Salaried Staff Leave Tracking
Employee Manual
As of August 18, 2009

Beginning May 1, 2009, Andrews University began tracking the vacation time of salaried staff. 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.

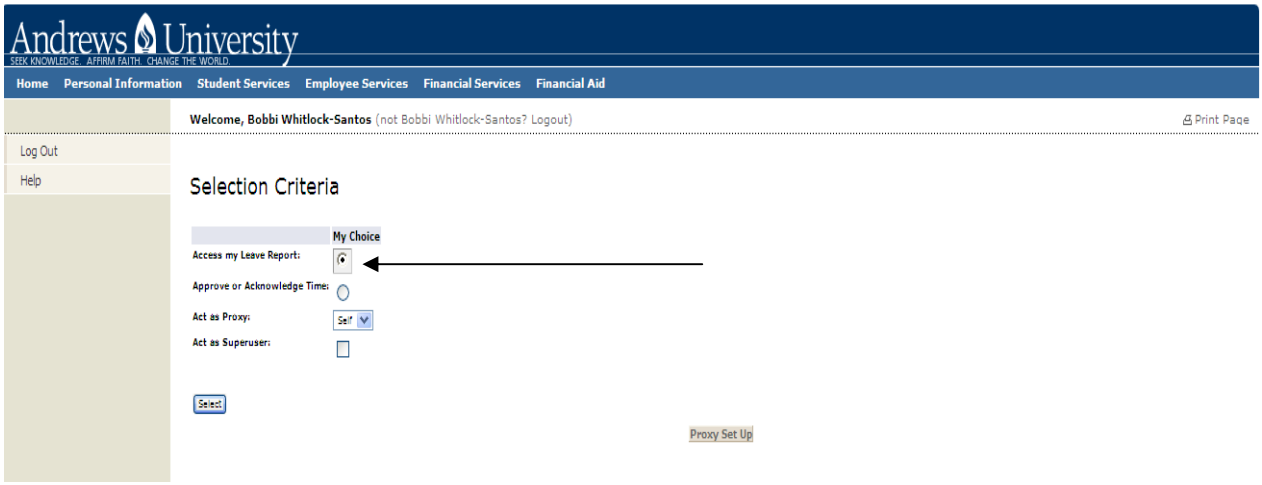
Time taken is approved by your direct supervisor. Leave reports are not part of the time-keeping system for hourly employees and your department's time-keeper is probably not the person who will be approving your leave reports. **Leave reports should be submitted even if zero (0) vacation days are taken during the month; leave reports should be submitted even if you are a new employee who started late in the month.**

Current leave balance can be viewed on your paystub, found at www.andrews.edu/go/mypay.

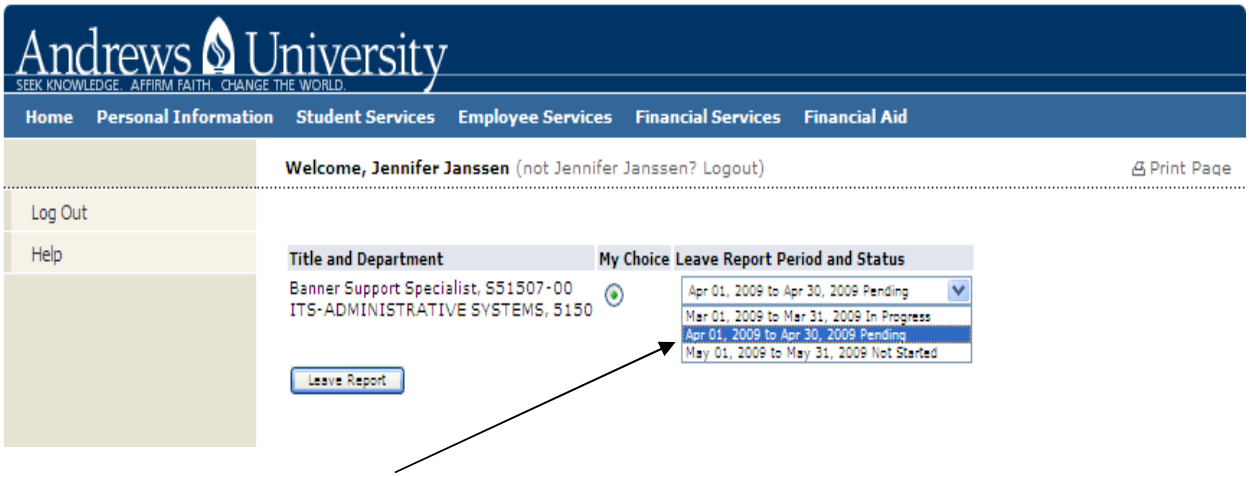
Accrued time history can be view via the "Time Off Current Balances and History" link found at www.andrews.edu/go/myemployeeinfo.

