

Submitting a Monthly Salaried PTO Entry report:

- * You must still submit a monthly Salaried PTO Entry report even if you do not have any time off to report for that month
- * You may only submit one Salaried PTO Entry report per month so ensure that all your time for that month is reflected prior to submitting.

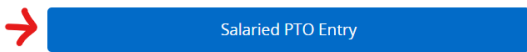
Step 1: [InsideTrack,](#)



Step 2:

My Activities

Salaried PTO Entry.



Step 3:

