Salaried/Exempt Employee Leave Tracking Manual

Updated April 29, 2025

Please view the links below for specific policy information:

Salaried staff vacation leave policy

Faculty (benefit eligible) vacation leave policy

Sick leave policy (all exempt/salaried employees)

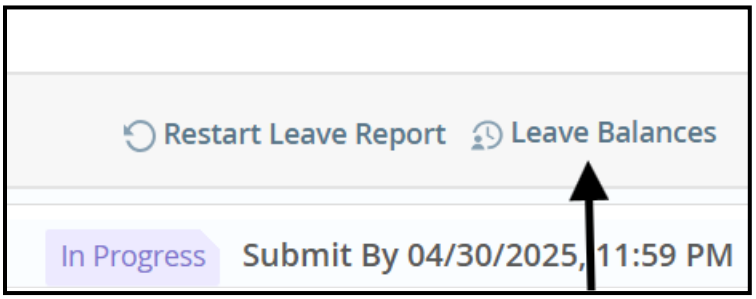
Extended sick leave policy (benefit eligible exempt/salaried employees)

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 by the last day of the month being reported, but not before the last day normally worked. For example, if the last day of the month is on a Sunday and your last work day was the prior Friday (two days earlier), do not submit your leave report prior to that Friday.

Time should be reported in hours, and should account for the time you normally would have worked on any day (e.g. if you normally work 9 hours each day from Monday – Thursday and 4 hours on Friday (for a 40-hour week), then a day out (vacation/sick) on Monday would be reported as 9 hours, and a day out on Friday would be reported as 4 hours).

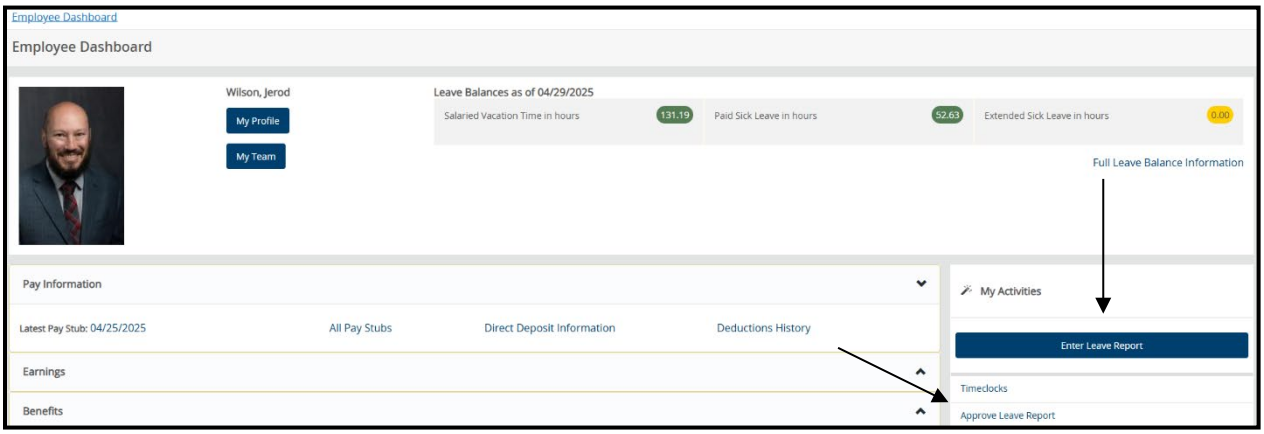
Time taken is approved by your direct supervisor. Leave reports are not part of the time-keeping system for hourly employees so your department's time-keeper is probably not the person who will be approving your leave reports. Leave reports will need to be submitted even if zero (0) vacation or sick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

Leave reports and current leave balance can be accessed at the following link in addition to the upper right corner of the leave report:
www.andrews.edu/go/myemployeedash

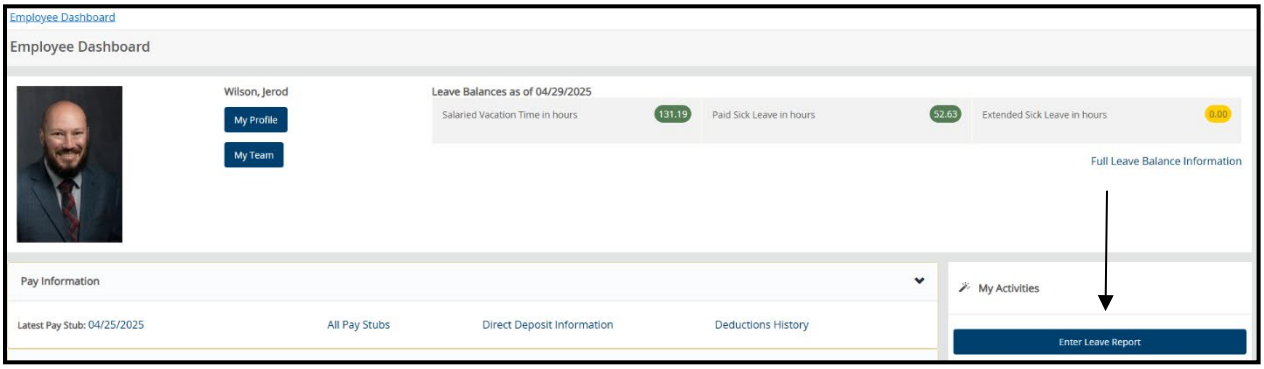


Accrued time history can be viewed via the “Full Leave Balance Information” link found in the header at www.andrews.edu/go/myemployeedash.

