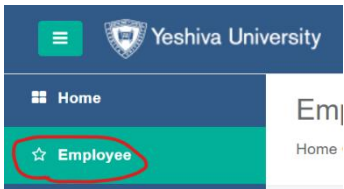


Reviewing and Approving Monthly Salaried PTO Entry Reports

Step 1: [InsideTrack](#)

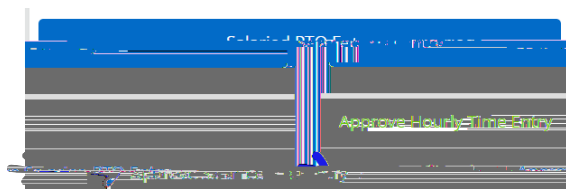
Step 2:



Step 3:

My Activities

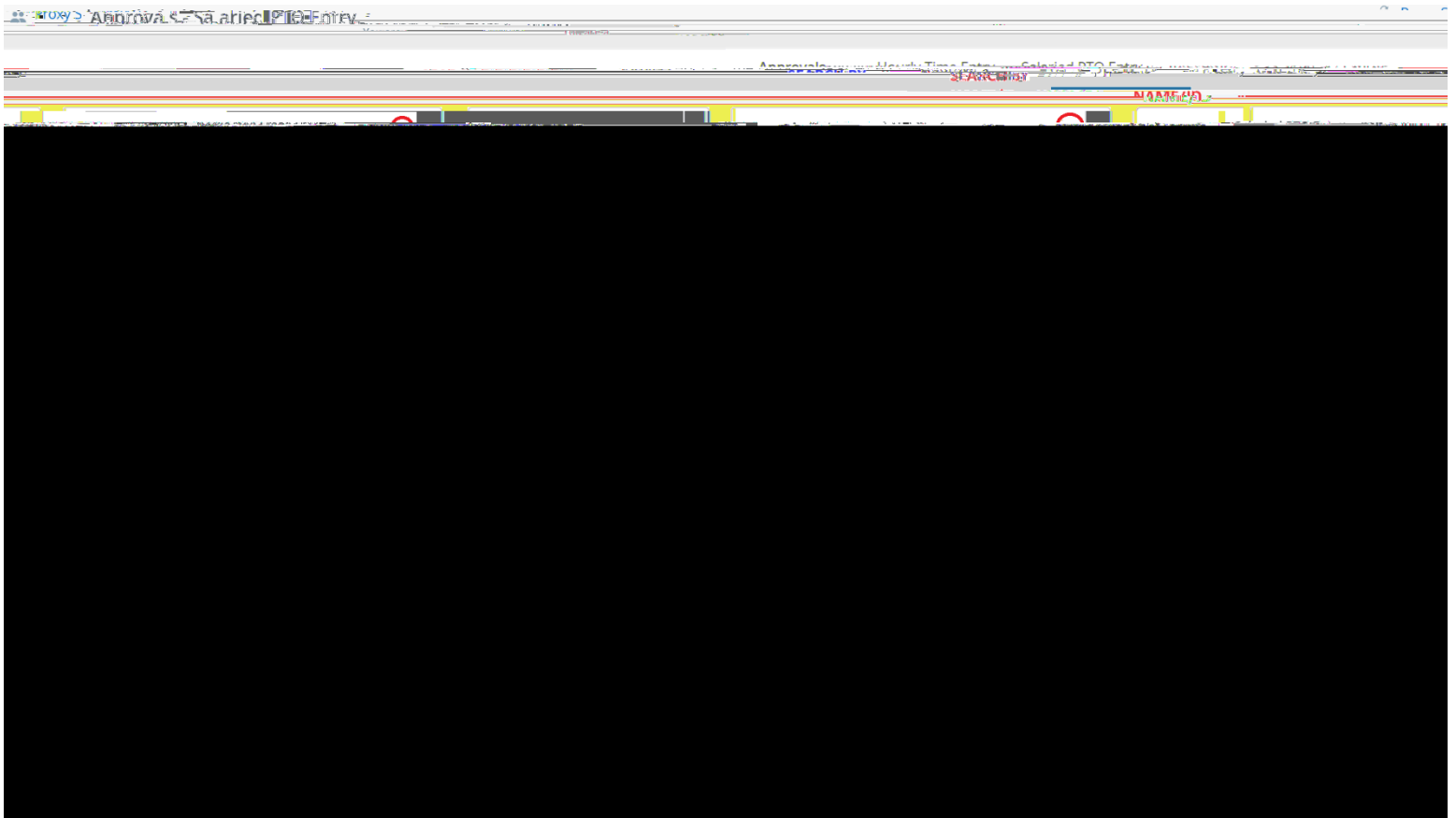
Approve Salaried PTO Entry



Step 4:

Salaried PTO Entry

*Those who did not take time off must still submit blank Salaried PTO Entry reports.



Step 5:

Step 6:

Details:

Return for Correction:

Modifying Entries (Optional):

Details

Floating Holiday

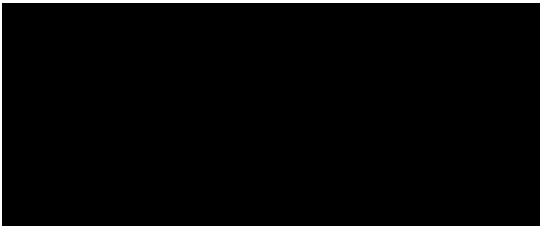
Earn Code

University Approved Time

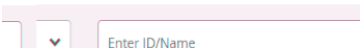
IMPORTANT

Save

Step 1:



Step 2:



Step 3:

