HORRY GEORGETOWN TECHNICAL COLLEGE

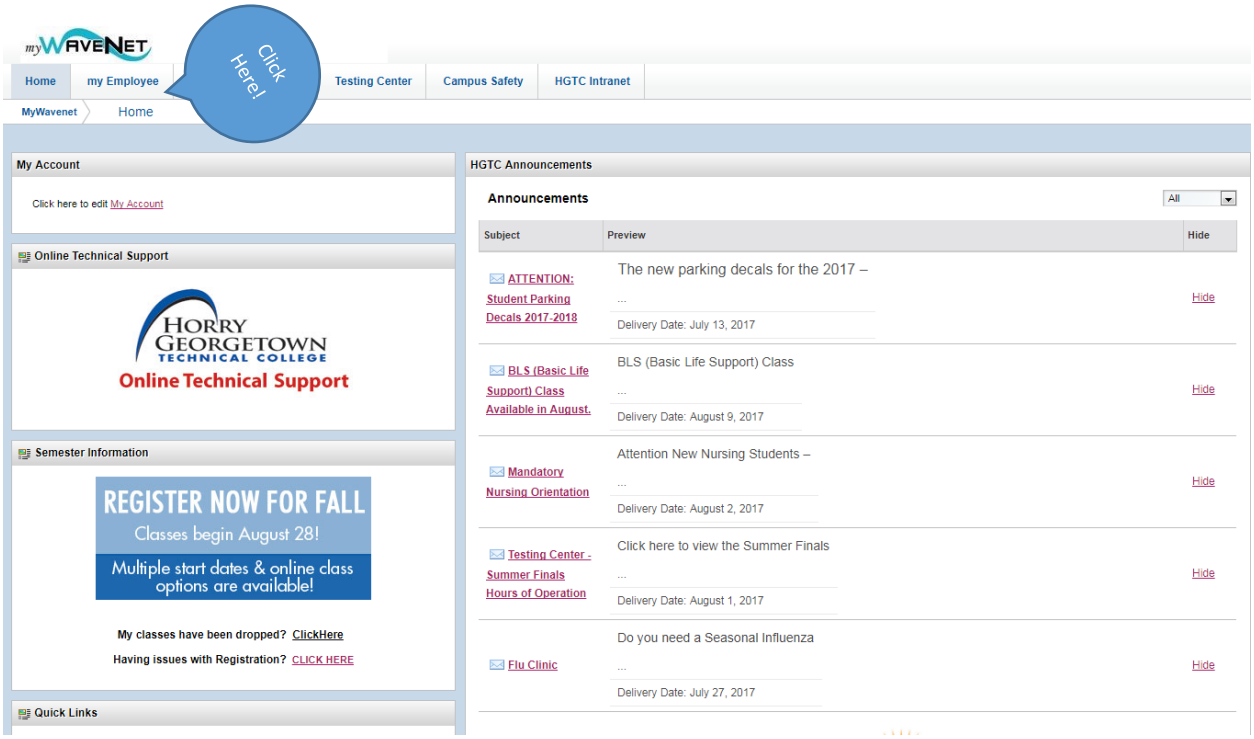
OFFICE OF

Human Resources

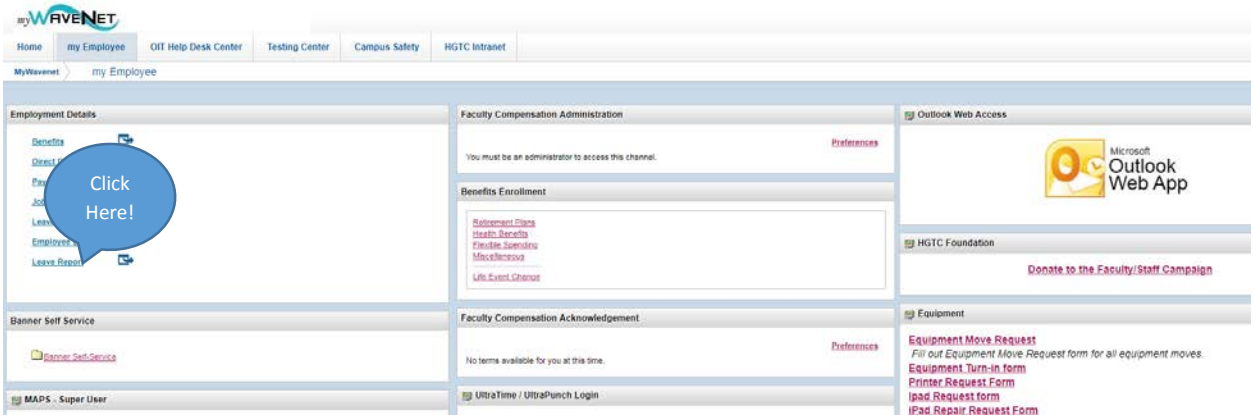
Staff Leave Manual

Entering Leave in WaveNet

Step 1: Once logged into WaveNet, go to MyEmployee.