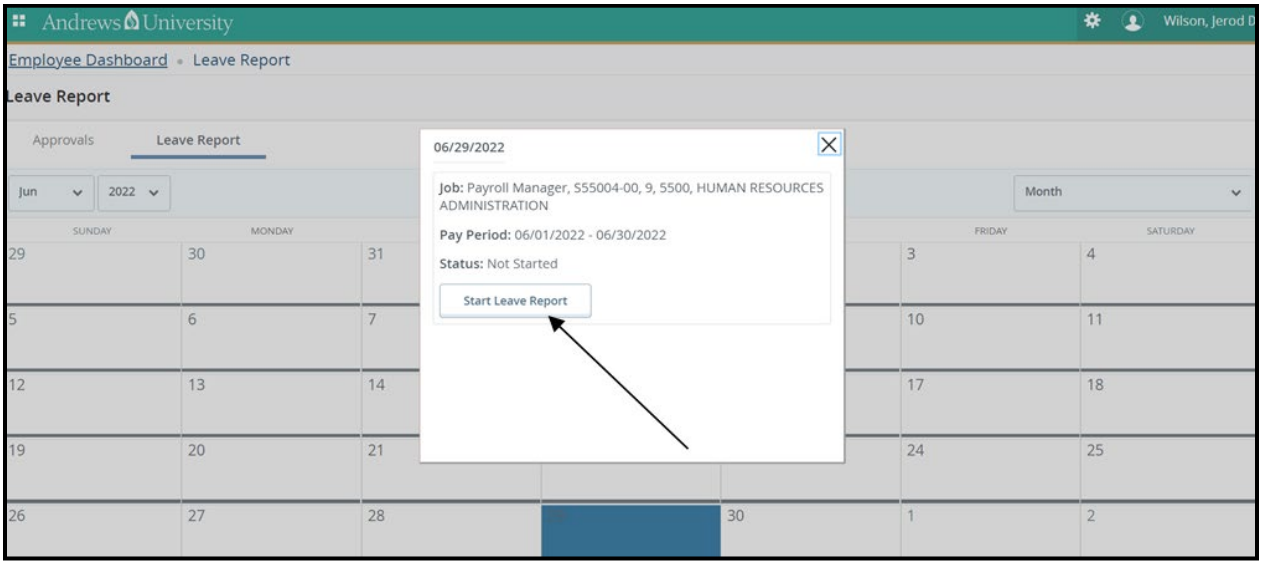
Please follow the instructions below to report and submit your leave report.

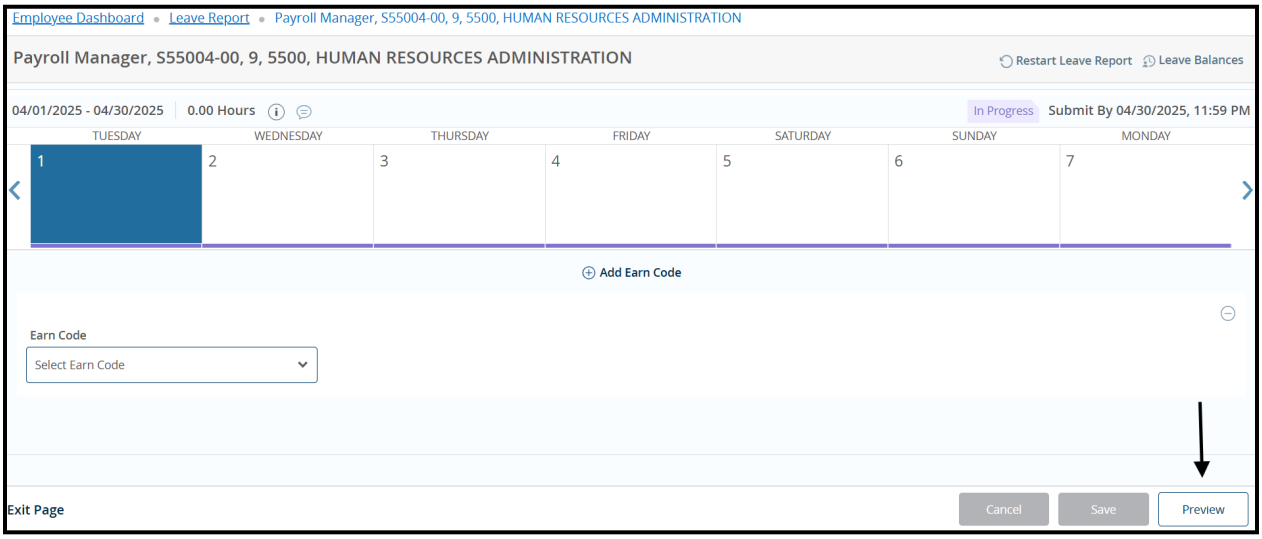


STEP 1: If you are not only a salaried employee responsible for submitting leave reports, but also the supervisor of a salaried employee whose leave reports you will need to approve, following the “go/myemployeedash” link will send you to the employee dashboard and you will have the ability to enter 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 appointed as someone’s proxy. Click on the blue “Enter Leave Report” button or “Approve Leave Report” link to report your leave time.

