

## Entering Leave in the Employee Dashboard

1. On the MyCCRI homepage, select the "For Employees" tab.

**MyCCRI** Providing resources and tools for students, faculty and staff.

Welcome **Bethany F Liston**  
You are currently logged in.

My Account Content Layout

MyCCRI Support myChannels myInfo For Students Registration mySchedule My Account For Faculty **For Employees** For Finance For Graduation August 26, 2022

### Mental Health and Wellness Support

**FREE 24/7** Mental Health and Wellness Support

- The help you need, exactly when you need it
- 24/7 real-time phone and chat support
- Free, confidential access to a professional counselor
- Phone and video therapy by appointment
- Multilingual support available

**Download the App Today!**

Android Apple

Visit [ccri.edu/wellness](http://ccri.edu/wellness) for more mental health & wellness support

### What's Happening at CCRI

events@ccri

08/26/2022

**Friday, August 26, 2022**

35 events returned

**Knights Connect**  
Fri, August 26, 2022 9:00 AM - 3:00 PM  
Location: Liston Campus. Providence Atrium

### Important Notices for Students

**Check back here regularly for important info.**

There's still time to register for the fall 2022 semester, which starts on 8/31 and Late Start session starts on 9/28. New students be prepared for a successful semester! Come to Knights Connect orientation tours – schedule available at <https://www.ccri.edu/orientation/>.

**Not sure what you need to take?**

### CCRI Athletics

### Jobs and Internships

**MORE OPPORTUNITIES AT HANDSHAKE**

[Works Wonders® Employment Specialist at Foster Forward](#)

[Environmental Protection Specialist-RI at U.S. Environmental Protection Agency \(EPA\)](#)

[Utility Specialist \(Highway & Parks\) at City of Woonsocket](#)

[Network and Computer Operations Administrator](#)

2. Here you will find an improved interface that includes access to Work Order requests, the IT Help Desk, and the New Employee Dashboard. Select "Employee Dashboard" to access your leave report.

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### Employee Dashboard

**Employee Dashboard** NEW

CCRI has launched **Employee Self Service** to make key personnel information readily available.

CCRI Employees can now find HR and Payroll information in one simple place.

**Use the employee dashboard for:**

- submitting time and leave reporting
- viewing available leave balances
- viewing and maintaining your employee profile
- submitting tuition waivers and remote work agreements

**Employee Dashboard**

### Work Order

**Facilities Work Order Request**

CCRI employees can submit a Facilities Work Order Request for assistance with:

- equipment and appliance repairs
- mechanical issues such as HVAC and lighting
- custodial, grounds keeping and other general maintenance needs

**Work Order Request**

### Institutional Effectiveness Resources

- Vaccination Verification Lookup
- COVID Recovery Status Check
- RI Promise Student Status Check
- Signal Vine Platform Login
- Signal Vine - Effective Communications Checklist
- Signal Vine - SIMPLER Framework and Text Ed
- Signal Vine - Text Messaging Guidelines
- Starfish Login
- Starfish Powered Help Center
- Data Request Form
- Survey Request Form
- Overall Enrollment, Credits, FTE, and Awards
- Fall Enrollment Profile
- Real-time Term Comparison Enrollment Reports
- CLSS Login
- College Scheduler Admin
- Create Perfect Class Schedule
- Schedule Planner Registration Cart
- College Scheduler Resource Hub
- CesySoft Login
- PrecisionCampus Login
- EAB Analytics Login

### Help Desk

**IT Help Desk Request**

CCRI employees can utilize TeamDynamix for all of their technology needs:

