ELECTRONIC LEAVE PROCESSING

Electronic Leave Reporting for Bi-weekly Employees

Updated: January 2014
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Overview / Due Date
This electronic method for leave reporting is available to all non-classified staff and academic year faculty at this time. Leave reports must be approved no later than the Friday after the end of the pay period (or on the Pay Day). For example, if you were completing a Leave Report for pay period ending 07/27/13, the Leave Report must be approved by your supervisor no later than 08/02/13.

**2013-2014 Bi-Weekly Payroll Schedule**

<table>
<thead>
<tr>
<th>STATE PP#</th>
<th>BANNER PP#</th>
<th>From</th>
<th>To</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>06/30/13</td>
<td>07/13/13</td>
<td>07/19/13</td>
</tr>
<tr>
<td>2</td>
<td>16</td>
<td>07/14/13</td>
<td>07/27/13</td>
<td>08/02/13</td>
</tr>
<tr>
<td>3</td>
<td>17</td>
<td>07/28/13</td>
<td>08/10/13</td>
<td>08/16/13</td>
</tr>
</tbody>
</table>

Supervisors should make arrangements with each of their employees to have Leave Reports submitted and approved in accordance with the deadline.

Accessing the Electronic Leave System via Self Service

Log into MyCCRI via CCRI’s website
Click on the “For Employees” tab to access the Electronic Leave System options
View Current Leave Balances

Select “View Leave Balances”

Leave Balances

Employees completing their leave report on the web can view their balances anytime. Usually payroll processing is complete within one week from pay date. Payroll processing posts accruals of vacation and sick time according to union contracts. The hours entered as taken on the leave report post as soon as your supervisor approves your leave report.

For more details about accruals and carry-over allowances, see your employee contract as follows:

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Hours</th>
<th>Date Available</th>
<th>Available Beginning Balance</th>
<th>Earned as of Jan 13, 2014</th>
<th>Taken as of Jan 13, 2014</th>
<th>Available Balance as of Jan 13, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereavement</td>
<td>Hours</td>
<td>.00 Feb 03, 2008</td>
<td>-26.00</td>
<td>00</td>
<td>00</td>
<td>-26.00</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Hours</td>
<td>.00 Feb 03, 2008</td>
<td>-14.00</td>
<td>00</td>
<td>00</td>
<td>-14.00</td>
</tr>
<tr>
<td>Leave Without Pay</td>
<td>Hours</td>
<td>.00 Feb 03, 2008</td>
<td>-29.00</td>
<td>00</td>
<td>00</td>
<td>-29.00</td>
</tr>
<tr>
<td>Paid Administrative</td>
<td>Hours</td>
<td>.00 Feb 03, 2008</td>
<td>-14.00</td>
<td>00</td>
<td>10.00</td>
<td>-24.00</td>
</tr>
<tr>
<td>Leave</td>
<td>Hours</td>
<td>.00 Feb 03, 2008</td>
<td>.00</td>
<td>26.00</td>
<td>26.00</td>
<td>.00</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>Hours</td>
<td>.00 Feb 03, 2008</td>
<td>.00</td>
<td>00</td>
<td>00</td>
<td>.00</td>
</tr>
</tbody>
</table>

To return to the first employee menu, click the “Back to Employee Tab”

Leave Balances

Employees completing their leave report on the web can view their balances anytime. Usually payroll processing is complete within one week from pay date. Payroll processing posts accruals of vacation and sick time according to union contracts. The hours entered as taken on the leave report post as soon as your supervisor approves your leave report.

For more details about accruals and carry-over allowances, see your employee contract as follows:
Employee's Request for Time off in Advance

College policy requires that periods of 3 successive vacation days or more be submitted to your Department Supervisor and approved.

Select “Request Time Off” from the menu

Select the pay period that corresponds to the date(s) you wish to take off and click the “Leave Request” button. (*You cannot submit a Leave Request for the “current” pay period, it must be done in advance.)
Select the dates and corresponding leave earnings that you wish to take
Enter the number of hours you wish to take and click “save”
Click “submit for approval” (**It is recommended that at this point you send an email to your supervisor
indicating that you have submitted a Leave Request so that they will know to go in and approve it.)

Once you have completed entering the request for leave and click “Submit for Approval” you may not make
any changes. You will need to ask your supervisor to return it to you to make changes.

A certification page will appear when you submit the electronic leave report for approval. Enter your MyCCRI
password and click “Submit”.

Certification

Enter your PIN #: The PIN # is your password to your email account.
By entering your PIN (which represents your signature), you are attesting to the accuracy of the data
being submitted for approval just as you would on a paper timecard.

Once completed, press “Submit” to electronically submit the timecard to your supervisor for
approval.
See the leave request with the notations:

At the top of the leave request you should see “Your Leave Request was Submitted Successfully” and at the bottom see that the leave request is “Awaiting Approval” from your supervisor.
**Supervisor’s Approval of Leave Requests:**

Access the Electronic Timesheets via Self Service by logging into MyCCRI
Click on the “For Employees” tab to access the Electronic Timesheet options
Supervisors will see a host of options; select “Approve or Acknowledge Time”

**Time Sheet/Leave Request/Proxy**

Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click Select. To act as a Superuser, click the check box and then click Select.