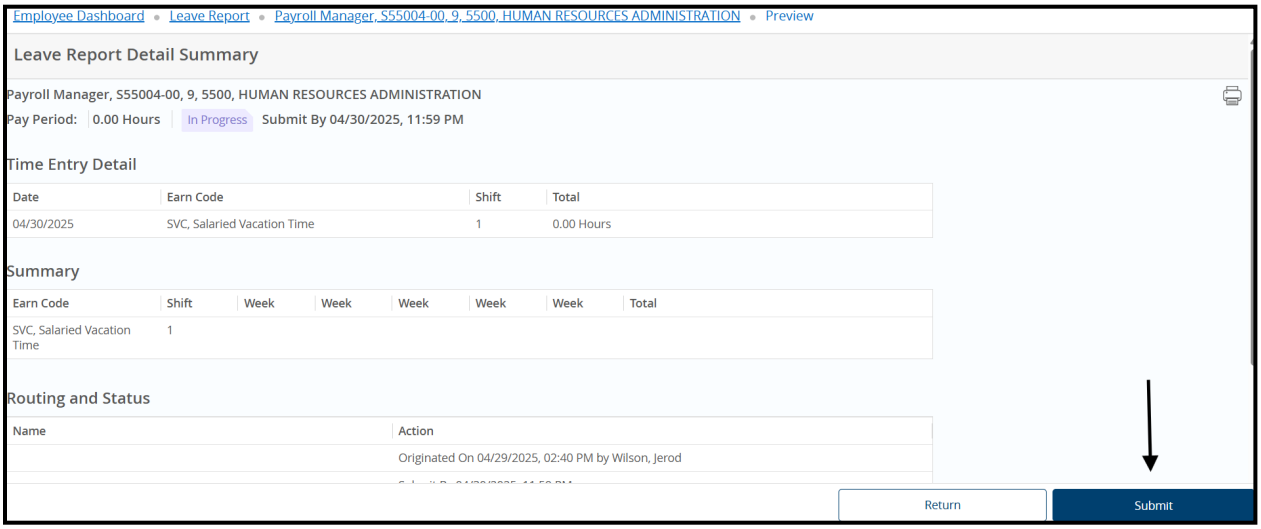


STEP 2a (No Leave to Report): Select the first day of the month followed by the ‘Start Leave Report’ button. Navigate to the bottom right of the page and select the preview button if you did not take leave of any type during the month.

