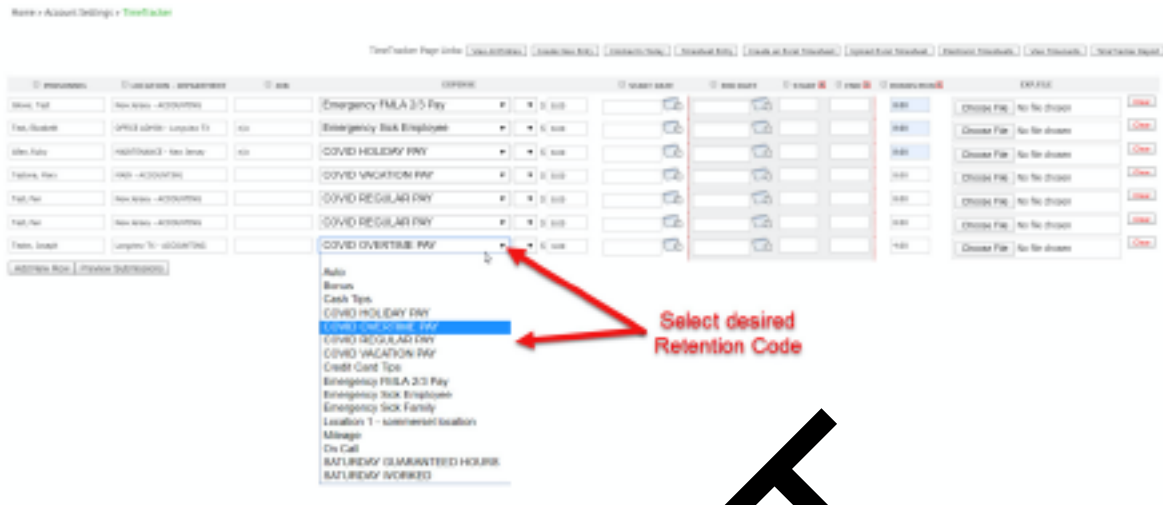








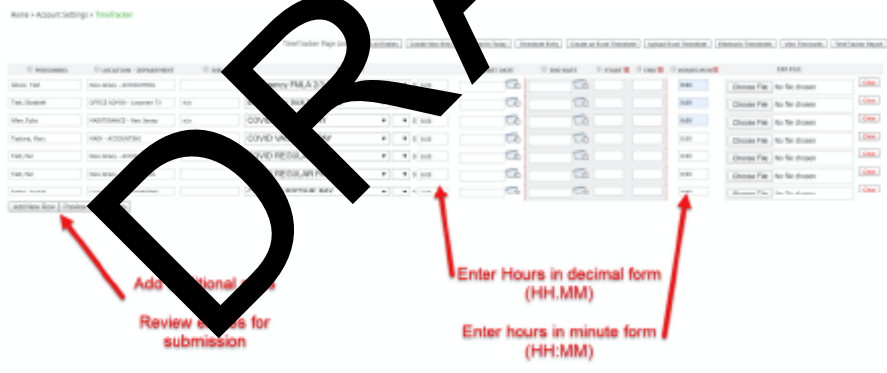
c) Under 'Expense', select the desired retention hours or time-off code.



d) Hours need to be entered **TWICE**

- First, in HH.MM next to the Expense, and
- Second, in HH:MM format under Hours:MM

Add additional lines by choosing "Add New Entry" or submit for your review by clicking on "Preview Submissions."



e) Review all submitted entries and "Confirm and Submit" when ready. "Modify Entries" will allow you to update the existing data **without it being deleted**.

