ⓘ ⓘ In Progress Submit By 10/11/2025, 05:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3 3.00 Hours	4	5	6	7

[Add Earn Code](#)

Earn Code

- Select Earn Code
- Vacation Leave**
- Sick Leave
- State 1.0 Equiv Comp Taken
- Holiday Pay
- Blood Donor Leave



8. Enter the number of hours

09/01/2025 - 09/30/2025 3.00 Hours ⓘ ⓘ In Progress Submit By 10/11/2025, 05:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3 3.00 Hours	4	5	6	7

[Add Earn Code](#)

Earn Code Hours

Vacation Leave 8



9. Click Save

09/01/2025 - 09/30/2025 3.00 Hours ⓘ ⓘ In Progress Submit By 10/11/2025, 05:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3 3.00 Hours	4	5	6	7

[Add Earn Code](#)

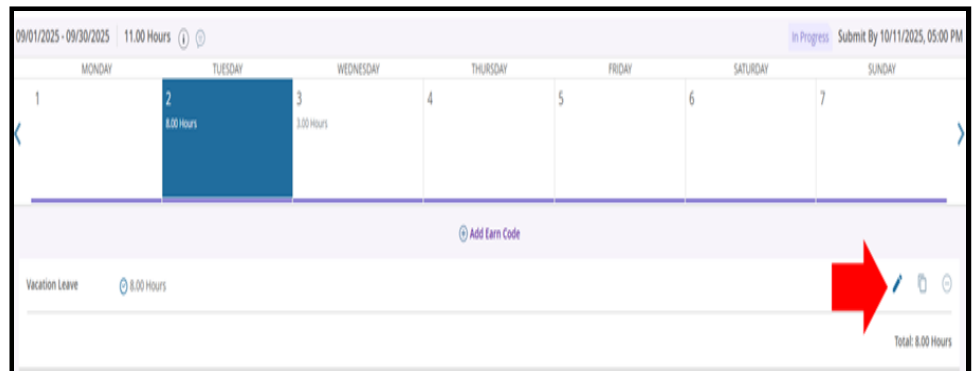
Earn Code Hours

Vacation Leave 8

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

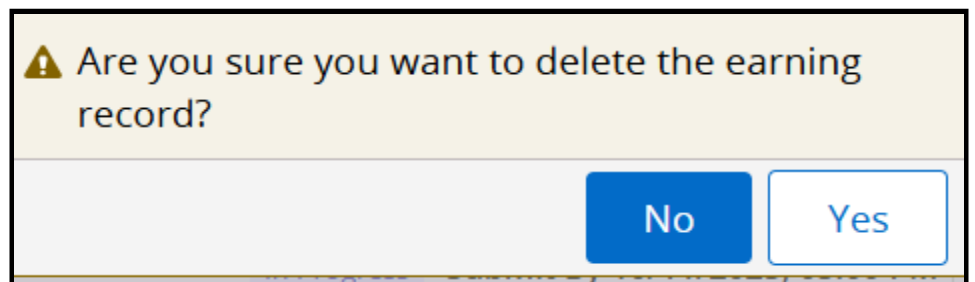


10. Repeat for additional dates or leave types
11. To Edit, Delete or Copy an entry on the leave report:
 1. Select the date
 2. Select the leave report record
 3. Utilize the pencil, copy button, or delete button to alter the record



The screenshot shows a leave report interface. At the top, it displays the date range "09/01/2025 - 09/30/2025" and "11.00 Hours". Below this is a calendar grid with days of the week as columns and numbered days as rows. A blue block representing 8.00 hours of leave is shown for Tuesday, September 2nd. Below the calendar is a section titled "Add Earn Code" with a list of leave types. The first entry is "Vacation Leave" with a value of 8.00 Hours. To the right of this entry are three icons: a pencil (edit), a trash can (delete), and a circular arrow (copy). A red arrow points to the delete icon.

4. Click YES in top right corner when prompted to confirm changes



The screenshot shows a confirmation dialog box with a yellow background and a warning icon. The text reads: "Are you sure you want to delete the earning record?". At the bottom right, there are two buttons: "No" (blue) and "Yes" (white with a blue border). A red arrow points to the "Yes" button.

5. Click SAVE in bottom right corner to save changes



The screenshot shows the bottom of the leave report interface. On the left, there is a link that says "Exit Page". On the right, there are three buttons: "Cancel", "Save", and "Preview". A red arrow points to the "Save" button.

12. To submit your Leave Report, click on the Preview button in the bottom right corner

09/01/2025 - 09/30/2025 3.00 Hours ⓘ 🔔 In Progress Submit By 10/11/2025, 05:00 PM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3 3.00 Hours	4	5	6	7

[Add Earn Code](#)

Sick Leave ⓘ 3.00 Hours ✎ 🗑 ⌵

Total: 3.00 Hours

[Exit Page](#) Cancel Save Preview

13. Review your Leave Report for accuracy, then click Submit

Leave Report Detail Summary

Employee Position, E00000-00, S, 00000, Department Name 🚗

Pay Period: 3.00 Hours In Progress Submit By 10/11/2025, 05:00 PM

Time Entry Detail

Date	Earn Code	Shift	Total
09/03/2025	SCK, Sick Leave	1	3.00 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
SCK, Sick Leave	1	3.00					3.00 Hours
Total Hours		3.00					

Routing and Status

Name	Action
	Originated On 09/03/2025, 12:42 PM by Employee, Edgar
	Submit By 10/11/2025, 05:00 PM
Supervisor, Employee	In the Queue

Comment (Optional):

Add Comment

Return Submit