

EMPLOYEE PERSPECTIVE

*BANNER 9 SSB:  
LEAVE  
REPORTING*

# LOG INTO YOUR PORTAL (SSB9)

When you first log in, you will be taken to the new *Employee Dashboard!*

The screenshot shows the Employee Dashboard for Jackson, Rose S. The interface includes a navigation bar with the ellucian logo and user information. The main content area displays the user's profile, leave balances as of 09/30/2021, and a sidebar with various menu items.

**Employee Dashboard**

Jackson, Rose S. [My Profile](#)

Leave Balances as of 09/30/2021

Sick in hours	777.66	Vacation in hours	357.50	Compensatory Time in hours	0.00
Floating Holiday in hours	8.00	Jury Duty in hours	0.00	Bereavement in hours	0.00

[Full Leave Balance Information](#)

**Pay Information**

Latest Pay Stub: 06/30/2021 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

**Earnings**

**Benefits**

**Taxes**

**Job Summary**

**Employee Summary**

**My Activities**

[Enter Leave Report](#)

- [Approve Time](#)
- [Approve Leave Report](#)
- [Electronic Personnel Action Forms \(EPAF\)](#)
- [Faculty Load and Compensation](#)
- [Labor Redistribution](#)
- [Pay Stub Administrator](#)

# Employee Dashboard



Jackson, Rose S.

[My Profile](#)

## Leave Balances as of 09/30/2021

Sick in hours	777.66	Vacation in hours	357.50	Compensatory Time in hours	0.00
Floating Holiday in hours	8.00	Jury Duty in hours	0.00	Bereavement in hours	0.00

[Full Leave Balance Information](#)

### Pay Information

Latest Pay Stub: 06/30/2021

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

[Earnings](#)

[Benefits](#)

[Taxes](#)

[Job Summary](#)

[Employee Summary](#)

### My Activities

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Faculty Load and Compensation](#)

[Labor Redistribution](#)

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Jackson, Rose S.

[My Profile](#)

Leave Balances as of 09/30/2021

Sick in hours	777.66	Vacation in hours	357.50	Compensatory Time in hours	0.00
Floating Holiday in hours	8.00	Jury Duty in hours	0.00	Bereavement in hours	0.00

[Full Leave Balance Information](#)

From here, you can view many of the same details as in SSB 8, but one of the most noticeable upgrades, is that you can now view your leave balances.

Positive balances are outlined in green, zero balances in yellow, and negative balances in red

Sick in hours	777.66	Vacation in hours	357.50	Compensatory Time in hours	0.00
Floating Holiday in hours	8.00	Jury Duty in hours	0.00	Bereavement in hours	0.00

# Employee Dashboard



Jackson, Rose S.

[My Profile](#)

## Leave Balances as of 09/30/2021

Sick in hours	777.66	Vacation in hours	357.50	Compensatory Time in hours	0.00
Floating Holiday in hours	8.00	Jury Duty in hours	0.00	Bereavement in hours	0.00

[Full Leave Balance Information](#)

### Pay Information

Latest Pay Stub: 06/30/2021

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

### Earnings

### Benefits

### Taxes

### Job Summary

### Employee Summary

### My Activities

[Enter Leave Report](#)

[Approve Time](#)

[Approve Leave Report](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Faculty Load and Compensation](#)

[Labor Redistribution](#)

[Pay Stub Administrator](#)

 My Activities

Enter Leave Report

Approve Time

Approve Leave Report

[Electronic Personnel Action Forms \(EPAF\)](#)

Faculty Load and Compensation

Labor Redistribution

Pay Stub Administrator

On the right-hand side of your screen, under *My Activities*, select *Enter Leave Report* to open your leave report for the month

### Leave Report

Approvals Leave Report

Sep ▼ 2021 ▼

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

Time Entry x Home |

← → ↻ [employeeessb-test.ec.wvm.edu](https://employeeessb-test.ec.wvm.edu)

ellucian

[Employee Dashboard](#) • [Leave](#)

## Leave Report

Approvals Leave Report

Sep 2021

Jul	
Aug	30
Sep	
Oct	
Nov	6

Make sure that the month showing is the month you want to enter hours against. If not, then you will need to click on the drop-down arrow and select the correct month.



## Leave Report

Approvals Leave Report

Oct

2021

Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	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
31	1	2	3	4	5	6

Click on the date that you want to enter hours for; it will highlight dark blue and the *Start Leave Report* button will appear

Sep ▼		2021 ▼		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

Sep 2021

SUNDAY	MONDAY
29	30
5	6
12	13
19	20
26	27

09/24/2021

Job: HR Specialist II-Confidential, DCF008-00, D, 305000, Human Resources

Pay Period: 09/01/2021 - 09/30/2021

Status: Not Started

Start Leave Report

Month

FRIDAY	SATURDAY
3	4
10	11
17	18
24	25
1	2

Make sure it is for the correct position and the correct reporting period (Pay Period); then click *Start Leave Report*

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Employee Dashboard • Leave Report • HR Specialist II-Confidential, DCF008-00, D, 305000, Human Resources

HR Specialist II-Confidential, DCF008-00, D, 305000, Human Resources

09/01/2021 - 09/30/2021

Restart Leave Report Leave Balances

In Progress Submit By 10/05/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21	22	23	24	25

+ Add Earn Code

Earn Code

Select Earn Code

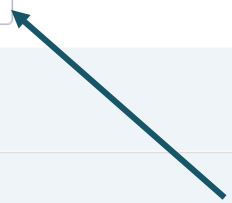
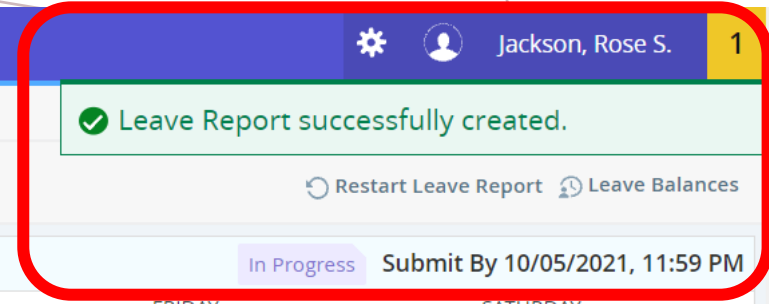
Exit Page

Cancel Save Preview

Leave Report successfully created.

