

## Monthly Leave Time Reminder

Please submit your leave time for last month by using the [ONLINE LEAVE SHEET](#). Note: You will not be able to enter leave time for the months you have already submitted.

Your supervisor will receive an email requesting for approval when you submit your form. If rejected, you will receive another email requesting to resubmit. If approved, you will be notified and Human Resources will receive your leave time information. Note: The email you will receive will come from Perfect Forms: [forms@northpark.edu](mailto:forms@northpark.edu) Do not reply to this email.

### Missing Leave Sheets

You may view your submitted leave sheets through Informer by using this link: [CHECK LEAVE SHEETS](#). You will only be able to view your individual record. You can only access this report on campus.

If you have difficulty viewing any of these sites please try a different browser such as Chrome or Firefox. Please contact [Human Resources](#) with any questions. Thank you!