

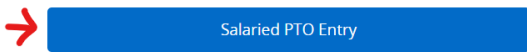
Submitting a Monthly Salaried PTO Entry report:

- * You must still submit a monthly Salaried PTO Entry report even if you do not have any time off to report for that month
- * You may only submit one Salaried PTO Entry report per month so ensure that all your time for that month is reflected prior to submitting.

Step 1: [InsideTrack,](#)



Step 2: [My Activities](#) [Salaried PTO Entry.](#)



Step 3:

