**Steps for Entering Administrative Leave on Employee Timesheets**

1. Log into the eUMB Portal
2. Click on Timesheet Icon

Graphical user interface, diagram, application

Description automatically generated

1. Then add your timesheet or pull an existing timesheet up if you already starting filling it out and saved it:

Graphical user interface, application

Description automatically generated

1. Once the timesheet opens, click on the + at the end of one of the Paid Leave rows

Table

Description automatically generated

1. Once the new row populates, click on the magnifying glass

Table

Description automatically generated

1. Click on the appropriate leave code

Graphical user interface

Description automatically generated with low confidence

1. Then enter the number of hours on the appropriate day