Leave reports may be accessed via the Vault, or directly by clicking on the following link: www.andrews.edu/go/myleavereport

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



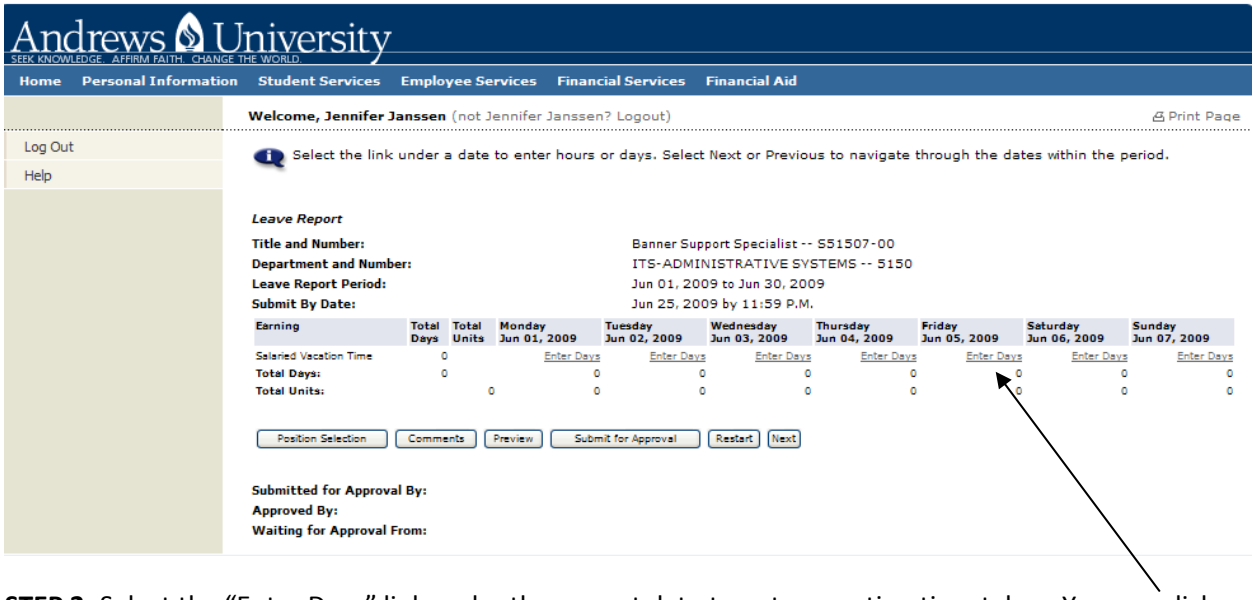
STEP 1 (a): If you are not only a salaried staff member responsible for submitting leave reports, but also the supervisor of a salaried staff member whose leave reports you will need to approve, following the "go/myleavereport" link will send you to this screen. You will also see this screen if you have been defined as someone's proxy. Select "Access my Leave Report" and then click the "Select" button.



STEP 1 (b): If you are a salaried staff member with no supervisees who are salaried staff members, and are not a proxy, following the "go/myleavereport" link will send you directly to this screen. Your primary position title and department will be displayed and pre-selected, with a drop-down menu of leave-report periods and the status of your leave reports for those periods. In the drop-down menu, highlight the period of the leave report you wish to access, then click the "Leave Report" button. If you've transitioned between departments during the month, you may need to submit a leave report for each department.