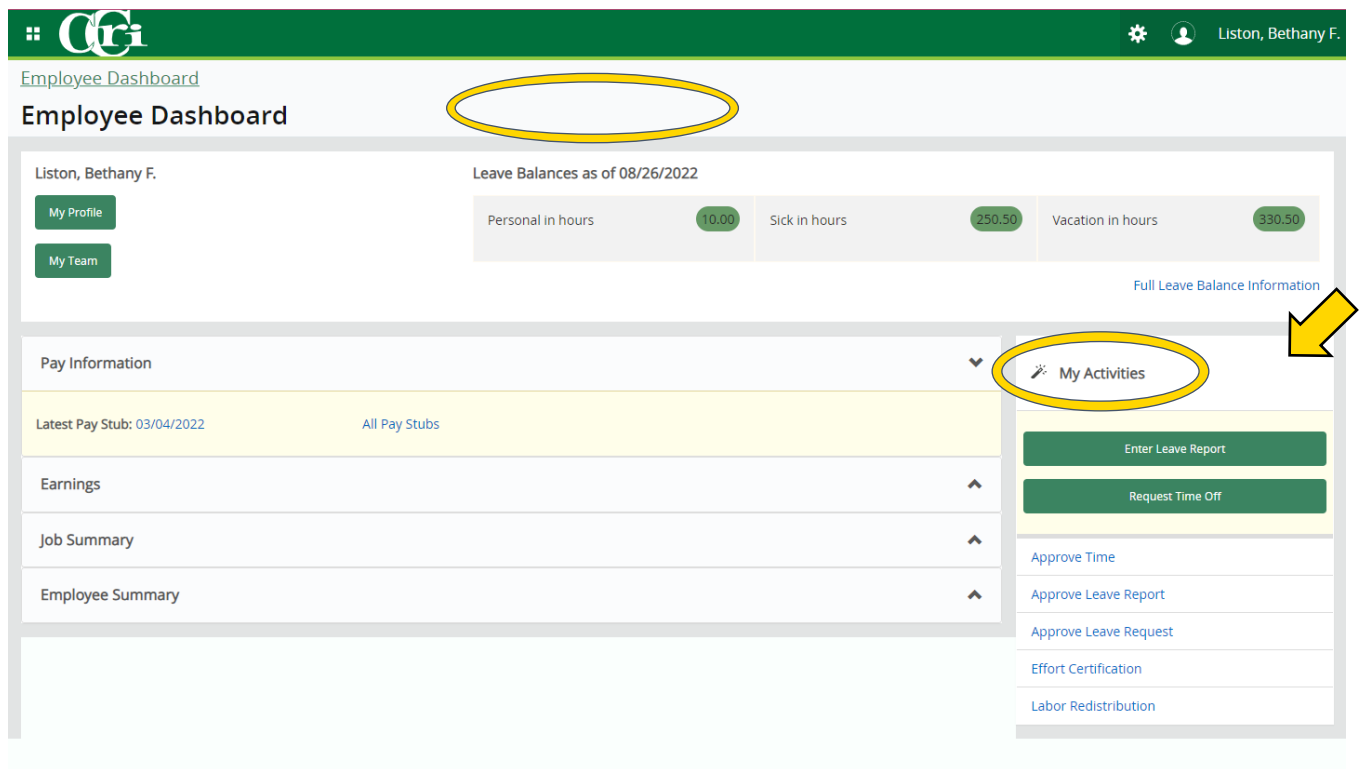
- View our technology Knowledge Base for resolutions to common, simple issues.
- Submit an IT Request to the CCRI IT Help Desk for assistance.

**IT Help Desk**

### OES Staff Links

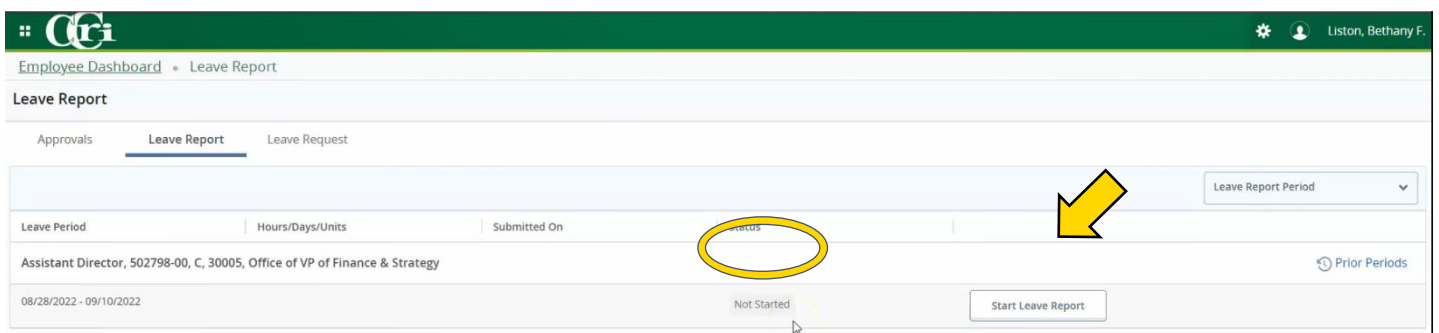
- Financial Aid Measures and GPA (OES Staff Use)
- Student SnapShot
- Add/View Comments on Web Admission Applications
- Student Tracker
- Managed Graduation Application
- Phone-A-Thon
- Student Registration Checklist
- Registration Checklist Access List
- Paper/Microfiche Transcript Conversion Process
- Edit Department Chair List

3. On the righthand side of the screen you'll see a section called "My Activities." This section will be different depending on your Employee role. Select "Enter Leave Report" to begin. Please note the current, available leave balances in the top section



