

Managers, Timekeepers and HR Managers can view an employee's Leave of Absence usage, but not the other details related to the leave.

1. From the Home Screen, click **Edit Employee Time**
2. Change the pay period (if needed)
3. Select the employee from the list
4. Click the **Results** tab to view the effect the leave has on the person's pay

Time Entry

T F S S M T W T F S S M T W T

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Jan 5, 2026

☒ Show All Weeks

Date	Entry Code	Hours	Leave Case ID	Override Rate	Co
Sun 01/04	Regular Time				
Mon 01/05	Regular Time				
	Leave of Absence	7.50	263		
Tue 01/06	Regular Time				
	Leave of Absence	7.50	263	0.00	
Wed 01/07	Regular Time				
	Leave of Absence	7.50	263	0.00	

Exceptions

Schedule

Time Off

Results

ACT Balances

Day	Work Date	Assignment Description	Pay Code	Case ID	Paid Ho...	Unpaid ...
Fri	01/02/2026	Sr HRIS Analyst-HR Systems-UD_STAFF_E...	Protected Leave	263	0.00	7.50
Fri	01/02/2026	Sr HRIS Analyst-HR Systems-UD_STAFF_E...	Delaware Paid Family Leave	263	7.50	0.00
Mon	01/05/2026	Sr HRIS Analyst-HR Systems-UD_STAFF_E...	Protected Leave	263	0.00	7.50
Mon	01/05/2026	Sr HRIS Analyst-HR Systems-UD_STAFF_E...	Delaware Paid Family Leave	263	7.50	0.00
Tue	01/06/2026	Sr HRIS Analyst-HR Systems-UD_STAFF_E...	Protected Leave	263	0.00	7.50
Tue	01/06/2026	Sr HRIS Analyst-HR Systems-UD_STAFF_E...	Delaware Paid Family Leave	263	7.50	0.00
Wed	01/07/2026	Sr HRIS Analyst-HR Systems-UD_STAFF_E...	Protected Leave	263	0.00	7.50
Wed	01/07/2026	Sr HRIS Analyst-HR Systems-UD_STAFF_E...	Delaware Paid Family Leave	263	7.50	0.00
Thu	01/08/2026	Sr HRIS Analyst-HR Systems-UD_STAFF_E...	Protected Leave	263	0.00	7.50
Thu	01/08/2026	Sr HRIS Analyst-HR Systems-UD_STAFF_E...	Delaware Paid Family Leave	263	7.50	0.00

The Case ID displays on the Timesheet and in the Results tab for your reference.