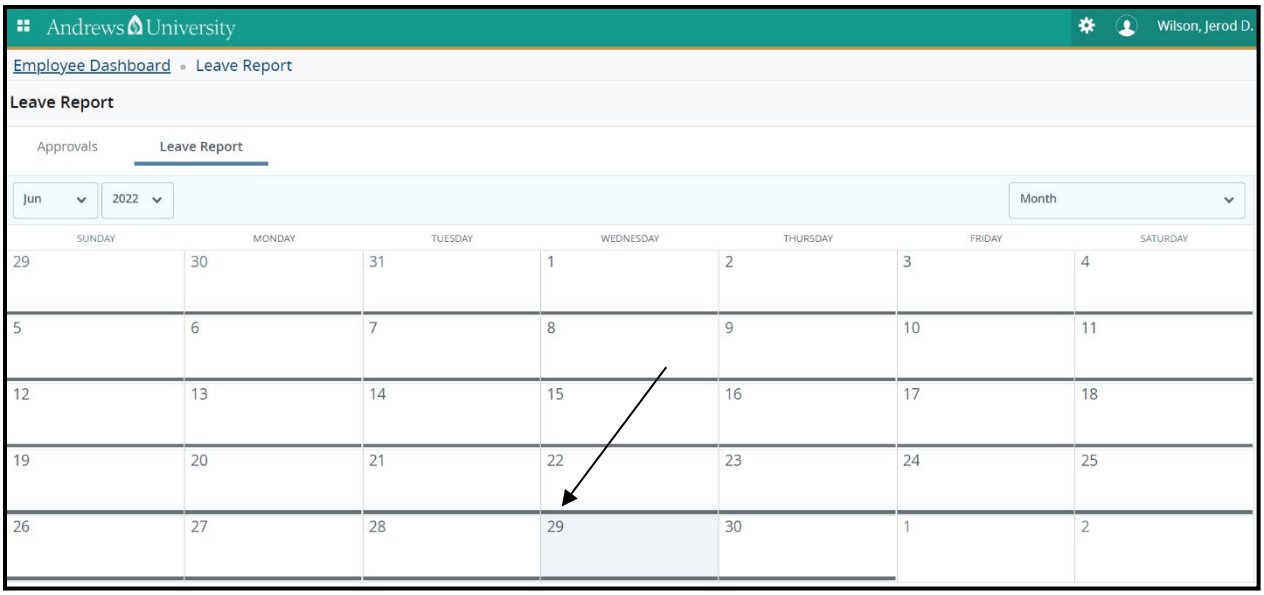


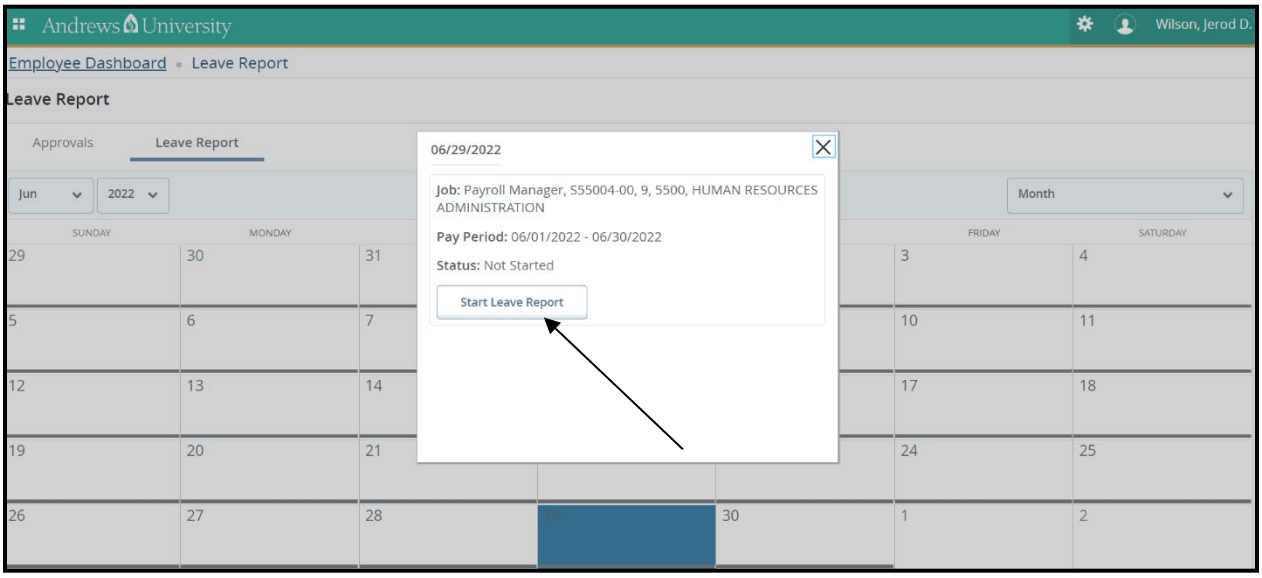


The 'Preview' page will have a 'Submit' button that you can use to submit your leave report to your supervisor for approval. You are done with your leave report submission for the month!



Step 2b (Hours to Report): Choose the applicable day to enter leave hours. You will be prompted to start your report.