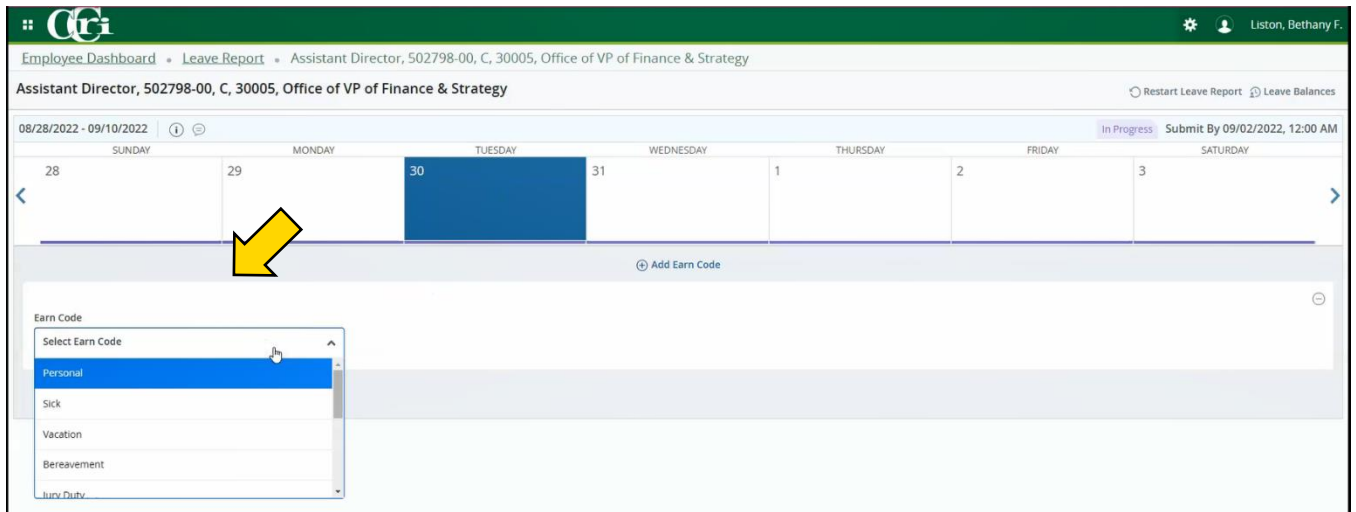
The screenshot shows the Employee Dashboard for Bethany F. Liston. At the top, there is a green header with the CCRI logo and the user's name. Below the header, the page title is "Employee Dashboard". A yellow oval highlights the "Employee Dashboard" title. On the left, there are buttons for "My Profile" and "My Team". In the center, there is a section for "Leave Balances as of 08/26/2022" with three columns: "Personal in hours" (10.00), "Sick in hours" (250.50), and "Vacation in hours" (330.50). A link for "Full Leave Balance Information" is located to the right of this section. On the right side, there is a "My Activities" menu with a yellow oval around it and a yellow arrow pointing to it. The menu items are: "Enter Leave Report", "Request Time Off", "Approve Time", "Approve Leave Report", "Approve Leave Request", "Effort Certification", and "Labor Redistribution".

4. You will see the current pay period with a "Not Started" status. Select "Start Leave Report" to begin entering.

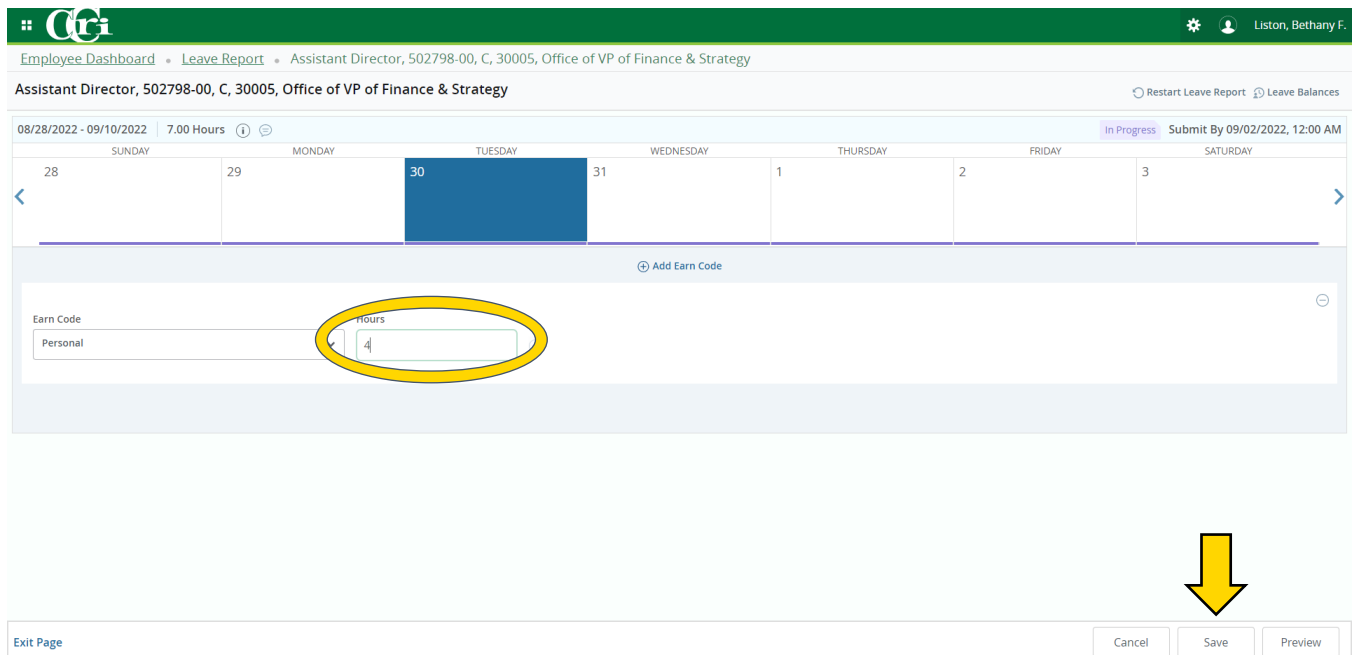


The screenshot shows the "Leave Report" page. At the top, there is a green header with the CCRI logo and the user's name. Below the header, the page title is "Employee Dashboard" and "Leave Report". There are three tabs: "Approvals", "Leave Report", and "Leave Request". The "Leave Report" tab is selected. On the right, there is a "Leave Report Period" dropdown menu. Below this, there is a table with the following columns: "Leave Period", "Hours/Days/Units", "Submitted On", and "Status". The first row in the table has the following data: "Assistant Director, 502798-00, C, 30005, Office of VP of Finance & Strategy", "08/28/2022 - 09/10/2022", and "Not Started". A yellow oval highlights the "Not Started" status. A yellow arrow points to the "Start Leave Report" button located to the right of the "Not Started" status.

- The first week of the pay period will show in a calendar view. Click on the day you want to enter leave. Click the Earn Code dropdown to select which type of leave you wish to discharge.



- An "Hours" field will appear where you can enter the number of hours discharged. Click "Save" at the bottom right-hand corner.



- If you need to discharge more than one type of leave in a day, select “Add Earn Code” under the calendar to open another field to add the additional leave type. Click “Save” at the bottom right-hand corner.

You will note that the days where you enter multiple leave types will only show the total hours discharged for that day. However, when you click on the day, you will be able to see the breakdown below the calendar.

- Click the right arrow to move to the second week of the pay period and repeat the same process. When you have completed entering leave, click on “Preview” at the bottom right-hand corner.

9. The Leave Report Detail Summary will display with several sections:

### Leave Report Detail Summary

Assistant Director, 502798-00, C, 30005, Office of VP of Finance & Strategy 🖨️

Pay Period: 08/28/2022 - 09/10/2022 | 14.00 Hours | In Progress | Submit By 09/02/2022, 12:00 AM

**a** Time Entry Detail

Date	Earn Code	Shift	Total
08/30/2022	PER, Personal	1	4.00 Hours
08/30/2022	SIC, Sick	1	3.00 Hours
09/06/2022	SIC, Sick	1	7.00 Hours

**b** Summary

Earn Code	Shift	Week 1	Week 2	Total
PER, Personal	1	4.00		4.00 Hours
SIC, Sick	1	3.00	7.00	10.00 Hours
<b>Total Hours</b>		7.00	7.00	

**c** Routing and Status

Name	Action	Date & Time
Liston, Bethany F.	Originated	08/25/2022, 03:49 PM
Flanagan, Charles	In the Queue	

**d** Comment (Optional):

Add Comment

2000 characters remaining

**e**  I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return
Submit

- a. **Time Entry Detail** – Shows discharged hours sorted by date and earn code.
- b. **Summary** – Details how many hours of each type were taken in the first and second week of the pay period.
- c. **Routing and Status** – Shows who has approved it and where it stands in the approval process.
- d. **Comment** – A field where you can type a comment if need be. For example, if you had to work on a holiday, you would type your explanation here.
- e. **Certify** – Checkmark this box to certify that information is correct before hitting submit.

Once you've finished reviewing, click submit in the bottom right-hand corner.