**Selection Criteria**

<table>
<thead>
<tr>
<th>Access my Time Sheet:</th>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Leave Report:</td>
<td></td>
</tr>
<tr>
<td>Access my Leave Request:</td>
<td></td>
</tr>
<tr>
<td>Approve or Acknowledge Time:</td>
<td></td>
</tr>
<tr>
<td>Act as Proxy:</td>
<td>Self</td>
</tr>
<tr>
<td>Act as Superuser:</td>
<td></td>
</tr>
</tbody>
</table>

Select the radio button under “Leave Request” and click “Select button at the bottom of the page”

**Approver Selection Web Page**

**Time Sheet**

<table>
<thead>
<tr>
<th>Department and Description</th>
<th>My Choice</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>C, ZA0087, Norton, S Web Approval</td>
<td></td>
<td>MN, Dec 01, 2013 to Dec 31, 2013</td>
</tr>
</tbody>
</table>

**Leave Request**

<table>
<thead>
<tr>
<th>Department and Description</th>
<th>My Choice</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>C, WB1000, VP of Business Affairs</td>
<td></td>
<td>BW, Nov 30, 2014 to Dec 13, 2014</td>
</tr>
</tbody>
</table>
Select the employee’s name to see the leave request details

View the leave request detail and click “Approve”
See approval message

Employee Detailed Information

To select the next or previous employee (if applicable), click either Next or Previous.

Time transaction successfully approved.

Employee ID and Name: 92025595 Terri-Ann Milligan
Title: 501635-00 Manager of Human Resources
Department and Description: C.WBS00 Human Resources
Transaction Status: Approved

Routing Queue

<table>
<thead>
<tr>
<th>Leave Request</th>
<th>Total Hours</th>
<th>Total Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Total</td>
<td>7</td>
<td>7</td>
</tr>
<tr>
<td>Total Units</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Leave Reporting 01-2014
Results of Approved Leave Request:

Once a supervisor has approved a leave request, that amount of time is automatically logged on the appropriate leave report.

If for some reason, plans change and you do not actually take the time off, simply remove it from the leave report prior to submitting it for approval.

The leave is deducted from your leave balances only when the leave report is submitted & approved.
Reporting Time Taken Using The Leave Report

Select “Leave Reporting”

Using the down arrow, select the appropriate pay period to complete and click the “Leave Report” box to access the electronic leave report. Bi-weekly employees should complete leave reports every two weeks.

Leave Report Selection

Each leave report will show the status of progression:

- Not Started – employee has not begun processing this leave report
- In Progress – employee may have begun the leave report but has not submitted it for approval
- Pending – leave report is pending supervisor’s approval
- Completed – supervisor has processed the leave report

When the electronic leave report appears, you will see only one week at a time (Sunday through Saturday); use the “Next” button to move to the 2nd week of that pay period.
Select the appropriate date column and leave category row and click “Enter Hours”
Enter the appropriate number of hours that you wish to discharge in the “Hours” box. Note: Hours should be discharged in 15 minute increments. For example, you may discharge 5.5 or 2.25 hours
Click “Save”.
Click “Next” to see the 2nd week of that pay period and to discharge time in the same manner as described above.
If you have not discharged any hours this pay period, simply click “Submit for Approval” without entering any hours.

When you are through entering time for this pay period, click “Submit for Approval”

If you wish to enter a comment that can be viewed by your supervisor and the Payroll Department select “Comment” and type the comment in the box, then click “Save”
Submitting Leave Report for Approval

Once you have submitted entering the request for leave and click “Submit for Approval” you may not make any changes. You will need to ask your supervisor to return it to you to make changes.

A certification page will appear with you submit the electronic leave report for approval. Enter your MyCCRI password and click “Submit”.

Once you have certified the submission, the leave report will indicate the date it was submitted for approval and will show the name of the supervisor who is due to approve it.
Viewing Approved Leave Reports

Employees can view the leave report once it has been approved and see who approved it after the supervisor has electronically submitted the approval.

Approved leave reports will remain in the queue for a full calendar year so that employees can view them again in the future.
Supervisors – Approving Leave Reports

Access the Electronic Timesheets via Self Service by logging into MyCCRI
Click on the “For Employees” tab to access the Electronic Timesheet options
Supervisors will see a host of options; select “Approve or Acknowledge Time”

Select the appropriate leave report and click “Select”
Supervisors will see the list of leave reports pending approval
Supervisors are able to review leave balances for their employees by clicking on “Leave Balances”

View employee’s balances; click “Previous Menu” to return to approval screen
Click the employee’s name to view their leave report; click “Approve to process”

If the timesheet is incorrect, please check “Return for Correction” so that the employee can amend the timesheet to accurately reflect time discharged and re-submit it for approval.

Note that the status will change to “Approved”
Log out of MyCCRI in the upper right hand corner for the page
Supervisors – Setting Up Proxies

When supervisors are going to be unavailable to sign employee timesheets, they may assign the responsibility to a proxy through Self Service as follows:

Log into MyCCRI
Click on the “For Employees” tab to access the Electronic Leave System options
Select “Leave Reporting”
Click on “Proxy Set Up”

Select the name of the proxy from the dropdown menu and check the “Add” button and then click save
To remove a proxy, check the “Remove” box near the proxy’s name and click “Save”