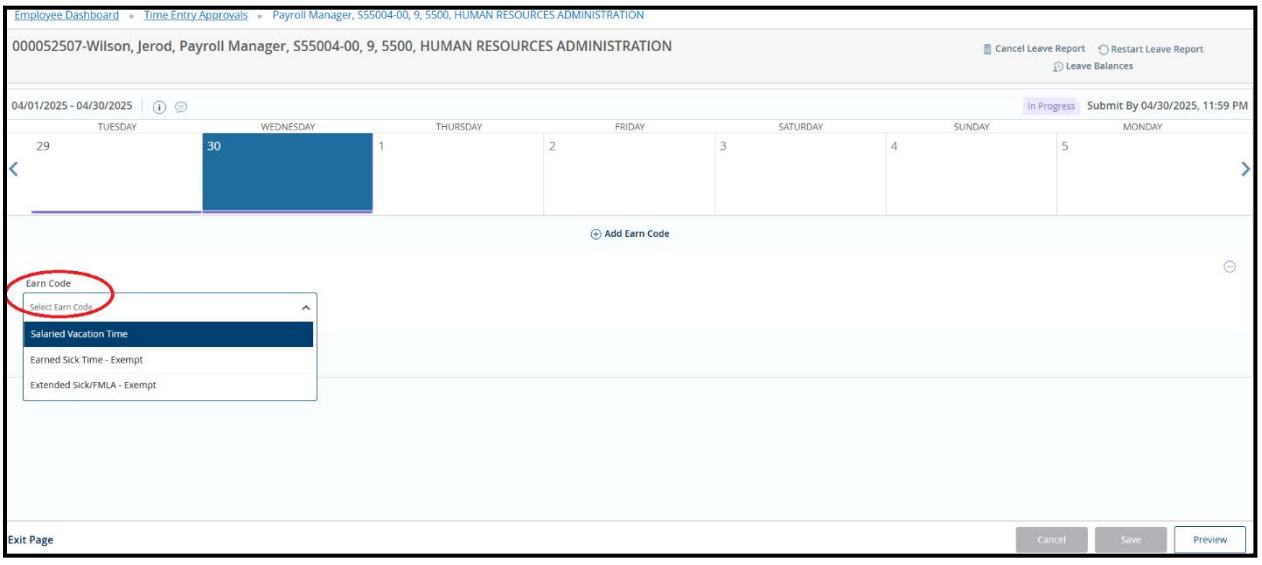




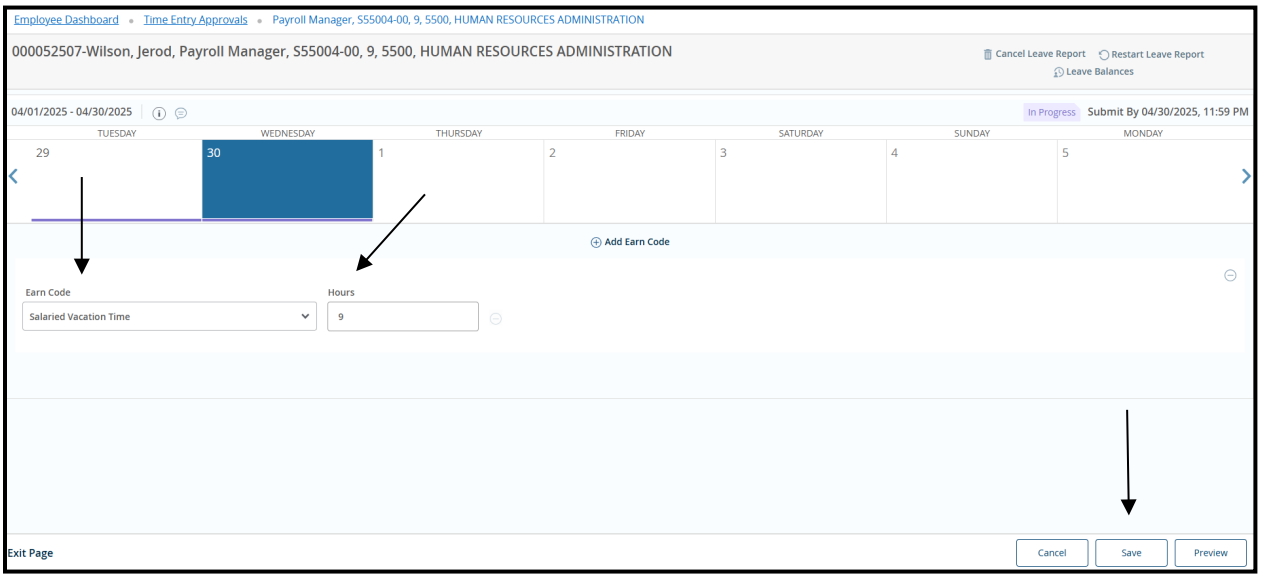
STEP 3: Under earn code, use the drop down box to select 'Salaried Vacation Time', 'Earned Sick Time – Exempt', or 'Extended Sick/FMLA – Exempt' as applicable.

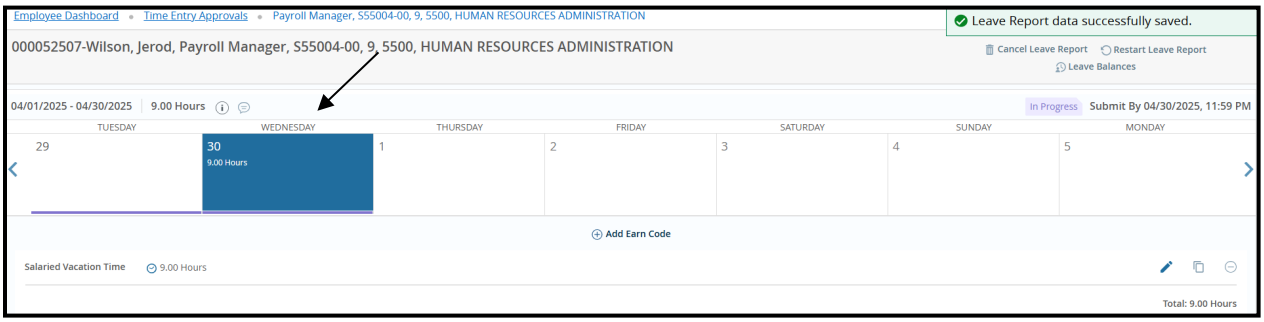
Please Note: Leave types viewable to you will be based on your status, and you may need to report multiple leave usage in a single month:

- Adjunct faculty and other contract employees will only have the option 'Earned Sick Time – Exempt'
- Regular faculty and Administration will only have the option 'Earned Sick Time Exempt' and 'Earned Sick/FMLA – Exempt'
- Salaried staff will have all three options available



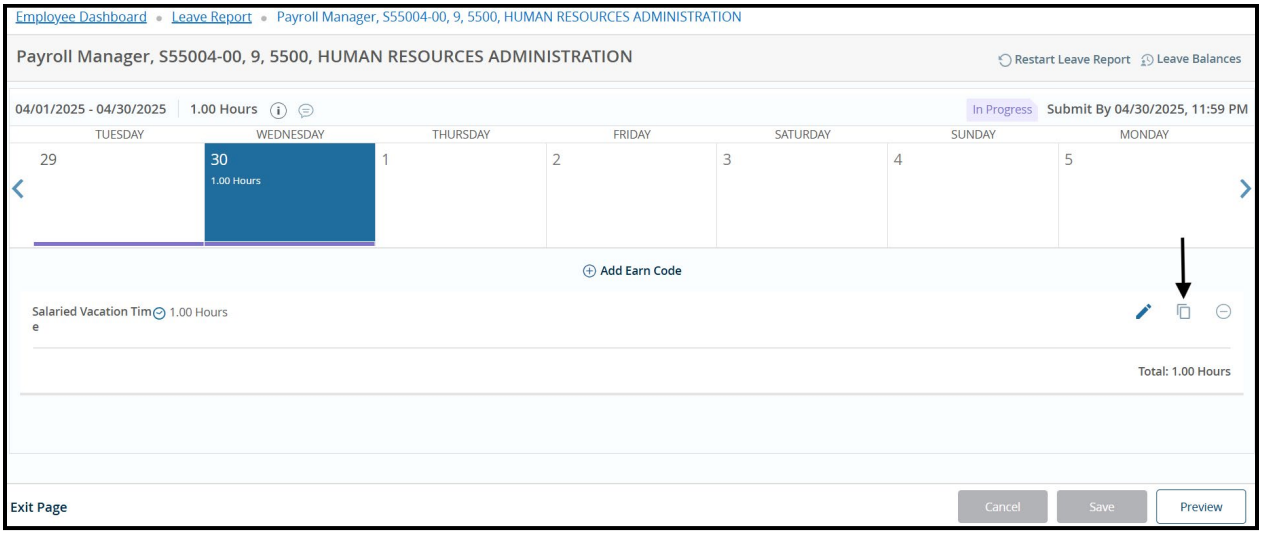
Next, enter the amount of leave hours you are reporting. Once entered, select the 'Save' button, then continue to **STEP 4** if you are done entering hours.

