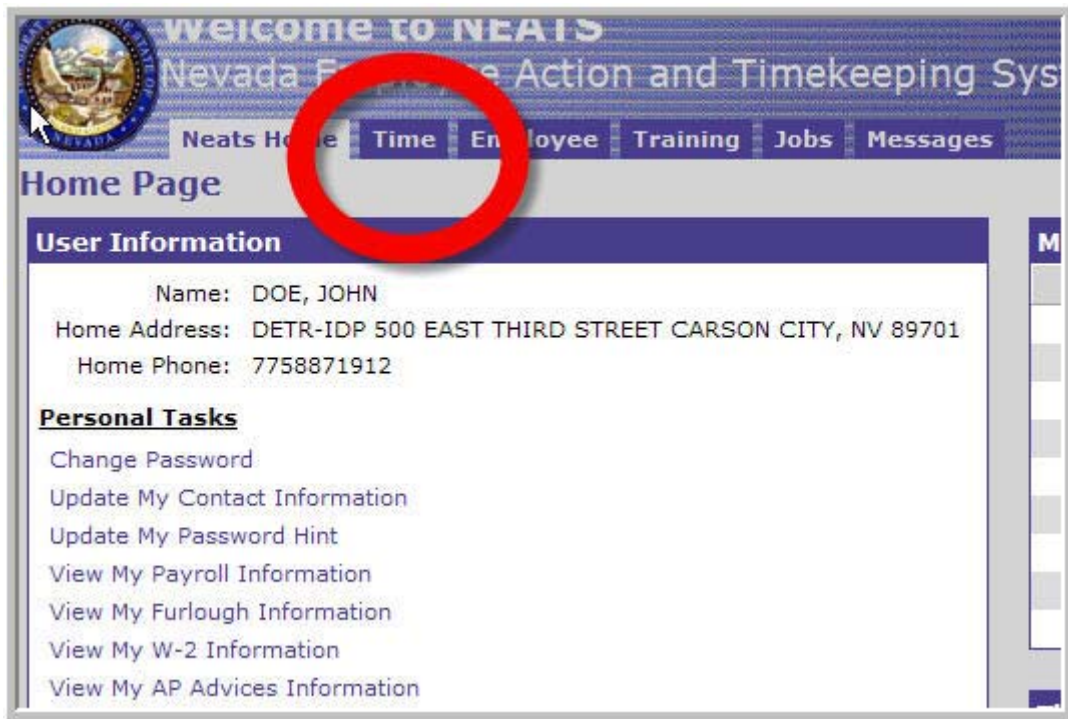
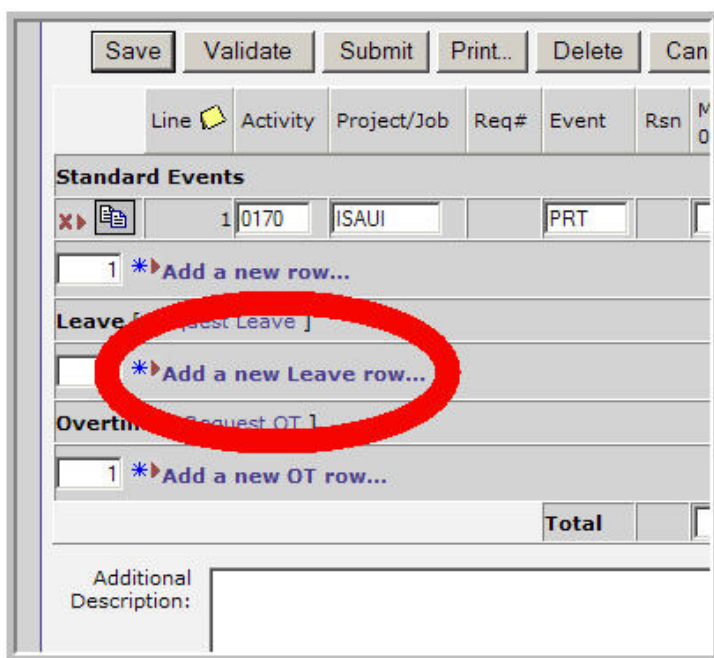


How to enter annual leave in NEATS

- Login to NEATS and click **Time** on the Time Tab



The last timesheet you saved should appear. Click **Add a new Leave row**.



A new leave event row is created. Make sure the new row's event code drop down has UAL (used annual leave) selected.

Line	Activity	Project/Job	Req#	Event	Rsn	M
1	0170	ISAUJ		PRT		0:
* Add a new row...						
Leave [Request Leave]						
2				UAL		
* Add a new Leave row...						
Overtime [Request OT]						
* Add a new OT row...						
Total						

Record your annual leave hours on the UAL row.

Line	Activity	Project/Job	Req#	Event	Rsn	Mon 02/07	Tue 02/08	Wed 02/09	Thu 02/10	Fri 02/11	Sat 02/12
1	0170	ISAUJ		PRT		0.00	0.00	0.00	8.00	8.00	0.00
* Add a new row...											
Leave [Request Leave]											
2				UAL		8.00	8.00	8.00	0.00	0.00	0.00
* Add a new Leave row...											
Overtime [Request OT]											
* Add a new OT row...											

In the above picture, the row is highlighted yellow to indicate that this leave was not pre-approved in NEATS. Also note that leave events do not require you to enter an activity code or job number.

Don't forget to **Save** so you don't lose your work.