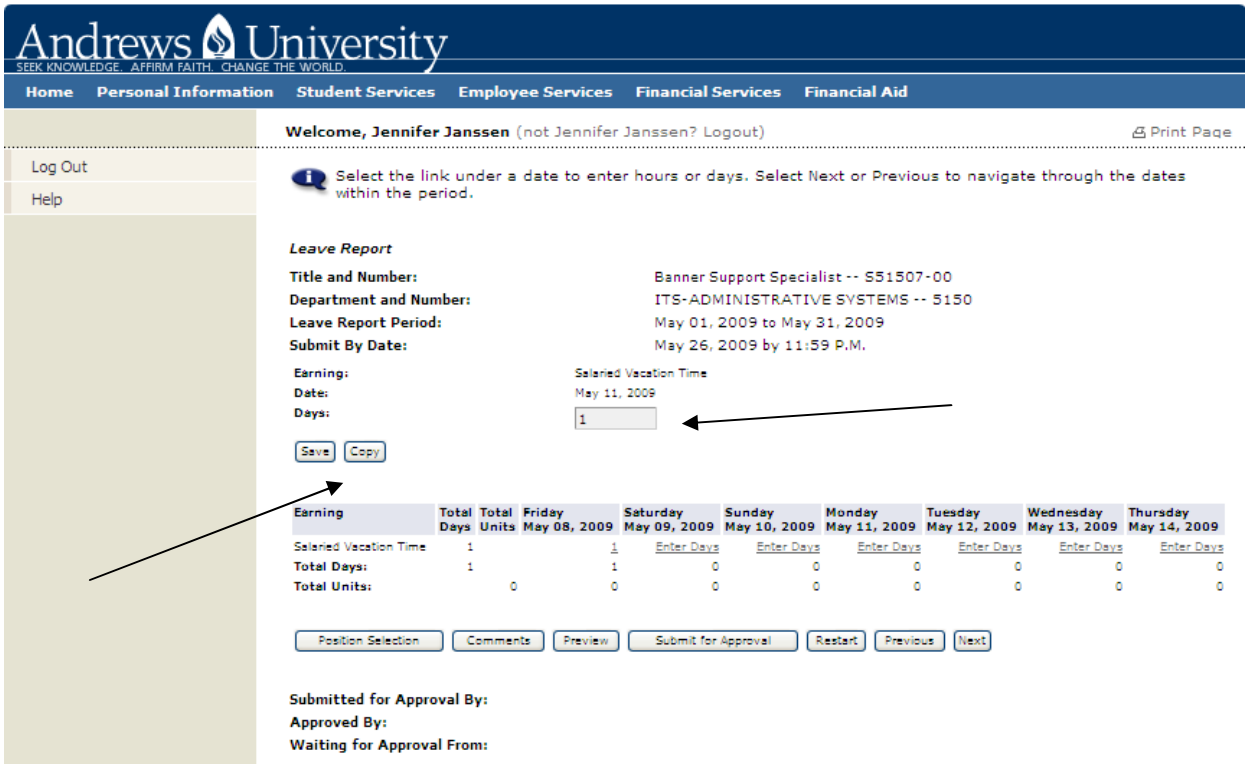
Leave report statuses are as follows:

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



STEP 2: Select the "Enter Days" link under the correct date to enter vacation time taken. You can click the "Next" button as necessary to display the date on which you would like to enter your vacation time.

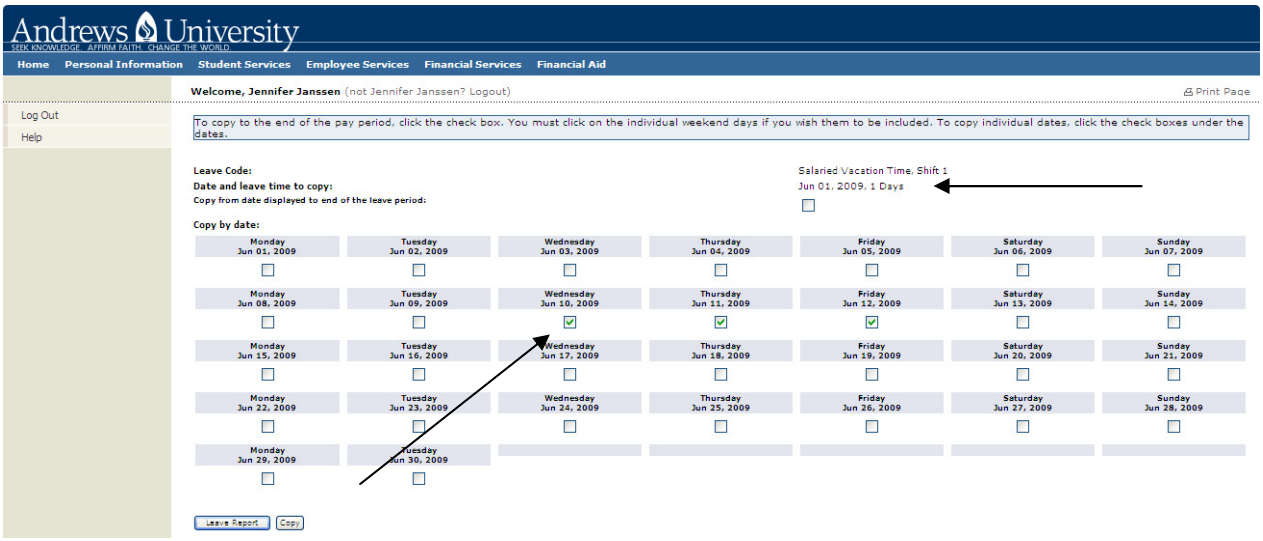
Please do not submit for approval until you have entered time for the entire month, not just the days displayed.



STEP 3 (a): Once you have selected the beginning date on which you want to enter your vacation, 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.)*

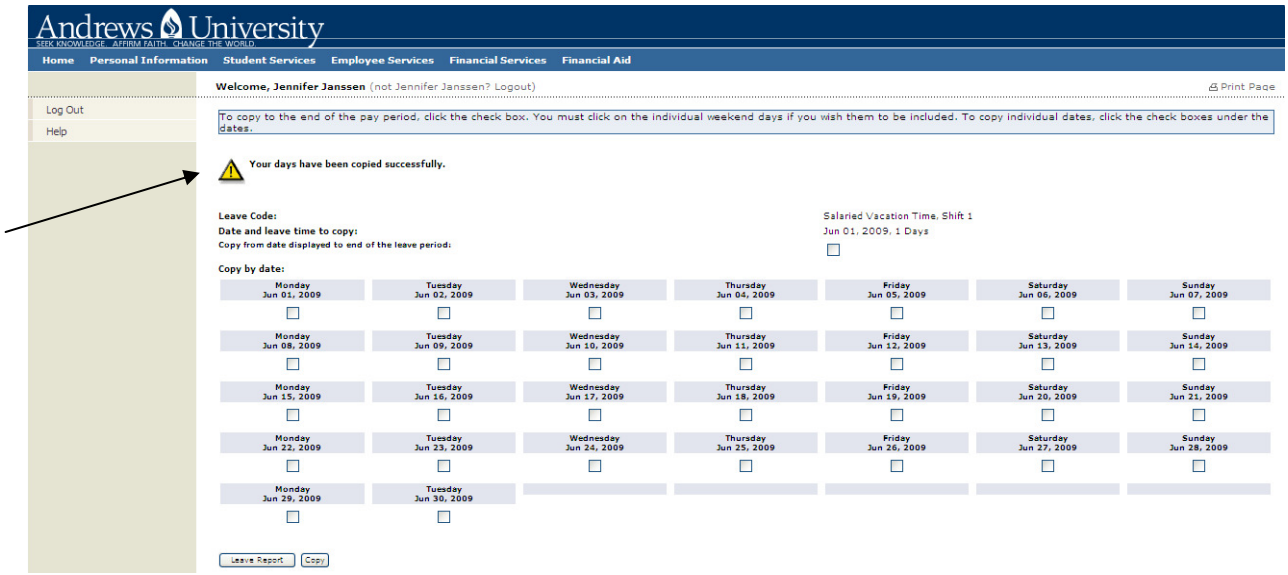
a. Once entered, if you are reporting vacation time taken for only one day, select the "Save" button, then continue to **STEP 4**.

b. Once entered, if you are reporting vacation time for multiple days through-out the month, you can choose the "Copy" button to select a range of days as seen on the next screen.

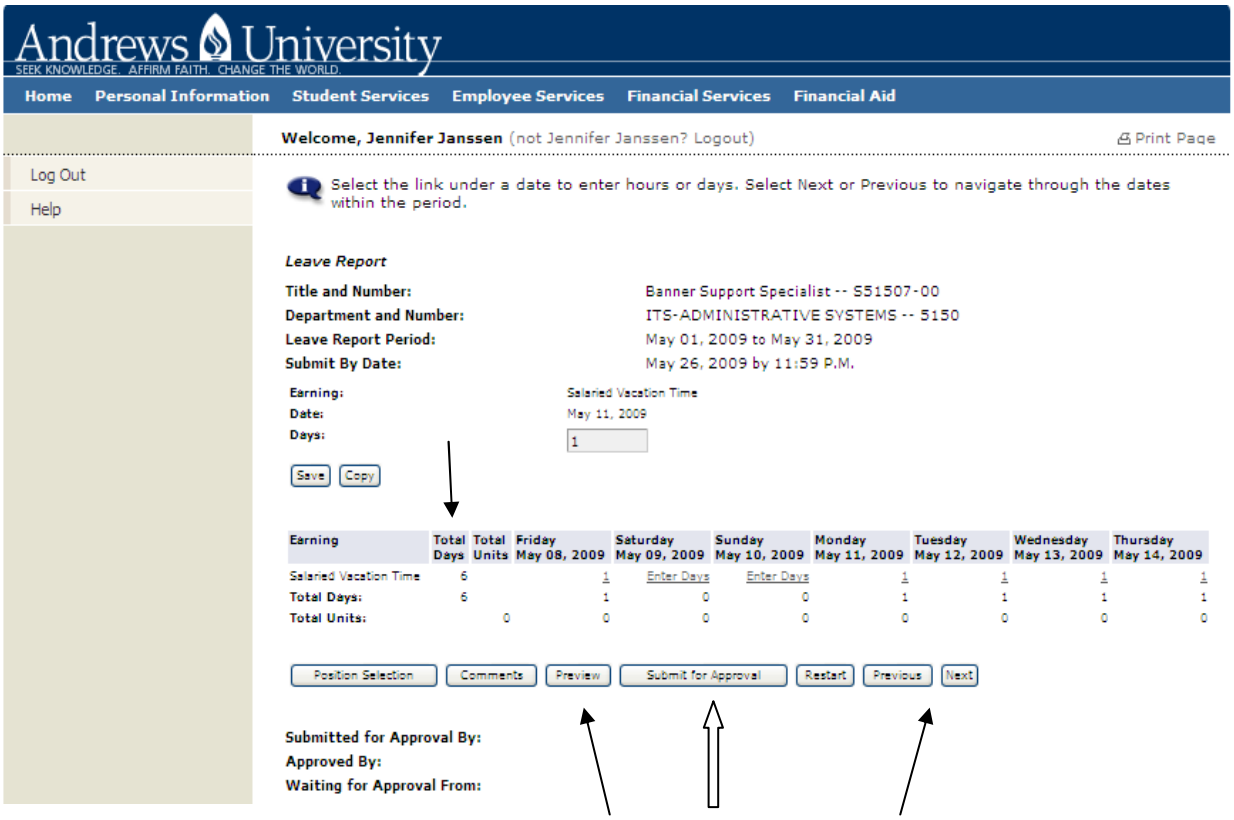


STEP 3 (b): Select the days on which you would like your vacation time to be applied. When you have made your selection, click the "Copy" button. Note that this will copy the increment you entered on the previous screen, as displayed next to "Date and leave time to copy". Half and whole days cannot be entered together with one "Copy" action.