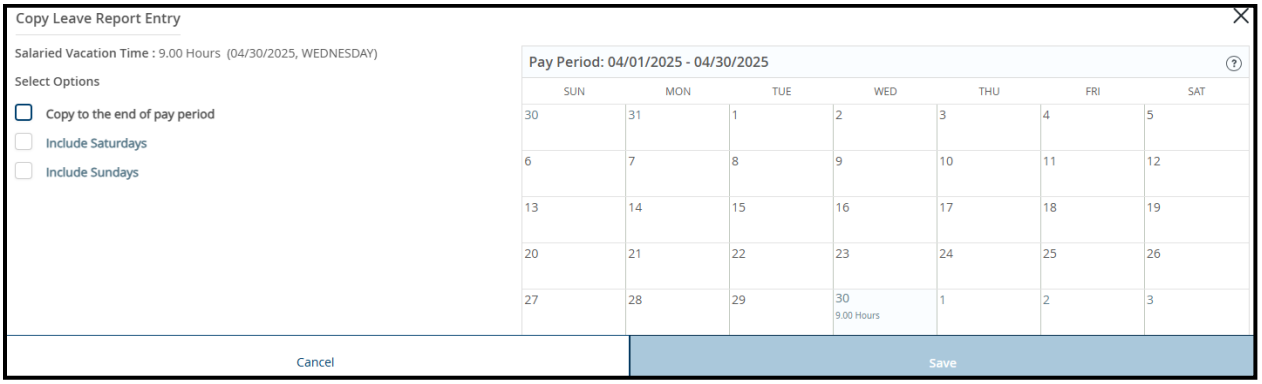




You may also use the copy function icon (next to edit icon) to select multiple days at a time and report the same hours for all of the selected days. When all days to copy have been selected, click Save.

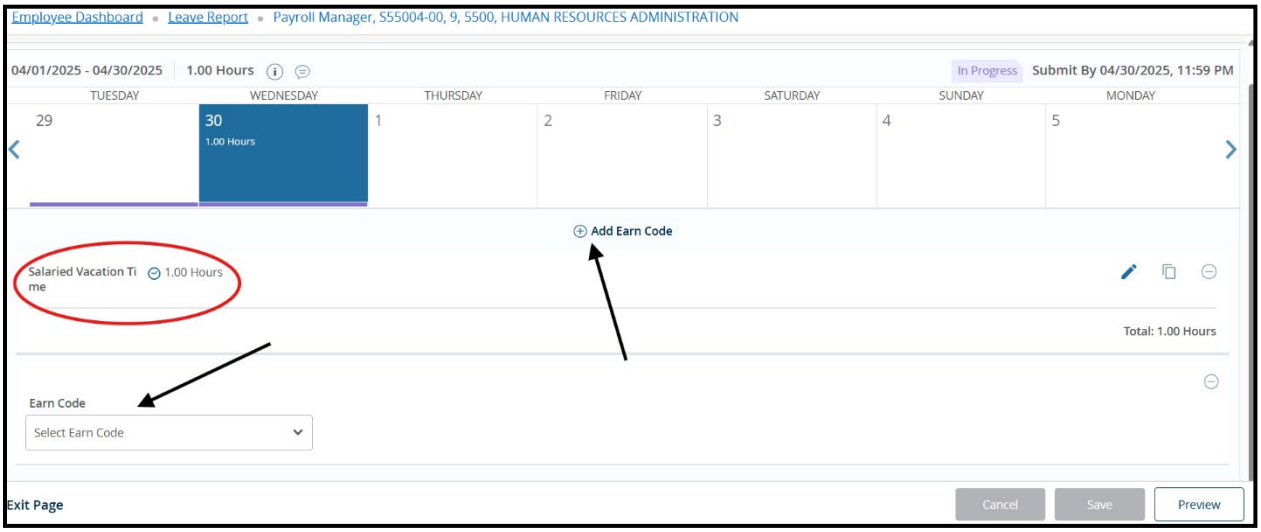
Note: using the copy function is not compatible for copying to a different leave earn code





