

Salaried Staff Leave Tracking

Employee Manual

As of July 14, 2022

Time is accrued through the payroll process, based on years of service, according to the official leave policy. Leave taken is reported outside of the payroll process via leave reports, which cover a monthly period. Leave reports are available for entry on the first day of the month being reported, and they must be submitted for approval at least five days before the end of the month and should include any anticipated vacation days for the rest of the month.

Time taken is approved by your direct supervisor. Leave reports are not part of the time-keeping system for hourly employees and your department's time-keeper is probably not the person who will be approving your leave reports. Leave reports will need to be submitted even if zero (0) vacation days are taken during the month.

Leave reports and current leave balance can be accessed at the following link:

www.andrews.edu/go/myemployeedash

Accrued time history can be view via the "Time Off Current Balances and History" link found at

www.andrews.edu/go/myemployeedash.

Please follow the instructions below to report and submit your leave report

[Employee Dashboard](#)

Employee Dashboard

Wilson, Jerod D.

Leave Balances as of 06/29/2022

Salaried Vacation Time in days: 15.11

Full Leave Balance Information

Pay Information

Latest Pay Stub: 05/13/2022 | All Pay Stubs | Direct Deposit Information | Deductions History

Earnings

Benefits

My Activities

Enter Leave Report

Timeclocks

Approve Leave Report

STEP 1: If you are not only a salaried staff member responsible for submitting leave reports, but also the supervisor of a salaried staff member whose leave reports you will need to approve, following the "go/myemployeedash" link will send you to the employee dashboard and you will have the ability to enter your leave report as well as approve leave reports of those employees who report to you. You will also have this option if you have been defined as someone's proxy. Click on the blue "Enter Leave Report" or "Approve Leave Report" button to report your leave time.

Employee Dashboard

Wilson, Jerod D.

My Profile

My Team

Leave Balances as of 06/29/2022

Salaried Vacation Time in days 15.11

Full Leave Balance Information

Pay Information

Latest Pay Stub: 05/13/2022 All Pay Stubs Direct Deposit Information Deductions History

My Activities

Enter Leave Report

STEP 2: Select the day of the month to enter vacation time taken, or the first day of the month if you did not take any vacation. You will be prompted to start your leave report.

Andrews University

Wilson, Jerod D.

Employee Dashboard » Leave Report

Leave Report

Approvals Leave Report

Jun 2022 Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

The screenshot shows the 'Leave Report' interface for an employee. At the top, there's a navigation bar with 'Andrews University' and a user profile for 'Wilson, Jerod D.'. Below that, the 'Employee Dashboard' and 'Leave Report' are visible. The main area is a calendar for June 2022. A modal window is open for the date 06/29/2022, showing the following details:

- Job: Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION
- Pay Period: 06/01/2022 - 06/30/2022
- Status: Not Started
- A button labeled 'Start Leave Report' is present in the modal, with an arrow pointing to it.

STEP 3: Under earn code, use the drop down box to select “salaried vacation time”. Then enter the amount of vacation you choose to report as a half day (enter .5) or a whole day (enter 1). *(If you are less than full-time or your appointment percent is less than 100, please contact payroll for instructions on entering half and whole day increments.)* If you have no leave days to report, enter “0” days.

Once entered, select the “Save” button, then continue to **STEP 4**, or if there is no leave to report, go to step 5.

CAUTION: Weekends and holidays are NOT excluded from the available selections. You should not report time taken for University-provided holidays, or for weekends. (If you are an inter-division employee, your vacation accrual takes into account your requirement to report weekends, and weekend vacation time taken should be reported on your leave report.)

[Employee Dashboard](#) » [Leave Report](#) » Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION

Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION [Restart Leave Report](#) [Leave Balances](#)

07/01/2022 - 07/31/2022 In Progress Submit By 07/26/2022, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	2	

[Add Earn Code](#)

Earn Code: Salaried Vacation Time Days: 1

[Exit Page](#) [Cancel](#) [Save](#) [Preview](#)

<https://banner.andrews.edu/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/dashbo...>

[Employee Dashboard](#) » [Leave Report](#)

Leave Report

Approvals Leave Report

Jul 2022 Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1 1.00 Days	2

STEP 4: Your leave report will display the vacation days applied on each calendar day that has been entered and saved (click the left or right arrow button to view other weeks).

If you are not happy with the result, you can click on each day with leave erroneously taken. Select the edit (pencil) icon, change the number to zero (0) and click the “Save” button. If things are completely mixed up, it may be easier to click on the “Restart” button. You will be notified that “Restarting will delete all changes that you have made to your time records.” Click on the “Restart Leave Report” button to restart. This will allow you to start that month’s leave report again, with a blank slate.

[Employee Dashboard](#) » [Leave Report](#) » Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION

Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION Restart Leave Report Leave Balances

07/01/2022 - 07/31/2022 | 1.00 Days In Progress Submit By 07/26/2022, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1.00 Days	2

Add Earn Code

Salaried Vacation Time 1.00 Days [Edit] [Copy] [Close]

Total: 1.00 Days

You may also copy function (next to edit icon) to select multiple days at a time and report either “1” or “0.5” for all of the selected days. When all days to copy have been selected, click Save.

Copy Leave Report Entry ✕

Salaried Vacation Time : 1.00 Days (09/14/2022, WEDNESDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 09/01/2022 - 09/30/2022 ?

SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14 1.00 Days	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Cancel
Save

When you are satisfied with your reported vacation time, click the “Preview” button.

[Employee Dashboard](#) » [Leave Report](#) » Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION

Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION Restart Leave Report Leave Balances

07/01/2022 - 07/31/2022 | 1.00 Days In Progress Submit By 07/26/2022, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	1 Salaried Vacation Time	2

+ Add Earn Code

Salaried Vacation Time 1.00 Days ✎ 🗑️ ⌵

Total: 1.00 Days

Exit Page Cancel Save **Preview**

From here you will see the following summary page and include any comments necessary (e.g) reporting days from prior months). The comments box is located under the Routing and Status section. When everything looks correct, click the Submit button.

[Employee Dashboard](#) » [Leave Report](#) » [Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION](#) » [Preview](#)

Leave Report Detail Summary

Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION 🖨️

Pay Period: 07/01/2022 - 07/31/2022 | 1.00 Days In Progress Submit By 07/26/2022, 11:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
07/01/2022	SVC, Salaried Vacation Time	1	1.00 Days

Summary								
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Total
SVC, Salaried Vacation Time	1	1.00						1.00 Days
Total Days		1.00						

Routing and Status		
Name	Action	Date & Time
Wilson, Jerod D.	Originated	07/01/2022, 11:01 AM
Brown, Beverly A.	In the Queue	

Return **Submit**

CAUTION: Once submitted, you may no longer make any changes to your leave report. If you need to make a change after submitting, you must communicate the change with your supervisor before they approve your leave report. Once approved, no changes at all can be made to that month’s leave report.

Remember that the vacation time that you have just reported will not be subtracted from your available leave balance until your supervisor approves your leave report.

Leave reports must be submitted at least five days before the end of the month. For example, in a 31-day month like May, the deadline will be the 26th. The deadline is displayed above as the “Submit By Date”.

If you have not submitted your leave report by the third day before the deadline, you will receive a daily reminder, via email, until you either submit that month's leave report or the submission deadline has passed.

Leave report statuses are as follows:

Not Started- the leave report has never been viewed/opened

In Progress- the leave report has been viewed/started, but not submitted for approval

Pending- the leave report has been submitted for approval, but has not yet been approved

Completed- the leave report has been approved and is final; leave taken has been recorded