CAUTION: weekends and holidays are <u>NOT</u> 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.)*



STEP 3 (c): After clicking on the "Copy" button, you will receive a notice that "Your days have been copied successfully." Select the "Leave Report" button to return to your leave report and to see how your vacation time was applied.

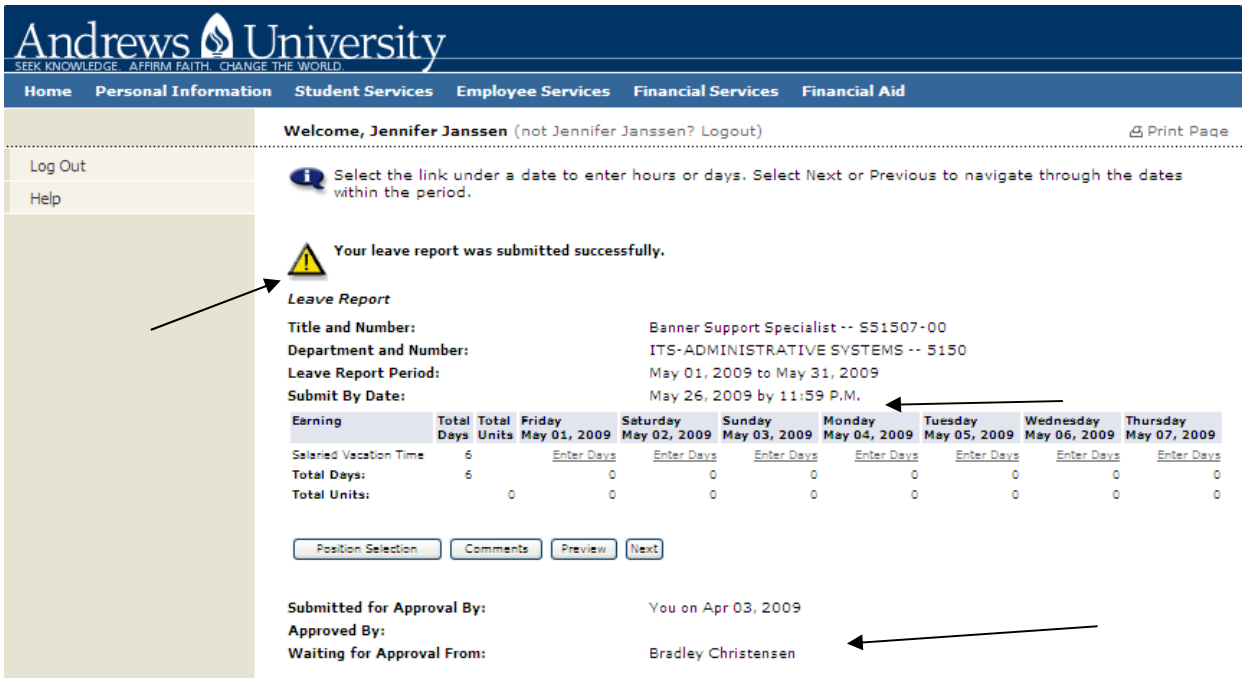


STEP 4: Your leave report will display the total number of vacation days applied. You can navigate through your leave report to view the dates that your vacation time was applied on, using the "Next" and "Previous" buttons to view the entire month. Alternately, you can click on the "Preview" button to view the entire month. From the preview screen, you will need to click on the "Previous Menu" button to return to the screen shown above.

If you are not happy with the result, you can click on each day with leave erroneously taken (instead of a "Enter Days" link, you will now see a "1" or a ".5" link), 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 "Submit" 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 vacation time for the month, click the "Submit for Approval" button.

CAUTION: Once submitted, you may no longer make any changes to your leave report. If you need to make a change after submitting, your 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.



STEP 5: After clicking on the "Submit for Approval" button, you will receive a message that "Your leave report was submitted successfully." You will also be available to view the status of your leave report as it awaits your supervisor's approval.

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; in a 30-day month like June, the deadling will be the 25th. The deadline is displayed above as the "Submit By Date".

If you have not submitted your leave report by the fourth (4th) 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.

If the deadline has passed, and you did not submit your leave report, please contact your supervisor.