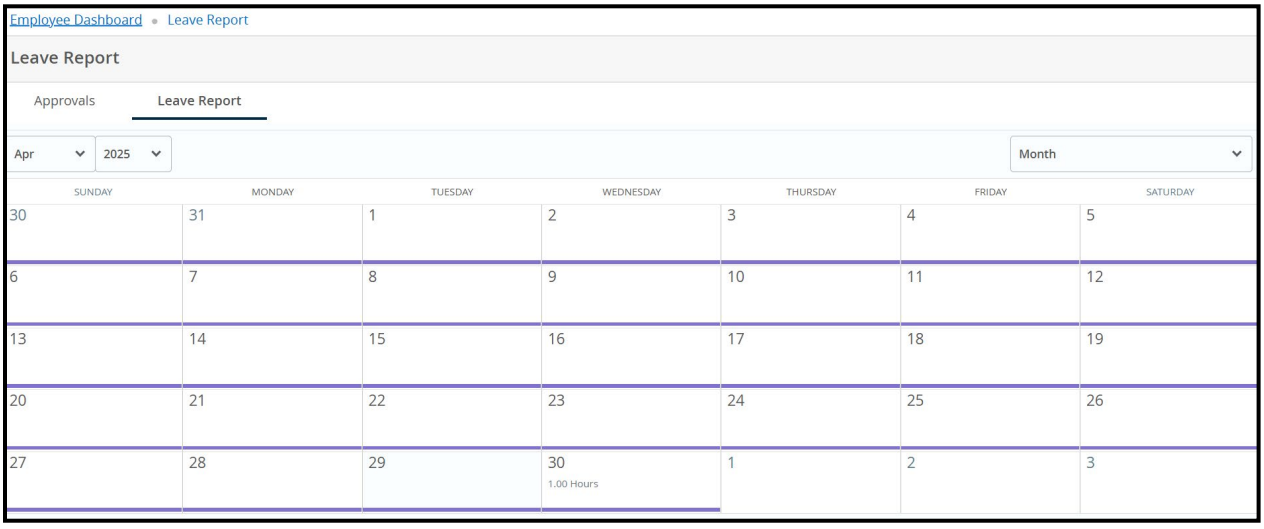
Multiple leave types can be entered in the same day. For example, after saving one type of leave earn code, you can select the '+ Add Earn Code' button and another earn code line will appear. You do not need to do this if the other leave type (earn code) is for a different day.

To add a different leave type for another time of the month, simply select the appropriate date and repeat step 3 above.



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

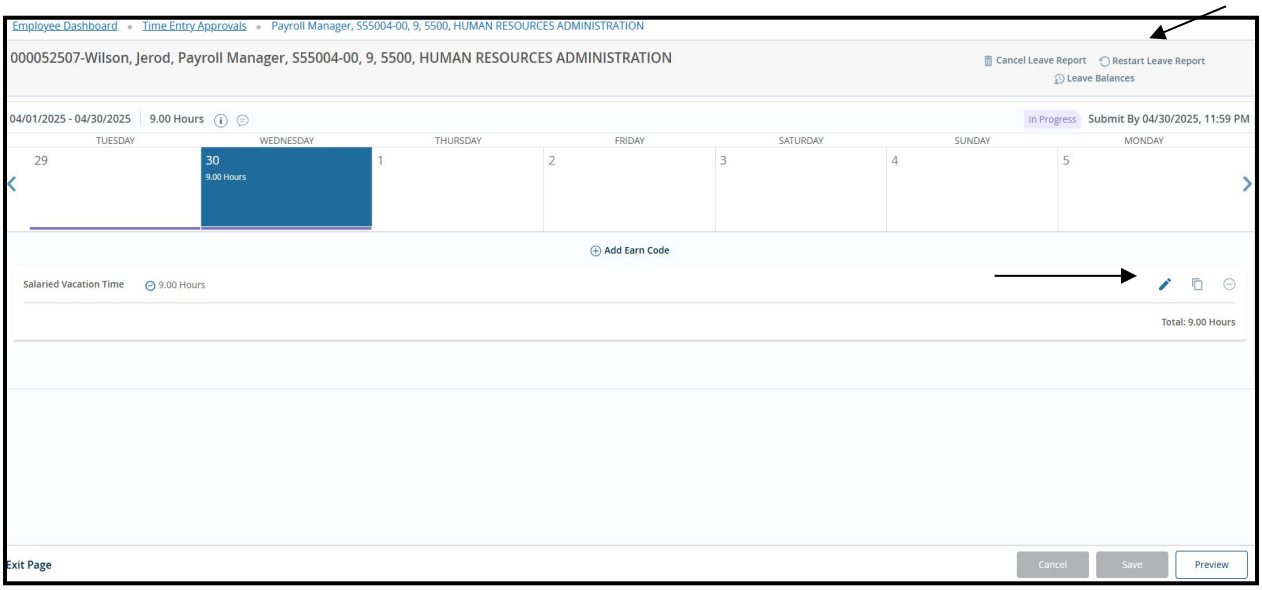
Continuing with a started leave report: You can start your leave report and return to it a later date. To do so, you will simply select any date on the calendar to continue entering leave hours.



