

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.

The screenshot shows the Andrews University website interface. At the top, there is a navigation bar with the university logo and the motto "SEEK KNOWLEDGE AFFIRM FAITH CHANGE THE WORLD". Below the navigation bar, there are links for Home, Personal Information, Student Services, Employee Services, Financial Services, and Financial Aid. The main content area is titled "Selection Criteria" and contains a form with the following options:

- Access my Leave Report: My Choice (selected)
- Approve or Acknowledge Time: (radio button)
- Act as Proxy: Sel (dropdown menu)
- Act as Superuser: (checkbox)

There is a "Select" button at the bottom left and a "Proxy Set Up" link at the bottom right. A black arrow points to the "My Choice" option in the dropdown menu.

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.

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Title and Department	My Choice	Leave Report Period and Status
Banner Support Specialist, 551507-00 ITS-ADMINISTRATIVE SYSTEMS, 5150		<div style="border: 1px solid gray; padding: 2px;"> Apr 01, 2009 to Apr 30, 2009 Pending </div> <div style="border: 1px solid gray; padding: 2px;"> Mar 01, 2009 to Mar 31, 2009 In Progress </div> <div style="border: 1px solid gray; padding: 2px; background-color: #e0e0e0;"> Apr 01, 2009 to Apr 30, 2009 Pending </div> <div style="border: 1px solid gray; padding: 2px;"> May 01, 2009 to May 31, 2009 Not Started </div>

[Leave Report](#)

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

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Leave Report

Title and Number: Banner Support Specialist -- S51507-00
Department and Number: ITS-ADMINISTRATIVE SYSTEMS -- 5150
Leave Report Period: Jun 01, 2009 to Jun 30, 2009
Submit By Date: Jun 25, 2009 by 11:59 P.M.

Earning	Total Days	Total Units	Monday Jun 01, 2009	Tuesday Jun 02, 2009	Wednesday Jun 03, 2009	Thursday Jun 04, 2009	Friday Jun 05, 2009	Saturday Jun 06, 2009	Sunday Jun 07, 2009
Salaried Vacation Time	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Total Days:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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.

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Leave Report

Title and Number: Banner Support Specialist -- S51507-00

Department and Number: ITS-ADMINISTRATIVE SYSTEMS -- 5150

Leave Report Period: May 01, 2009 to May 31, 2009

Submit By Date: May 26, 2009 by 11:59 P.M.

Earning: Salaried Vacation Time

Date: May 11, 2009

Days:

Earning	Total Days	Total Units	Friday May 08, 2009	Saturday May 09, 2009	Sunday May 10, 2009	Monday May 11, 2009	Tuesday May 12, 2009	Wednesday May 13, 2009	Thursday May 14, 2009
Salaried Vacation Time	1		1	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Total Days:	1		1	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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.

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To copy to the end of the pay period, click the check box. You must click on the individual weekend days if you wish them to be included. To copy individual dates, click the check boxes under the dates.

Leave Code: _____
Date and leave time to copy: _____
Copy from date displayed to end of the leave period: _____

Salaried Vacation Time, Shift 1
Jun 01, 2009, 1 Days

Copy by date:

Monday Jun 01, 2009	Tuesday Jun 02, 2009	Wednesday Jun 03, 2009	Thursday Jun 04, 2009	Friday Jun 05, 2009	Saturday Jun 06, 2009	Sunday Jun 07, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 08, 2009	Tuesday Jun 09, 2009	Wednesday Jun 10, 2009	Thursday Jun 11, 2009	Friday Jun 12, 2009	Saturday Jun 13, 2009	Sunday Jun 14, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 15, 2009	Tuesday Jun 16, 2009	Wednesday Jun 17, 2009	Thursday Jun 18, 2009	Friday Jun 19, 2009	Saturday Jun 20, 2009	Sunday Jun 21, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 22, 2009	Tuesday Jun 23, 2009	Wednesday Jun 24, 2009	Thursday Jun 25, 2009	Friday Jun 26, 2009	Saturday Jun 27, 2009	Sunday Jun 28, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 29, 2009	Tuesday Jun 30, 2009					
<input type="checkbox"/>	<input type="checkbox"/>					

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 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.)*

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Your days have been copied successfully.

Leave Code: _____
Date and leave time to copy: _____
Copy from date displayed to end of the leave period: _____

Salaried Vacation Time, Shift 1
Jun 01, 2009, 1 Days

Copy by date:

Monday Jun 01, 2009	Tuesday Jun 02, 2009	Wednesday Jun 03, 2009	Thursday Jun 04, 2009	Friday Jun 05, 2009	Saturday Jun 06, 2009	Sunday Jun 07, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 08, 2009	Tuesday Jun 09, 2009	Wednesday Jun 10, 2009	Thursday Jun 11, 2009	Friday Jun 12, 2009	Saturday Jun 13, 2009	Sunday Jun 14, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 15, 2009	Tuesday Jun 16, 2009	Wednesday Jun 17, 2009	Thursday Jun 18, 2009	Friday Jun 19, 2009	Saturday Jun 20, 2009	Sunday Jun 21, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 22, 2009	Tuesday Jun 23, 2009	Wednesday Jun 24, 2009	Thursday Jun 25, 2009	Friday Jun 26, 2009	Saturday Jun 27, 2009	Sunday Jun 28, 2009
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Jun 29, 2009	Tuesday Jun 30, 2009					
<input type="checkbox"/>	<input type="checkbox"/>					

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.

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Leave Report

Title and Number: Banner Support Specialist -- S51507-00
Department and Number: ITS-ADMINISTRATIVE SYSTEMS -- 5150
Leave Report Period: May 01, 2009 to May 31, 2009
Submit By Date: May 26, 2009 by 11:59 P.M.

Earning: Salaried Vacation Time
Date: May 11, 2009
Days:

Earning	Total Days	Total Units	Friday May 08, 2009	Saturday May 09, 2009	Sunday May 10, 2009	Monday May 11, 2009	Tuesday May 12, 2009	Wednesday May 13, 2009	Thursday May 14, 2009
Salaried Vacation Time	6		1	Enter Days	Enter Days	1	1	1	1
Total Days:	6		1	0	0	1	1	1	1
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:

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, 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.

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Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Your leave report was submitted successfully.

Leave Report

Title and Number: Banner Support Specialist -- S51507-00
 Department and Number: ITS-ADMINISTRATIVE SYSTEMS -- 5150
 Leave Report Period: May 01, 2009 to May 31, 2009
 Submit By Date: May 26, 2009 by 11:59 P.M.

Earning	Total Days	Total Units	Friday May 01, 2009	Saturday May 02, 2009	Sunday May 03, 2009	Monday May 04, 2009	Tuesday May 05, 2009	Wednesday May 06, 2009	Thursday May 07, 2009
Salaried Vacation Time	6		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Total Days:	6		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Next

Submitted for Approval By: You on Apr 03, 2009
 Approved By:
 Waiting for Approval From: Bradley Christensen

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 deadline 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.