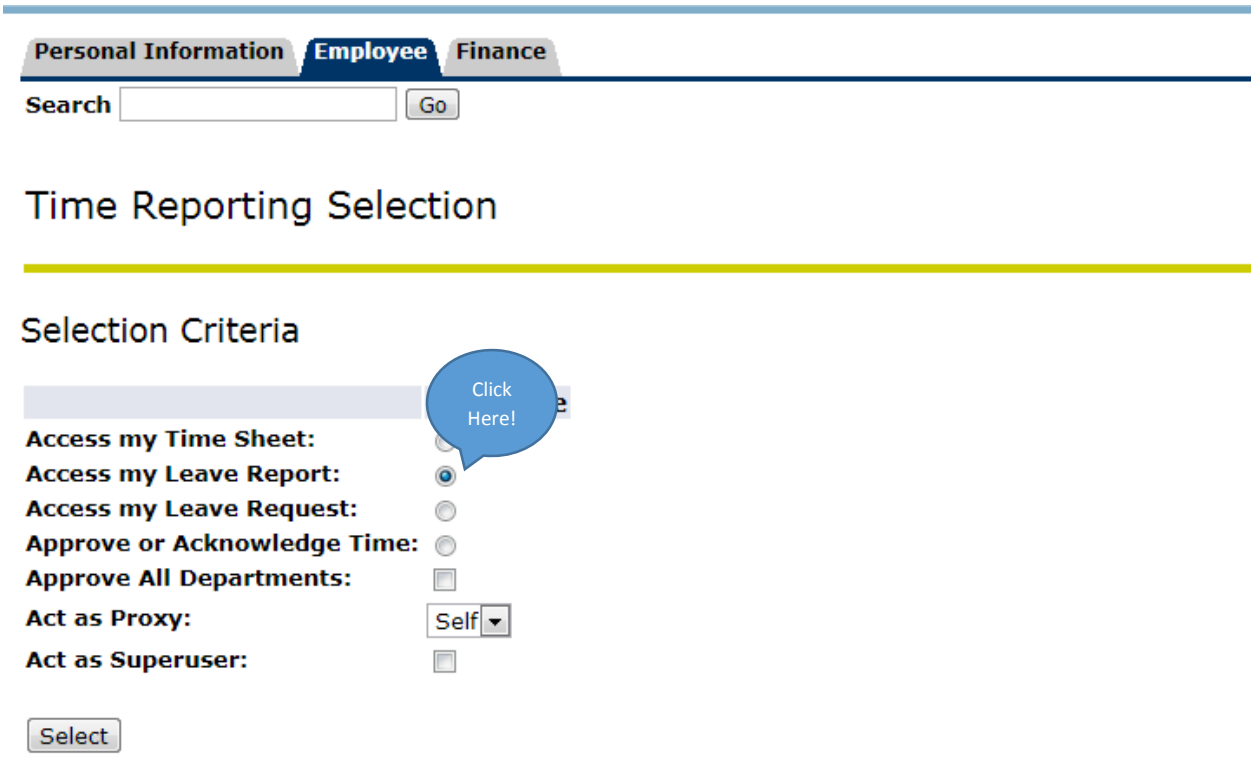
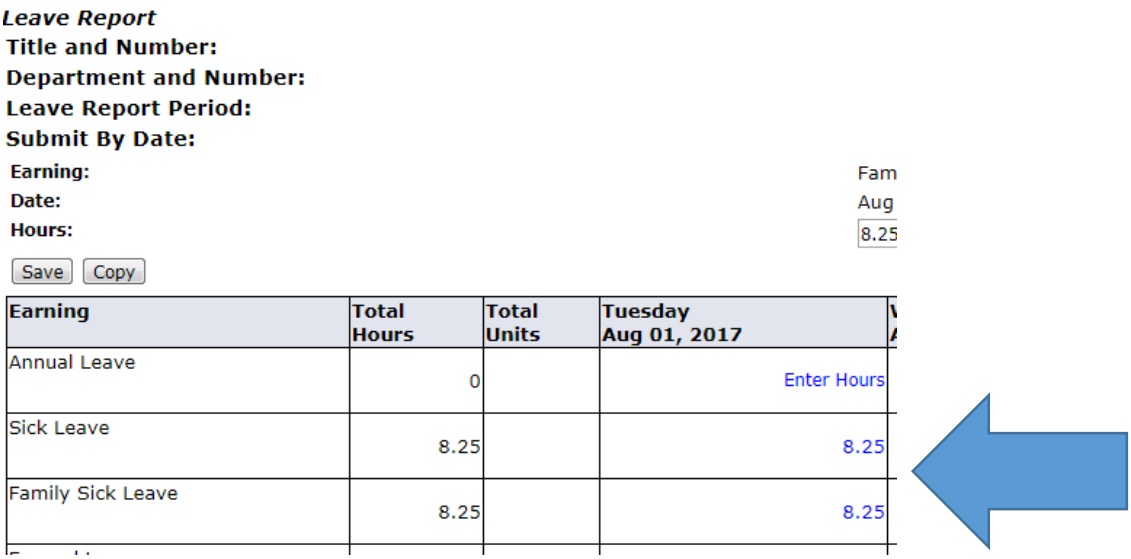


Step 2: Go to Employment Details > Leave Report



Step 3: Once in the Time Reporting Selection, select “Access my Leave Report” and select the current reporting period. Enter your time and SAVE throughout the month. Once the you are done entering leave for the month, you may ‘submit for approval’.

Please note that all leave must be entered by the last day of the **corresponding** month or you will be locked out of your leave report and unable to submit. Your supervisor has until the 8th of the **following month** to approve your leave.



NOTE: When entering **Family Sick Leave**, please enter duplicate information for **Sick Leave**.