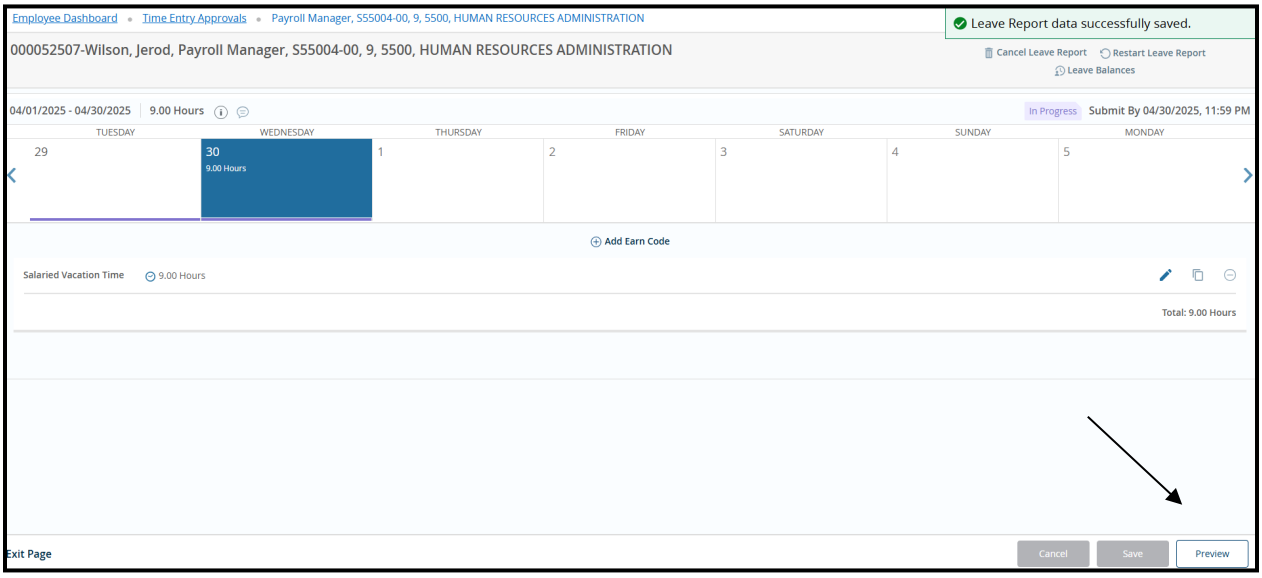
STEP 4: Your leave report will display the leave hours applied on each calendar day that have been entered and saved (click the left or right arrow button to view other weeks in the month).

If you are not happy with the result, you can click on each day with leave erroneously reported. Select the edit (pencil) icon, change the number to zero (0) and click the “Save” button. You also have the option to “restart” your leave report at any time. You will be notified that “Restarting will delete all

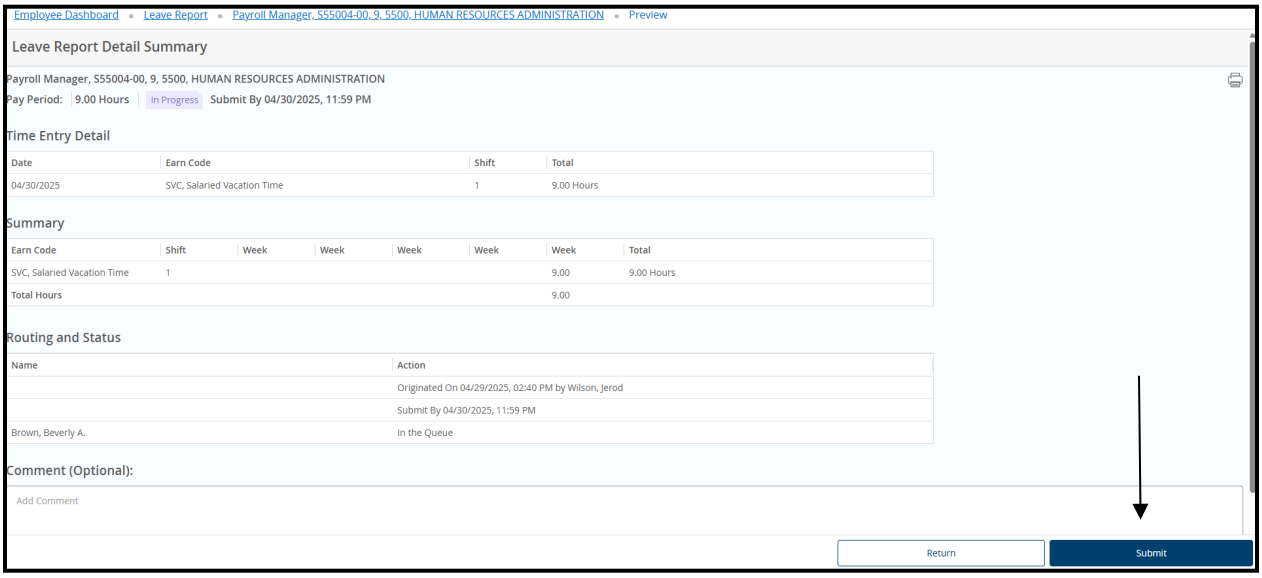
changes that you have made to your time records." Click on the "Restart Leave Report" button to restart. This will allow you to start that month's leave report again, with a blank slate.



When you are satisfied with your reported leave time, click the "Preview" button.



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



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 leave 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 by the last day of the month at midnight. 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