

PHR FACULTY LEAVE REPORTING

GETTING STARTED

1. Access PHR Faculty Leave Reporting from the ARES website at www.ares.umd.edu
2. Under “Quick Links” click PHR Time Entry/Faculty Leave Reporting
3. Login using your Directory ID and Password

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Recording Leave

1. From the PHR Time Entry page, select the appropriate pay period from the **Select Pay Period** drop down menu.
2. Click **Complete Your Time/Leave Record**
3. To record leave remove the check from the appropriate day, enter the amount of hours/minutes used on the row that corresponds to the leave used
12 Month Faculty Record:
 - Annual Leave
 - Sick Leave
 - Personal Leave
 - Holiday Leave**Academic Year Faculty Record:**
 - Sick Leave
 - Holiday Leave
4. Click **Save Leave Entered/Notes** to retain what was entered
5. To apply your final signoff click **Save Leave Entered and Final Faculty Signoff**
6. To exit Faculty Leave Reporting click **Logout** or **Return to Main Menu**

HELP/SUPPORT

Contact the **PHR Customer Service Center** for leave reporting questions
At 301-405-7575

Contact the **OIT Help Desk** for Directory ID and Password questions
At 301-405-1500

UNIVERSITY OF MARYLAND PHR SYSTEM