Editing exempt leave requests on a half-day holiday

For 12-month exempt employees who take their leave in full-day increments, the supervisor needs to change the number of hours taken in the case of a half-day holiday.

1. In the upper-left corner of the Manage My Department page, click on the magnifying glass icon to display a list of all employees who report to you.
2. Select the employee’s name by clicking on it, and then click on the Go To command and select Schedules from the dropdown menu.

![Image: Schedules dropdown menu]

3. When the employee’s schedule opens, use the Context Selector and Select Dates commands in the upper-right corner to navigate to the correct week, if necessary.
4. Once the correct week appears, you should see the leave displayed on the appropriate day(s).

![Image: Employee schedule with leave displayed]

5. Right-click on the leave information and select Edit from the shortcut menu.
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6. In the **Edit Pay Code** window, click into the **Amount** field, enter the number of hours that corresponds to a half day for the employee, and then click on the **Apply** command.

![Image of Edit Pay Code window](image)

7. The **Edit Pay Code** window closes and the schedule page now reflects the edited amount of leave.

![Image of schedule page](image)

8. Because you have changed the employee’s scheduling by editing the leave code, you must click on the **Save** command to complete the process.

![Image of Save button](image)

9. To double-check your work, click on the **Go To** command and select **Timecards**. The employee’s timecard opens for that pay period, and you can verify that the change displays.