Restart Leave Report Leave Balances

In Progress Submit By 10/05/2021, 11:59 PM



The Leave Report will be created. The date that you wish to enter hours for will still be highlighted in dark blue. To enter hours, click on the *Select Earn Code* drop-down arrow

09/01/2021 - 09/30/2021



In Progress **Submit**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
19	20	21	22	23	24

+ Add Earn Code

Earn Code

Select Earn Code ^

- Vacation Hours Used
- FT Classified Sick Leave Used
- Floating Holiday Used
- Comp Time Used

Select the leave type that you used from the drop-down list

+ Add Earn Code



Earn Code

Hours

Vacation Hours Used



My vacation leave plan has been selected and the *Hours* box has been opened  
Enter the number of hours that you were absent on this date; then click *Save* at the bottom right corner

Earn Code

Hours

Vacation Hours Used



Cancel

Save

Preview

09/01/2021 - 09/30/2021 | 8.00 Hours ⓘ 💬 In Progress Submit By 10/05/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21	22	23	24 8.00 Hours	25

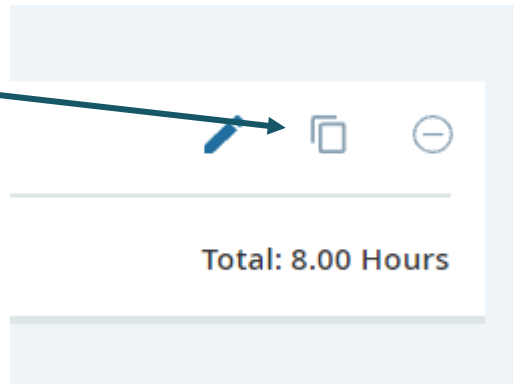
+ Add Earn Code

Vacation Hours Used ⌚ 8.00 Hours ✎ 📄 ⊖

Total: 8.00 Hours

- The hours for that day will post in the calendar under the date you selected
- The system will start sum up your total entered hours for each leave plan under that day

You can use the copy function, to make duplicated entries to additional dates



A close-up view of the interface showing the copy icon (a document with a plus sign) and the total hours 'Total: 8.00 Hours'. A green arrow points from the text 'You can use the copy function...' to the copy icon.

## Copy Leave Report Entry



Vacation Hours Used : 8.00 Hours (09/24/2021, FRIDAY)

### Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 09/01/2021 - 09/30/2021



SUN	MON	TUE	WED	THU	FRI	SAT
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 8.00 Hours	25
26	27	28	29	30	1	2

Cancel

Save

Select the additional days in the leave report that you want 8.00 hours entered on  
OR  
If you took full days through the end of the month, you can use the *Copy to the end of the pay period* check box and select the dates with one click



## Copy Leave Report Entry



Vacation Hours Used : 8.00 Hours (09/24/2021, FRIDAY)

### Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 09/01/2021 - 09/30/2021



SUN	MON	TUE	WED	THU	FRI	SAT
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 8.00 Hours	25
26	27	28	29	30	1	2

Cancel

Save

09/01/2021 - 09/30/2021 | 16.00 Hours ⓘ ⓘ In Progress Submit By 10/05/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
19	20	21	22	23	24 8.00 Hours	25

⊕ Add Earn Code

Vacation Hours Used ⓘ 8.00 Hours ✎ 📄 ⌵

Total: 8.00 Hours

I can now see my copied entry on the date I selected

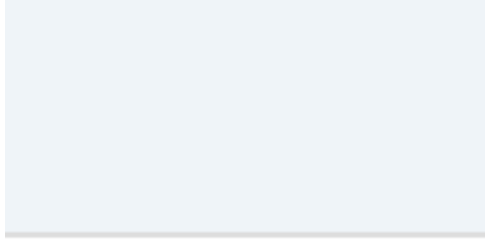
09/01/2021 - 09/30/2021 | 16.00 Hours ⓘ ⓘ In Progress Submit By 10/05/2021, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 8.00 Hours	28	29	30	1	2

⊕ Add Earn Code

Vacation Hours Used ⓘ 8.00 Hours ✎ 📄 ⌵

Total: 8.00 Hours



## Exit Page

Once I am finished entering my hours, I can exit the page and it will save my entries. The *Exit Page* link is at the bottom-left of the screen.

When I am ready to submit my leave report at the end of the month, I can review all my entries and confirm the hours per day



# Leave Report

Approvals Leave Report


Sep ▾ 2021 ▾ 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 8.00 Hours	25
26	27 8.00 Hours	28	29	30	1	2

Click on one of the days to preview and submit your leave report for approval

09/01/2021 - 09/30/2021 | 16.00 Hours   In Progress Submit By 10/05/2021, 11:59 PM

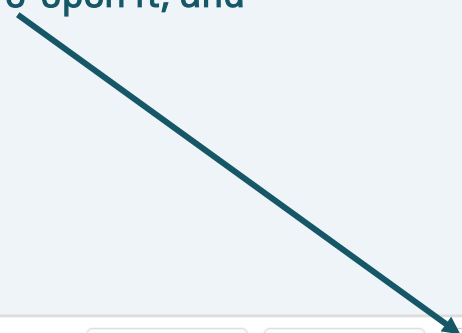
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 8.00 Hours	28	29	30	1	2

 Add Earn Code

Vacation Hours Used  8.00 Hours   

Total: 8.00 Hours

When I am ready to submit my leave report at the end of the month, I can click on one of the dates to re-open it, and then click *Preview* on the bottom-right of the screen.



## Preview

HR Specialist II-Confidential, DCF008-00, D, 305000, Human Resources

Pay Period: 09/01/2021 - 09/30/2021 | 16.00 Hours

Submit By: 10/05/2021, 11:59 PM

### Earning Distribution

Earn Code	Total
Vacation Hours Used	16.00
<b>Total Hours</b>	16.00
<b>Total Units</b>	0.00

### Weekly Summary

Week	Total Hours
Week 1	
Week 2	

Cancel

Submit

## Preview

### Weekly Summary

Week	Total Hours
Week 1	
Week 2	
Week 3	
Week 4	8.00
Week 5	8.00

Comment (Optional):

Add Comments

2000 characters remaining

Cancel

Submit

HR Specialist II-Confidential, DCF008-00, D, 305000, Human Resources

Pay Period: 09/01/2021 - 09/30/2021 | 16.00 Hours ←

Submit By: 10/05/2021, 11:59 PM

- Double check the leave period to make sure it is the right month
- Double check the total number of hours absent that month

Earning Distribution	
Earn Code	Total
Vacation Hours Used	16.00
<b>Total Hours</b>	16.00
<b>Total Units</b>	0.00

- Double check that the total hours for each leave is accurate

Comment (Optional):

