

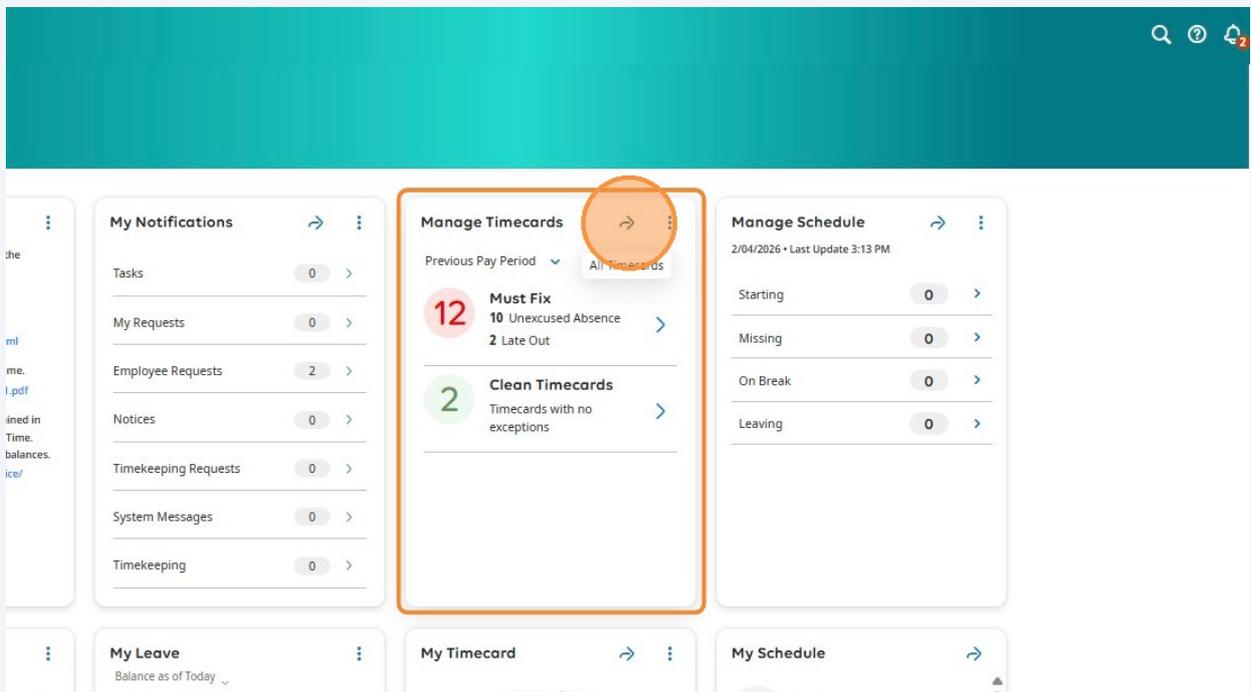
# 1.11. Supervisor Job Aid: How to Enter Leave without Pay

In certain circumstances, a leave of absence without pay may be granted to or required of employees. See UAP 3420: Leave without Pay for additional guidance.

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To enter leave without pay (LWOP) for an employee, login to LoboTime. Navigate to all employee timecards by clicking on the arrow in the 'Manage Timecards' tile.

For instructions on logging into LoboTime, refer to the *Supervisor Job Aid: General Access & Dashboard*.



2 Click the down arrow of the dropdown menu to select the appropriate employee.

The screenshot shows the LoboTime Employee timecards interface. At the top, there is a header with the LoboTime logo and the text "Employee timecards". Below the header, there is a search bar and a dropdown menu for selecting an employee. The dropdown menu is open, showing a list of employees: "Testnonexempt, Elenatest1" (selected), "Testnonexempt, Sandratest1", "Testorgmanager, Katherinetest1", and "Testorgmanager, Marleentest1". The main area of the interface is a table with columns for "Absence", "In", "Out", "Transfer", "In", "Out", "Transfer", and "Pay code". The table contains data for various dates from Mon 1/12 to Thu 1/22. A small calendar icon is visible in the top right corner of the interface.

3 Once the correct employee is selected, click on the small calendar icon to select the correct pay period.

The screenshot shows the LoboTime Employee timecards interface with a timeframe dropdown menu open. The dropdown menu is titled "Timeframe" and contains the following options: "Previous Pay Period" (selected), "Current Pay Period", "Next Pay Period", "Previous Schedule Period", "Current Schedule Period", "Next Schedule Period", and "Select range". The main area of the interface is a table with columns for "In", "Out", "Transfer", "In", "Out", "Transfer", "Shift", "Daily", and "Period". The table contains data for various dates and times. A small calendar icon is visible in the top right corner of the interface.

