



## Entering Leave (Full Day)

Step	Action
1.	<p>In this example, Jane has been approved for 8.00 hours of annual leave for 09/11/09.</p> <p>Click the <b>TRC button</b> on 09/11/09 row.</p> 
2.	<p>Click the <b>LEAVE - ANNUAL BW WAGE</b> link.</p> <p><b>Note:</b> A complete list of TRC - Leave Codes can be found in the appendix of this guide.</p> <p><a href="#">LEAVE - ANNUAL BW WAGE</a></p>
3.	<p><b>Enter</b> the appropriate amount hours of leave into the <b>hours</b> field on 09/11/09.</p> <p>a valid value e.g.</p>
4.	<p>Click the <b>Save</b> button.</p> 
5.	<p><b>End of Procedure.</b></p>