Add Comments

2000 characters remaining

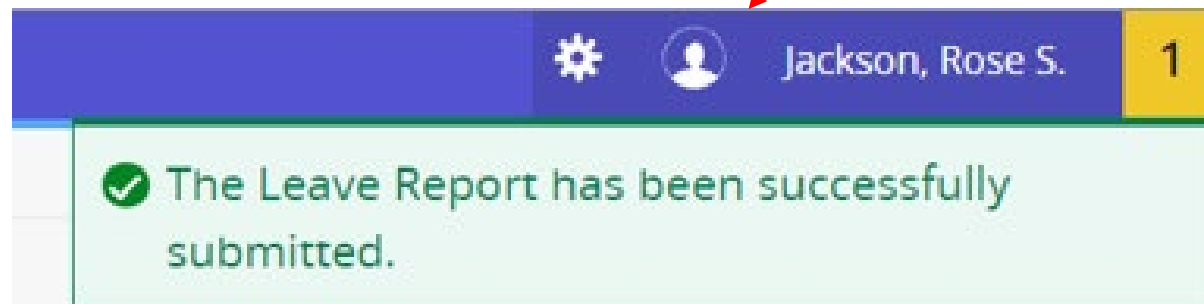
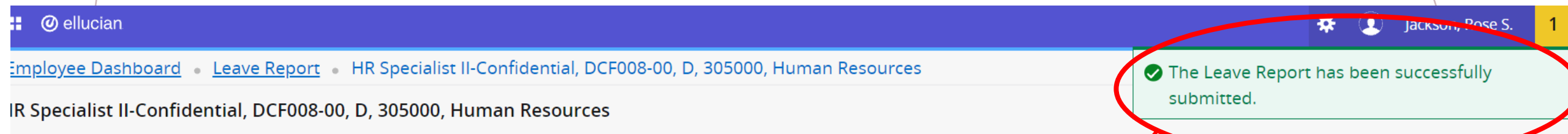
- You can add your comment(s) here before you submit

- When all information has been verified as accurate, click the *Submit* button

Cancel

Submit





- Once you have submitted your leave report, you will receive a message confirming successful submission, in the top right corner of the screen, under your name

09/01/2021 - 09/30/2021 | 16.00 Hours ⓘ

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 8.00 Hours	28	29	30	1	2

Pending Submitted On 09/30/2021, 03:17 PM

- Your leave report will move to a *Pending* status
- After you submit for approval, if you realize that there was a mistake in your leave report, you can now click *Recall Leave Report* and it will return to an *In Progress* status until you re-submit for approval
- If your supervisor has already approved it, you will be unable to recall it
- **DO NOT FORGET TO RE-SUBMIT FOR APPROVAL WHEN YOU HAVE FINISHED MAKING CORRECTIONS**

Recall Leave Report Preview

Exit Page

Recall Leave Report Preview

09/01/2021 - 09/30/2021 | 16.00 Hours ⓘ 💬 1 In Progress **Submit By 10/05/2021, 11:59 PM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 8.00 Hours	28	29	30	1	2

[+ Add Earn Code](#)

Earn Code

Select Earn Code ▼

### Comments

2000 characters remaining

Jackson, Rose S.  
**In Progress** On 09/30/2021 | 03:23 PM

Comment: **Leave Report recalled (System Generated)**

[Cancel](#) [Save](#)

[Cancel](#) [Save](#) [Preview](#)

[Exit Page](#)

The screenshot shows a leave report interface. At the top, it displays the date range "09/01/2021 - 09/30/2021" and "18.00 Hours". Below this is a calendar view with "SUNDAY" and "WEDNESDAY" visible. A blue bar highlights a leave request for "27" (September 27th) with "8.00 Hours". An information icon (i) is located at the top right of the calendar view. A popup window titled "List of Approvers" is open, showing the following details:

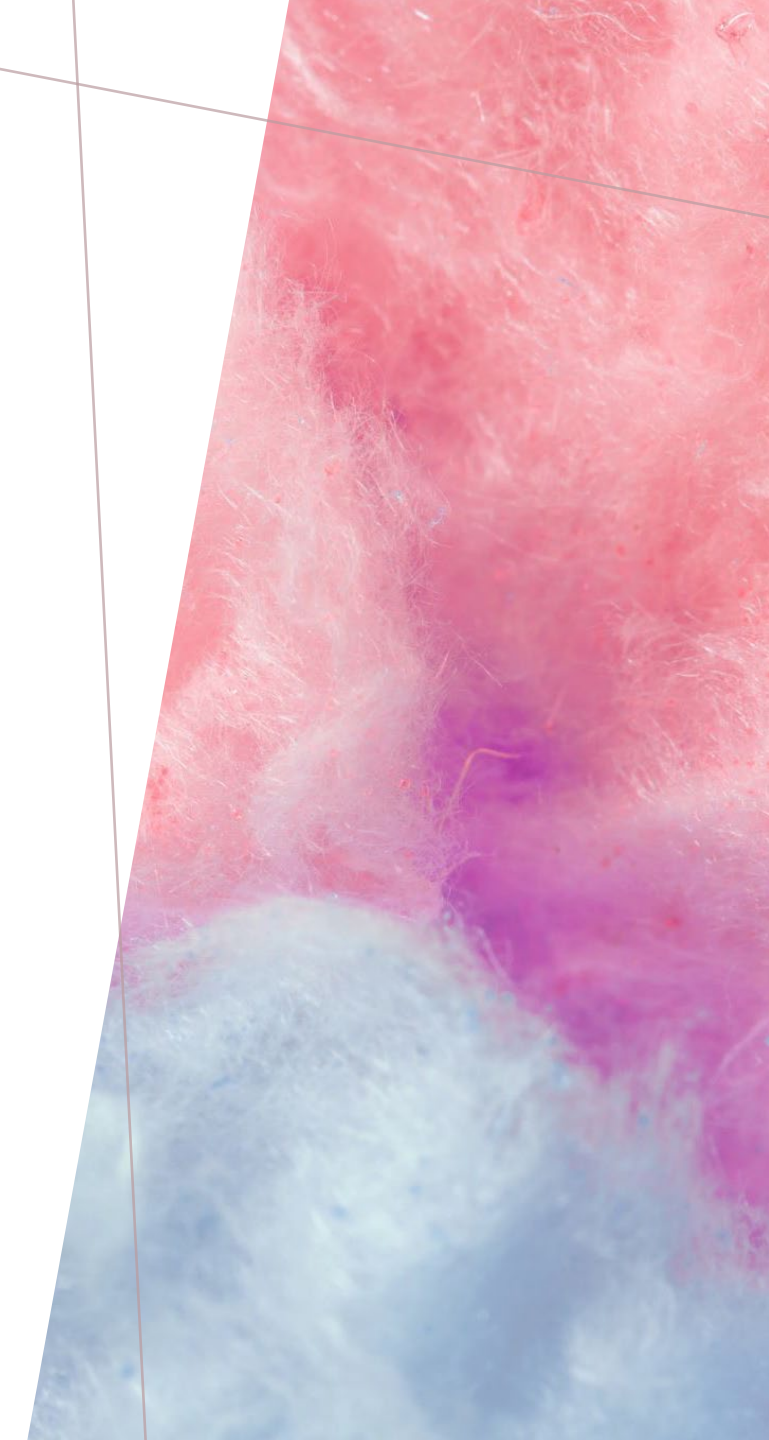
- Originated On 09/30/2021, 02:37 PM by Jackson, Rose S.
- Submitted On 09/30/2021, 03:46 PM by Jackson, Rose S.
- Approve by 10/08/2021, 11:59 PM

Below the popup, the name "Lonich, Mary J." and "Sequence 1.00" are visible. The status "Pending Approval" is shown in blue text.

- The information icon at the top of your leave report will show you the progression steps of your leave report, if you like to follow this information

EMPLOYEE PERSPECTIVE

# *SOME EXTRAS*



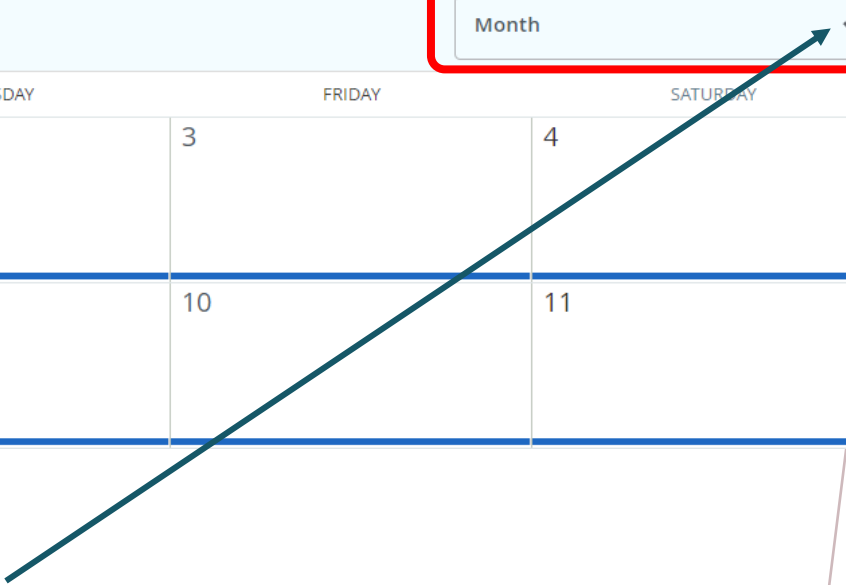
### Leave Report

Approvals Leave Report

Sep ▼ 2021 ▼

Month ▼

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1	2	3	4
5	6	7	8	9	10	11



- You can also change the view when selecting the leave report you want to open
- Click the down arrow after *Month*

# Leave Report

Approvals

Leave Report

Sep 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29	30	31	1	2	3

Month

Leave Report Period

Month

- Select *Leave Report Period* from the list

Leave Report Period



Leave Period

Hours/Days/Units

Submitted On

Status

HR Specialist II-Confidential, DCF008-00, D, 305000, Human Resources

Prior Periods

12/01/2022 - 12/31/2022

Not Started

Start Leave Report

11/01/2022 - 11/30/2022

Not Started

Start Leave Report

10/01/2022 - 10/31/2022

Not Started

Start Leave Report

09/01/2022 - 09/30/2022

Not Started

Start Leave Report

08/01/2022 - 08/31/2022

Not Started

Start Leave Report

07/01/2022 - 07/31/2022

Not Started

Start Leave Report

06/01/2022 - 06/30/2022

Not Started

Start Leave Report

05/01/2022 - 05/31/2022

Not Started

Start Leave Report

04/01/2022 - 04/30/2022

Not Started

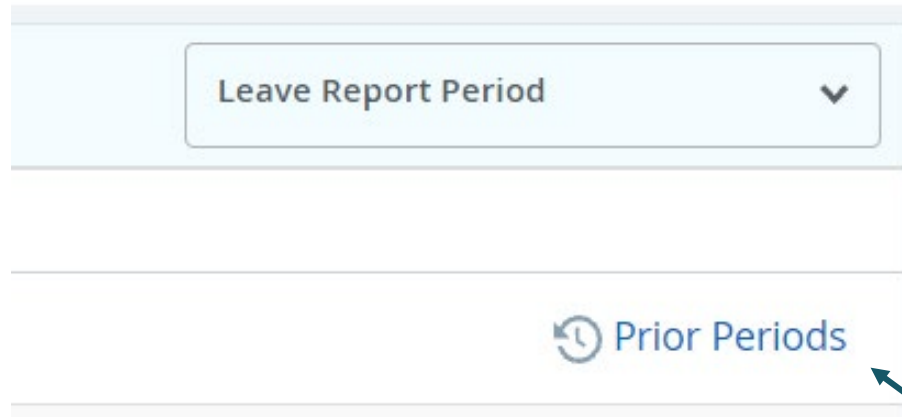
Start Leave Report

- You can view the leave report periods in a list view and click *Start Leave Report* from this view, if you prefer
- You may need to scroll down to the bottom of the page to find the more recent periods



06/01/2022 - 06/30/2022			Not Started	<a href="#">Start Leave Report</a>
05/01/2022 - 05/31/2022			Not Started	<a href="#">Start Leave Report</a>
04/01/2022 - 04/30/2022			Not Started	<a href="#">Start Leave Report</a>
02/01/2022 - 02/28/2022			Not Started	<a href="#">Start Leave Report</a>
01/01/2022 - 01/31/2022			Not Started	<a href="#">Start Leave Report</a>
10/01/2021 - 10/31/2021			Not Started	<a href="#">Start Leave Report</a>
09/01/2021 - 09/30/2021	18.00 Hours	09/30/2021	Pending	<a href="#">i</a> <a href="#">2</a>

- At the bottom of the screen, you will see the more current leave report periods











Leave Report Period ▼

⌚ Prior Periods

- You can also view prior leave reports, even the ones created in SSB8
- To view them, click on *Prior Periods*

# Leave Report Submission History

HR Specialist II-Confidential, DCF008-00, D, 305000, Human Resources

Leave Period	Hours/Days/Units	Submitted On	Status	
<b>August 2021</b>				
08/01/2021 - 08/31/2021			Not Started	
<b>July 2021</b>				
07/01/2021 - 07/31/2021	34.00 Hours		In Progress	 
<b>June 2021</b>				
06/01/2021 - 06/30/2021			Cancelled	 
<b>May 2021</b>				
05/01/2021 - 05/31/2021	23.00 Hours	05/27/2021	Completed	 
<b>April 2021</b>				
04/01/2021 - 04/30/2021	25.00 Hours	04/30/2021	Completed	 
<b>March 2021</b>				

APPROVER PERSPECTIVE

*BANNER 9 SSB:  
LEAVE  
REPORTING*

# LOG INTO YOUR PORTAL (SSB9)

When you first log in, you will be taken to the new *Employee Dashboard!*

The screenshot shows the Employee Dashboard for user Mary J. Lonich. The interface includes a top navigation bar with the ellucian logo and user profile. The main content area features a user profile section with a placeholder image and buttons for 'My Profile' and 'My Team'. To the right, a 'Leave Balances as of 10/06/2021' table displays various leave types and their remaining hours. Below this, there are sections for 'Pay Information' (with sub-links for Latest Pay Stub, All Pay Stubs, Direct Deposit Information, and Deductions History), 'Earnings', 'Benefits', 'Taxes', 'Job Summary', and 'Employee Summary'. On the right side, a 'My Activities' section contains a prominent 'Enter Leave Report' button and a list of other activities like 'Approve Time', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', 'Faculty Load and Compensation', 'Labor Redistribution', and 'Pay Stub Administrator'.

ellucian Lonich, Mary J.

[Employee Dashboard](#)

## Employee Dashboard

Lonich, Mary J.

[My Profile](#)

[My Team](#)

### Leave Balances as of 10/06/2021

Sick in hours	438.50	Vacation in hours	344.00	Compensatory Time in hours	43.00
Floating Holiday in hours	8.00	Jury Duty in hours	0.00	Bereavement in hours	0.00

[Full Leave Balance Information](#)

### Pay Information

Latest Pay Stub: 06/30/2021 [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

### Earnings

### Benefits

### Taxes

### Job Summary

### Employee Summary

### My Activities

[Enter Leave Report](#)

- [Approve Time](#)
- [Approve Leave Report](#)
- [Electronic Personnel Action Forms \(EPAF\)](#)
- [Faculty Load and Compensation](#)
- [Labor Redistribution](#)
- [Pay Stub Administrator](#)

# Employee Dashboard



Lonich, Mary J.

[My Profile](#)

[My Team](#)

## Leave Balances as of 10/06/2021

Sick in hours	438.50	Vacation in hours	344.00	Compensatory Time in hours	43.00
Floating Holiday in hours	8.00	Jury Duty in hours	0.00	Bereavement in hours	0.00

[Full Leave Balance Information](#)

**Pay Information** ▾

Latest Pay Stub: [06/30/2021](#)      [All Pay Stubs](#)      [Direct Deposit Information](#)      [Deductions History](#)

**Earnings** ▲

**Benefits** ▲

**Taxes** ▲

**Job Summary** ▲

**Employee Summary** ▲

**My Activities**

[Enter Leave Report](#)

---

[Approve Time](#)

[Approve Leave Report](#)

[Electronic Personnel Action Forms \(EPAF\)](#)

[Faculty Load and Compensation](#)

[Labor Redistribution](#)

[Pay Stub Administrator](#)

[Employee Dashboard](#)

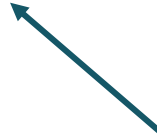
## Employee Dashboard



Lonich, Mary J.

My Profile

My Team



You will have the same perspective, but with some additional functionality. Click the *My Team* button to view a list of employees that you supervise.

# My Team

Search on ID or Name



**Frizzell, Tracey N.**

G01664119

HR Specialist II-Confidential



**Jackson, Rose S.**

CONFIDENTIAL

G01013604

HR Specialist II-Confidential



**Leech, Dolores F.**

G01155877

HR Specialist II-Confidential



**McGowan, Sean P.**

G01784151

HR Specialist II-Confidential



**Nadig, Shruthi P.**

G08145744

HR Specialist I/II-Conf



**Samant, Prachi**

G08107073

Human Resources Analyst II



**Valencia Hernandez, Sara E.**

CONFIDENTIAL

G01813864

HR Specialist II-Confidential

To review information for the identified employee, click on their name



## Profile



Jackson, Rose S.

**CONFIDENTIAL**

ID: G01013604

Status: Active

Hired: 08/14/2000

Birthday: 03/05

### Personal Information

#### Addresses

Main/Mailing Address

[REDACTED]  
[REDACTED]  
[REDACTED]

#### Phones

There are no phone numbers available for you to view.

#### Emails

Personal

[REDACTED]

Campus Email

rose.jackson@wvm.edu

**Preferred**

#### Emergency Contacts

Spouse

[REDACTED]  
[REDACTED]

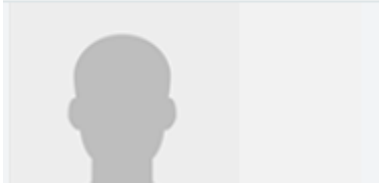
If you wish to review an employee's leave balances prior to approving their leave report, you can do so here

### Leave Balances as of 10/06/2021

Sick in hours	777.66
Vacation in hours	357.50
Compensatory Time in hours	0.00
Floating Holiday in hours	8.00
Jury Duty in hours	0.00
Bereavement in hours	0.00
Military in hours	0.00
Catastrophic Leave in hours	0.00
Conference Attendance in hours	0.00
Industrial Illness in hours	0.00

[Employee Dashboard](#) • [My Team](#) • Employee Profile

## Profile



Personal Information

---

Addresses

To approve leave reports, return to the main *Employee Dashboard* page

# Employee Dashboard



Lonich, Mary J.

[My Profile](#)

[My Team](#)

## Leave Balances as of 10/06/2021

Sick in hours	438.50	Vacation in hours	344.00	Compensatory Time in hours	43.00
Floating Holiday in hours	8.00	Jury Duty in hours	0.00	Bereavement in hours	0.00

[Full Leave Balance Information](#)

- Pay Information ▼
- Latest Pay Stub: 06/30/2021 All Pay Stubs Direct Deposit Information Deductions History
- Earnings ▲
- Benefits ▲
- Taxes ▲
- Job Summary ▲
- Employee Summary ▲

**My Activities**

[Enter Leave Report](#)

---

[Approve Time](#)

[Approve Leave Report](#)

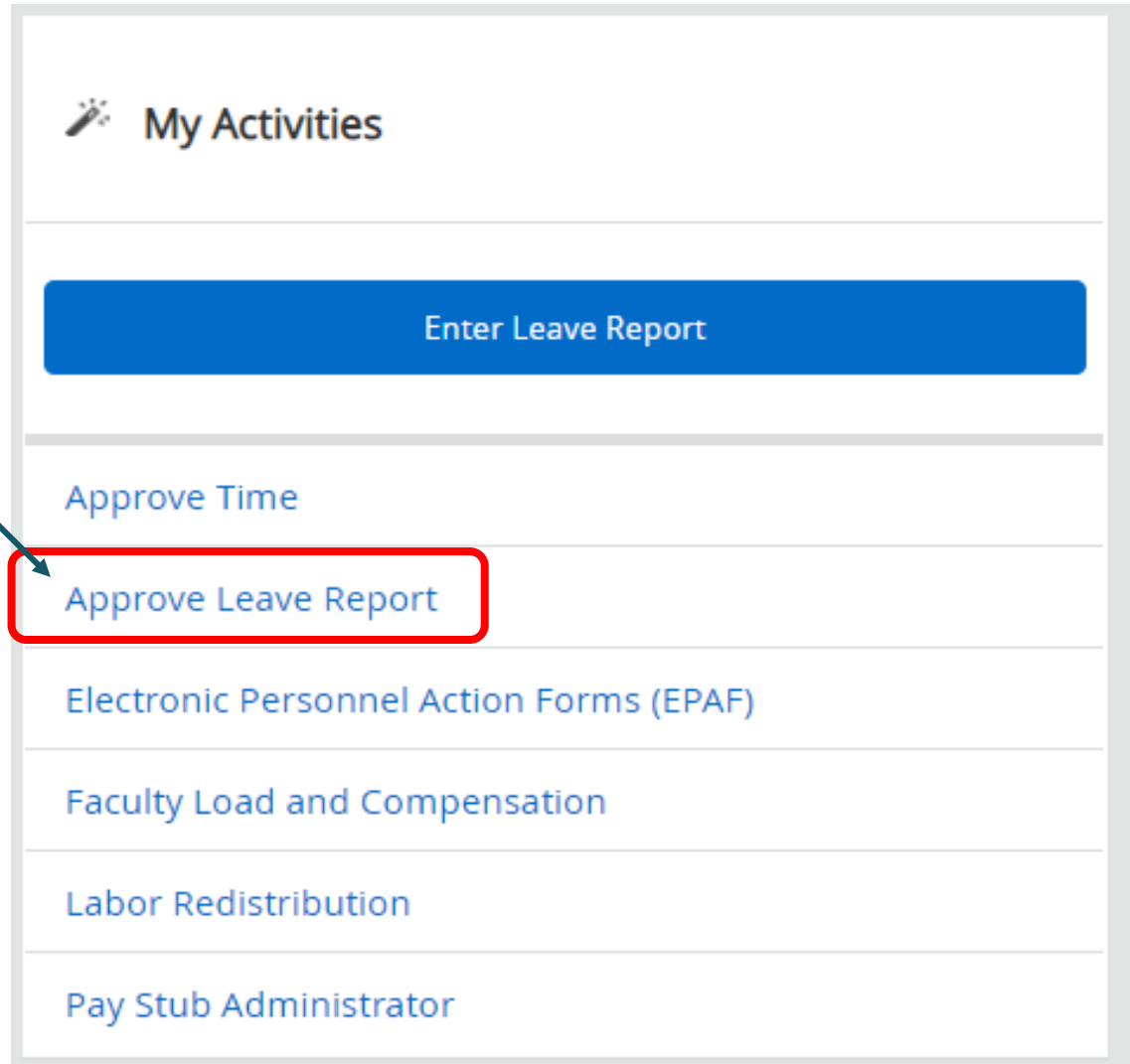
[Electronic Personnel Action Forms \(EPAF\)](#)

[Faculty Load and Compensation](#)

[Labor Redistribution](#)

[Pay Stub Administrator](#)

On the right-hand side of your screen, under *My Activities*, select *Approve Leave Report* to open your approval queue



The image shows a screenshot of a user interface titled "My Activities". At the top, there is a blue button labeled "Enter Leave Report". Below this, a list of menu items is displayed, each on a separate line with a horizontal separator. The items are: "Approve Time", "Approve Leave Report", "Electronic Personnel Action Forms (EPAF)", "Faculty Load and Compensation", "Labor Redistribution", and "Pay Stub Administrator". The "Approve Leave Report" item is highlighted with a red rounded rectangular border. A green arrow points from the text on the left towards this highlighted item.

- My Activities
- Enter Leave Report
- Approve Time
- Approve Leave Report
- Electronic Personnel Action Forms (EPAF)
- Faculty Load and Compensation
- Labor Redistribution
- Pay Stub Administrator

### Approvals - Leave Report

Approvals Leave Report

Leave Report

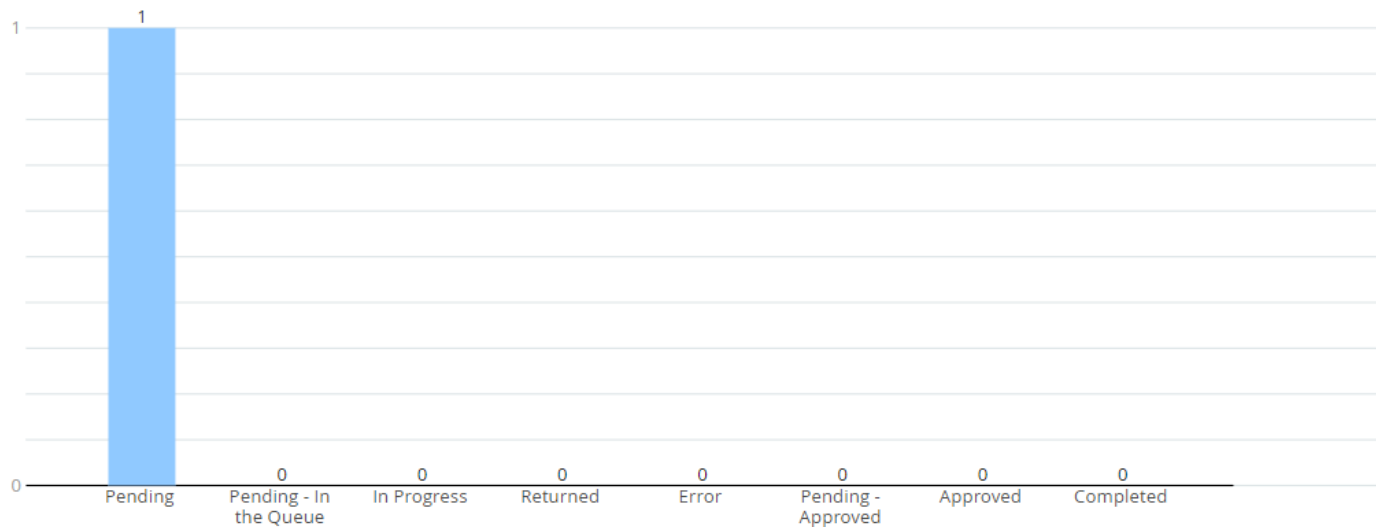
All Departments

09/01/2021 - 09/30/2021 (2021 EM 9)

All Status except Not Started

Enter ID/Name

#### Distribution Status Report - Leave Report



Pending 1

Employee Name	ID	Organization	Hours/Days/Units	
Jackson, Rose S. HR Specialist II-Confidential, DCF008-00	G01013604	D-305000, Human Resources	18.00 Hours	<span>Info</span> <span>2</span> <span>More</span>

### Approvals - Leave Report

Proxy Super User | Reports

Approvals | Leave Report

Leave Report ^  
Timesheet  
Leave Report

All Departments v

09/01/2021 - 09/30/2021 (2021 EM 9) v

All Status except Not Started v

Enter ID/Name

Be sure to select *Leave Report* from the first column

Be sure to select the Leave Report Period that you will be approving for, if it is not already showing by default

Pending 1

Employee Name

Jackson, Rose S.  
HR Specialist II-Confidential, DCF008-00

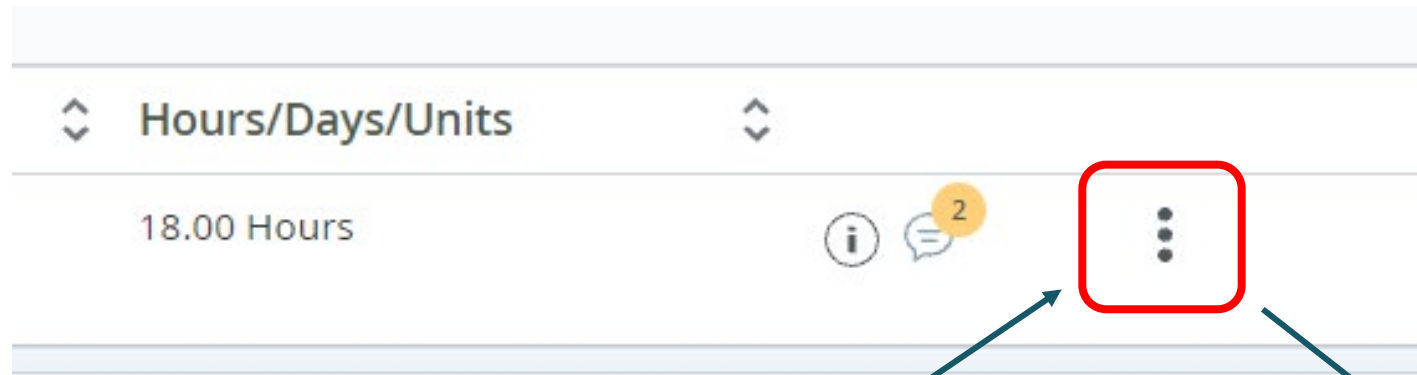
ID	Organization	Hours/Days/Units
G01013604	D-305000, Human Resources	18.00 Hours

You can see a list of the leave reports that are pending your approval

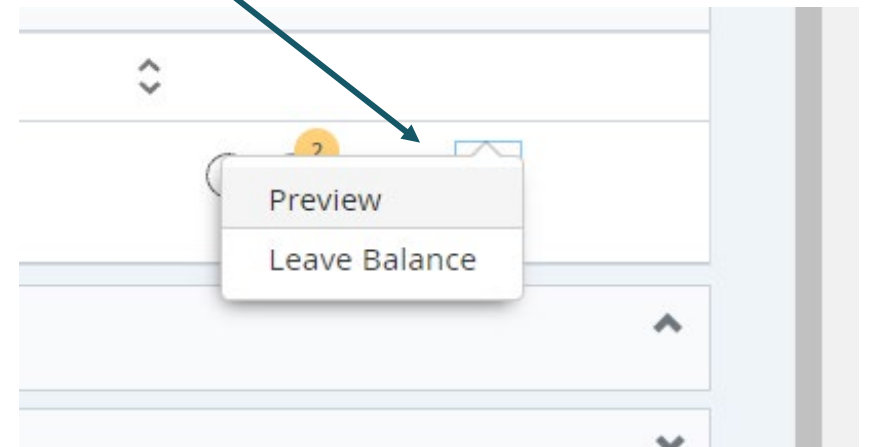
Pending 1

Employee Name

Jackson, Rose S.  
HR Specialist II-Confidential, DCF008-00



Click on the dots to preview the employee's leave report or to check their balances





Preview



G01013604 - Jackson, Rose S.

HR Specialist II-Confidential, DCF008-00, D, 305000, Human Resources

Pay Period: 09/01/2021 - 09/30/2021 | 18.00 Hours

Submitted On: 09/30/2021, 03:46 PM

Earning Distribution

Earn Code	Total
Vacation Hours Used	16.00
FT Classified Sick Leave Used	2.00
<b>Total Hours</b>	<b>18.00</b>
<b>Total Units</b>	<b>0.00</b>

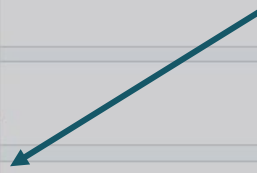
Weekly Summary

Week	Total Hours
------	-------------

Delete	Details
Return for correction	Approve

Click *Preview* to review the leave report entries before approving.

To review detailed entries, click *Details*.



## Employee Leave Balance



G01013604 - Jackson, Rose S.

### Sick

Beginning Balance	703.66
Banked	0.00
Earned	96.00
Taken	22.00
Sick in hours	777.66

### Vacation

Beginning Balance	369.08
Banked	0.00
Earned	186.92
Taken	198.50
Vacation in hours	357.50

### Compensatory Time

Beginning Balance	0.00
Banked	0.00
Earned	21.76
Taken	21.76
Compensatory Time in hours	0.00

### Floating Holiday

Beginning Balance	0.00
Banked	0.00
Earned	8.00
Taken	0.00
Floating Holiday in hours	8.00

### Jury Duty

Beginning Balance	0.00
Banked	0.00
Earned	0.00

### Bereavement

Beginning Balance	0.00
Banked	0.00
Earned	0.00

Click *Leave Balances* to review the employee's balances before approving.

Preview



G01013604 - Jackson, Rose S.

HR Specialist II-Confidential, DCF008-00, D, 305000, Human Resources

Pay Period: 09/01/2021 - 09/30/2021 | 18.00 Hours

Submitted On: 09/30/2021, 03:46 PM

Earning Distribution

Earn Code	Total
Vacation Hours Used	16.00
FT Classified Sick Leave Used	2.00
<b>Total Hours</b>	<b>18.00</b>
<b>Total Units</b>	<b>0.00</b>

Weekly Summary

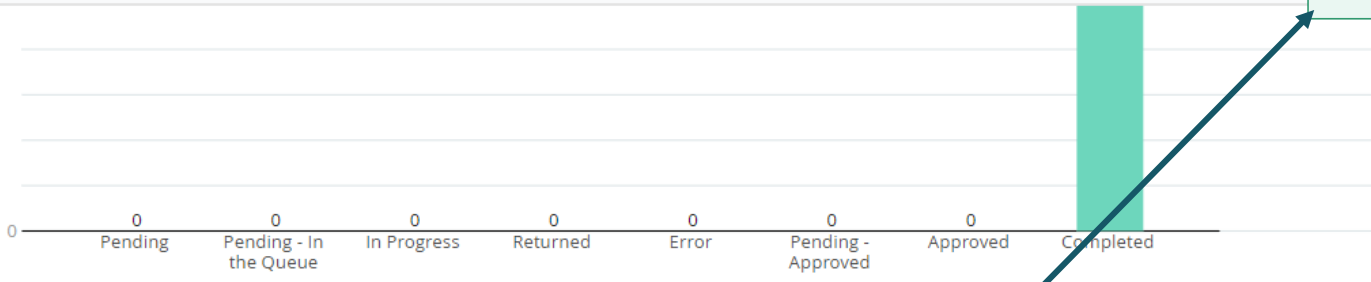
Week	Total Hours
------	-------------

Delete	Details
Return for correction	<b>Approve</b>

Once you have verified the entries match the employee's absences, click *Approve*.



✔ Leave Report successfully approved.



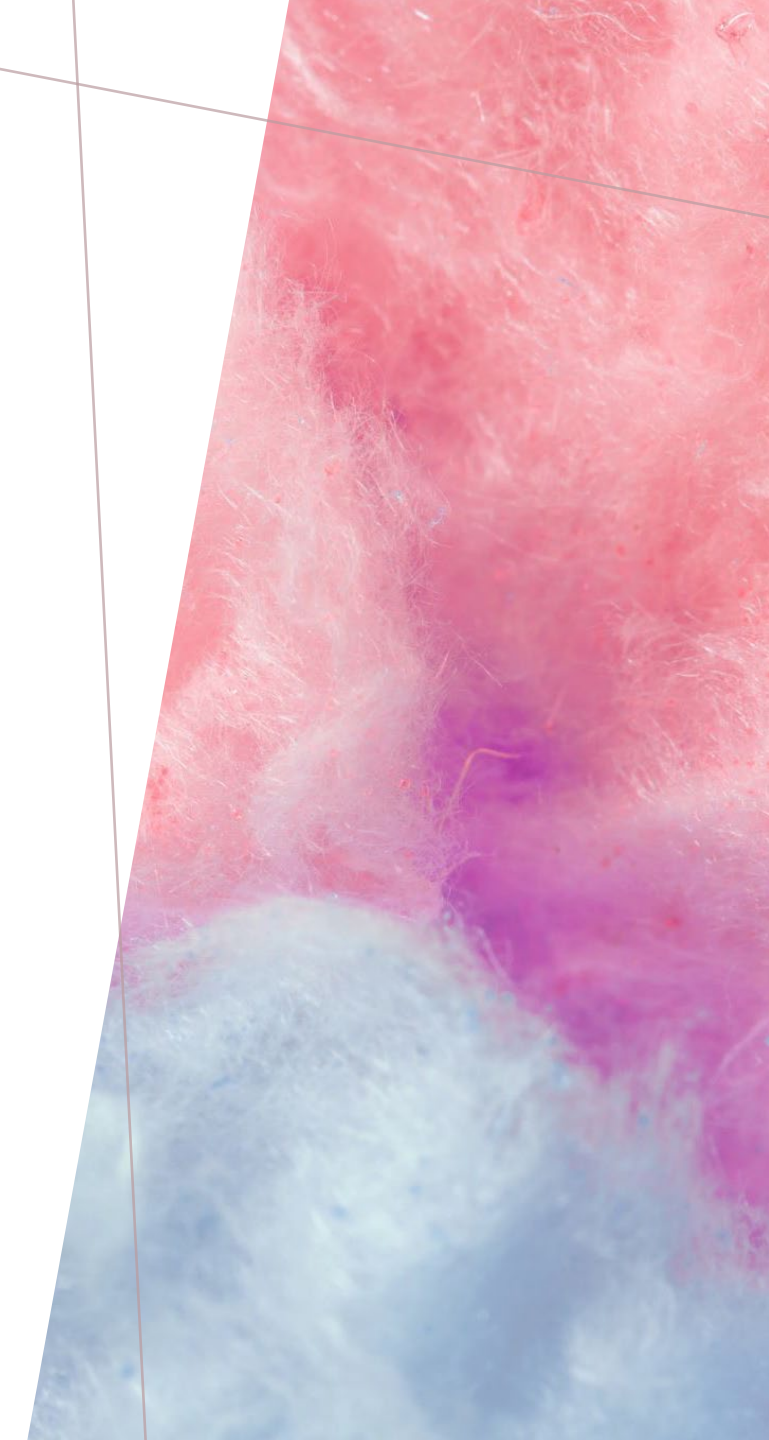
- Pending 0
- Pending - In the Queue 0
- In Progress 0
- Returned 0
- Error 0
- Pending - Approved 0
- Approved 0
- Completed 1

Once you approve the leave report, you will receive a successful message in the top right corner and the employee's leave report will move to the status of *Completed*.



Employee Name	ID	Organization	Hours/Days/Units	
Jackson, Rose S. HR Specialist II-Confidential, DCF008-00	G01013604	D-305000, Human Resources	18.00 Hours	<span>i</span> <span>2</span> <span>⋮</span>

APPROVER PERSPECTIVE

# *PROXIES*



### Approvals - Leave Report

 [Proxy Super User](#)  Reports

Approvals

Leave Report

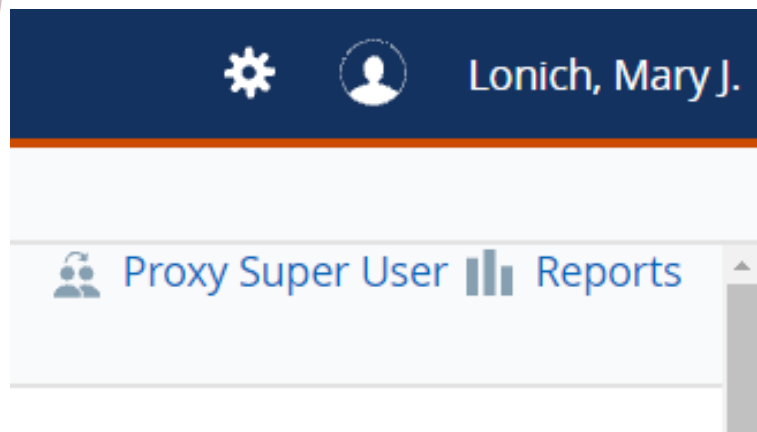
Leave Report

All Departments

09/01/2021 - 09/30/2021 (2021 EM 9)

All Status except Not Started

Enter ID/Name



The dropdown menu shows the user's name 'Lonich, Mary J.' and a link to 'Proxy Super User' with a 'Reports' icon.

If you need to act as a proxy for another approver, click the *Proxy User* link in the top right corner.

Proxy or Superuser

Application Selection

Time & Leave Approvals ▾

Select from the drop down the approver you will be acting as a proxy for then click *Navigate to Time & Leave Approvals application.*

Act as a Superuser

- Act as Time Entry Approvals Superuser
- Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Lonich, Mary J., Human Resources ▾

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

- Le Guen-Schmidt, Daniel M., Human Resources

Navigate to Time & Leave Approvals application

## Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Le Guen-Schmidt, Daniel M., Human Resources

## Existing Proxies

Add a new proxy

You can also setup a proxy from here. Click *Add a new proxy*.

You will see a field appear to select a proxy.

## Existing Proxies

Add a new proxy

Select Employee to add as Proxy



Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Lonich, Mary J., H

Existing Proxies

Add a new proxy

Select Employee to add as Proxy

- Abdeljabbar, Wael M., Computer Applications
- Adams, James A., Library
- Adler, Niall, Marketing and Communication
- Aguinaldo, Nicole R., Advancement
- Agustin, Alexis L., null

Act as Leave Report Approvals Superuser

Act as a Proxy for

Self -Lonich, Mary J., H

Existing Proxies

Add a new proxy

Select Employee to add as Proxy

- Ramirez-King, Danielle N., Office of Admin Services
- Ramones, Eric John, Human Resources
- Ramsey, RaeAnn L., History
- Rancap, Marie Kristine P., Financial Aid
- Ranck, Lorrie, Office of Instruction
- Randle, Sarah A., Information Svstems

From the drop-down list, scroll until you find the person you want to assign. Select the name of the person you would like to make a proxy. Once selected, their name will appear in your proxy list at the bottom of the page.

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

- Le Guen-Schmidt, Daniel M., Human Resources
- