

# Salaried 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)

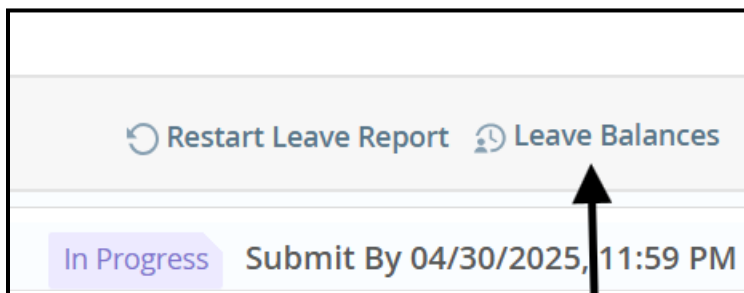
Time is accrued through the payroll process, based on years of service, according to the official leave policy. Leave taken is reported outside of the payroll process via leave reports, which cover a monthly period. Leave reports are available for entry on the first day of the month being reported, and 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 as 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 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 or sick days are taken during the month.

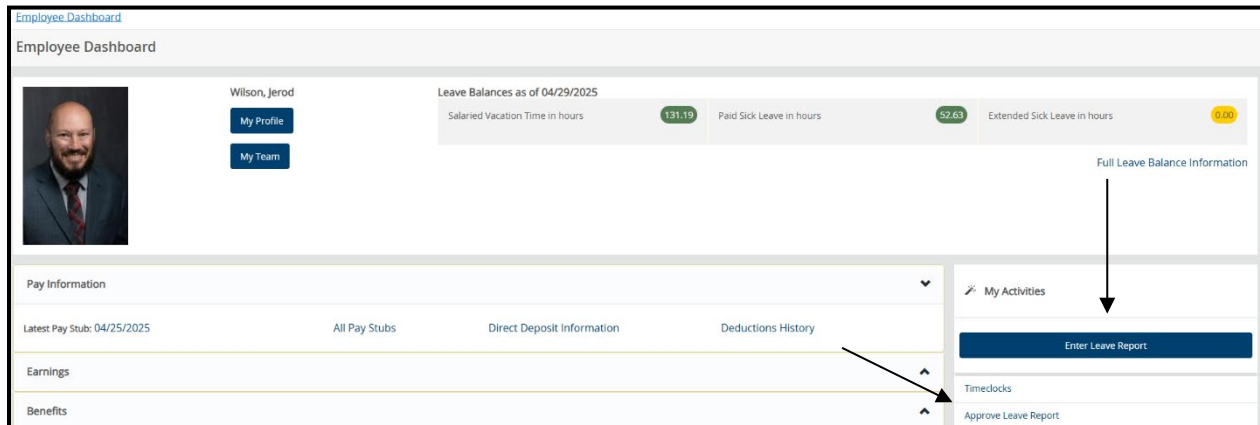
Leave reports and current leave balance can be accessed at the following link in addition to the upper right corner of the leave report:

[www.andrews.edu/go/myemployeedash](http://www.andrews.edu/go/myemployeedash)

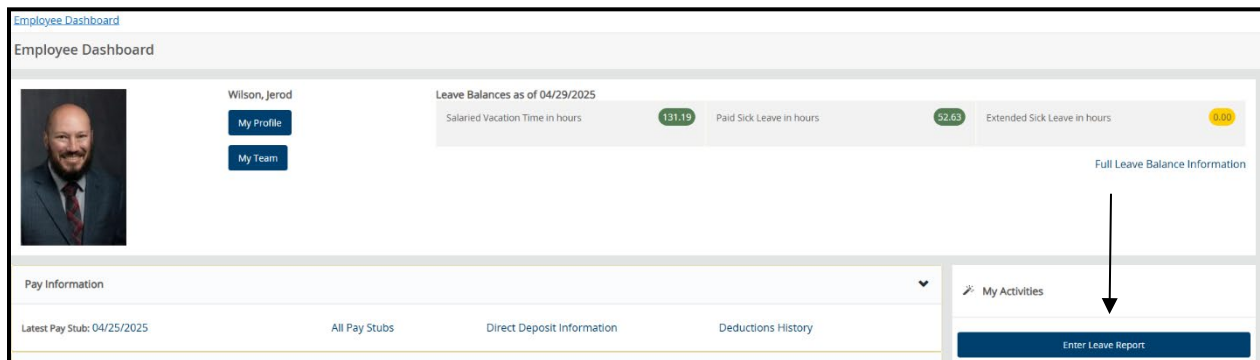


Accrued time history can be viewed via the “Full Leave Balance Information” link found in the header at [www.andrews.edu/go/myemployeedash](http://www.andrews.edu/go/myemployeedash).

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.

Andrews University

Employee Dashboard • Leave Report

Leave Report

Approvals Leave Report

Jun 2022

Month

06/29/2022

Job: Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION

Pay Period: 06/01/2022 - 06/30/2022

Status: Not Started

Start 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

04/01/2025 - 04/30/2025 0.00 Hours In Progress Submit By 04/30/2025, 11:59 PM

TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY MONDAY

1 2 3 4 5 6 7

Add Earn Code

Earn Code

Select Earn Code

Exit Page Cancel Save Preview

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!

[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: 0.00 Hours | [In Progress](#) | Submit By 04/30/2025, 11:59 PM

#### Time Entry Detail

Date	Earn Code	Shift	Total
04/30/2025	SVC, Salaried Vacation Time	1	0.00 Hours

#### Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
SVC, Salaried Vacation Time	1						

#### Routing and Status

Name	Action
	Originated On 04/29/2025, 02:40 PM by Wilson, Jerod

[Return](#) [Submit](#)

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

**Andrews University** [Employee Dashboard](#) • [Leave Report](#) Wilson, Jerod D.

### 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

Andrews University

Employee Dashboard • Leave Report

Leave Report

Approvals Leave Report

Jun 2022

06/29/2022

Job: Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION

Pay Period: 06/01/2022 - 06/30/2022

Status: Not Started

Start Leave 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

Employee Dashboard • Time Entry Approvals • Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION

000052507-Wilson, Jerod, Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION

Cancel Leave Report Restart Leave Report Leave Balances

04/01/2025 - 04/30/2025 In Progress Submit By 04/30/2025, 11:59 PM

29 30 1 2 3 4 5

Add Earn Code

Earn Code

Select Earn Code

Salaried Vacation Time

Earned Sick Time - Exempt

Extended Sick/FMLA - Exempt

Exit Page Cancel Save Preview

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.

The screenshot shows the 'Time Entry Approvals' section for a Payroll Manager. The date range is 04/01/2025 to 04/30/2025. A calendar view shows Tuesday (29) and Wednesday (30) selected. Below the calendar, the 'Earn Code' is set to 'Salaried Vacation Time' and the 'Hours' field is empty. An arrow points to the 'Hours' field, and another arrow points to the 'Save' button at the bottom right.

The screenshot shows the same interface after the leave report has been saved. A green message at the top right states 'Leave Report data successfully saved.' The 'Hours' field now displays '9.00 Hours'. An arrow points to the '9.00 Hours' text. At the bottom right, the 'Total: 9.00 Hours' is displayed.

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

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

04/01/2025 - 04/30/2025 | 1.00 Hours ? 🗨 In Progress Submit By 04/30/2025, 11:59 PM

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
29	30 1.00 Hours	1	2	3	4	5

+ Add Earn Code

Salaried Vacation Time 🕒 1.00 Hours ✎ 🗑 ⌵

Total: 1.00 Hours

Exit Page Cancel Save Preview

Copy Leave Report Entry ✕

Salaried Vacation Time : 9.00 Hours (04/30/2025, WEDNESDAY)

Select Options

☐ Copy to the end of pay period

☐ Include Saturdays

☐ Include Sundays

Pay Period: 04/01/2025 - 04/30/2025 ?

SUN	MON	TUE	WED	THU	FRI	SAT
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 9.00 Hours	1	2	3

Cancel Save

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.

Employee Dashboard • Leave Report • Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION

04/01/2025 - 04/30/2025 | 1.00 Hours | In Progress | Submit By 04/30/2025, 11:59 PM

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
29	30 1.00 Hours	1	2	3	4	5

Salaried Vacation Time 1.00 Hours

Add Earn Code

Earn Code  
Select Earn Code

Total: 1.00 Hours

Exit Page Cancel Save Preview

**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.

Employee Dashboard • Leave Report

Leave Report

Approvals Leave Report

Apr 2025 Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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 1.00 Hours	1	2	3

**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.

The screenshot shows the 'Employee Dashboard' with the breadcrumb 'Time Entry Approvals' selected. The user is 'Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION'. The report is for '000052507-Wilson, Jerod, Payroll Manager, S55004-00, 9, 5500, HUMAN RESOURCES ADMINISTRATION'. The report is 'In Progress' and 'Submit By 04/30/2025, 11:59 PM'. The calendar shows '04/01/2025 - 04/30/2025' with '9.00 Hours' reported. The 'Restart Leave Report' button is highlighted with an arrow. The 'Salaried Vacation Time' is '9.00 Hours'. The 'Add Earn Code' button is also visible. The 'Exit Page' button is at the bottom left. The 'Cancel', 'Save', and 'Preview' buttons are at the bottom right.

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

The screenshot shows the same interface as the previous one, but with a green message bar at the top right stating 'Leave Report data successfully saved.' The 'Preview' button is highlighted with an arrow. The 'Exit Page' button is at the bottom left. The 'Cancel', 'Save', and 'Preview' buttons are at the bottom right.

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.

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: 9.00 Hours | In Progress | Submit By 04/30/2025, 11:59 PM

#### Time Entry Detail

Date	Earn Code	Shift	Total
04/30/2025	SVC, Salaried Vacation Time	1	9.00 Hours

#### Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
SVC, Salaried Vacation Time	1					9.00	9.00 Hours
Total Hours						9.00	

#### Routing and Status

Name	Action
	Originated On 04/29/2025, 02:40 PM by Wilson, Jerod
	Submit By 04/30/2025, 11:59 PM
Brown, Beverly A.	In the Queue

Comment (Optional):

Add Comment

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 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