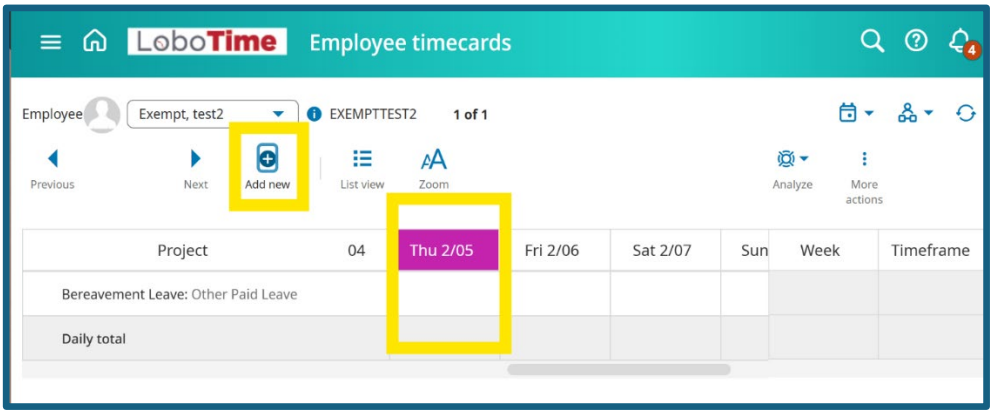
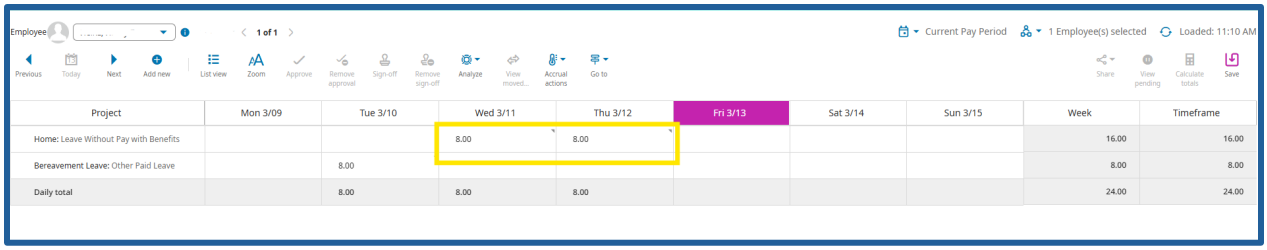
## Exempt LWOP

1. Within the exempt timecard click on the day, then select **Add new**




2. Within the side panel that opens up after selecting Add new, use the Paycode cell dropdown to select "Leave Without Pay with Benefits" and click Apply.

3. Then click into the cell under the appropriate date(s) the leave should be apply to and enter the hours.




4. Click Save.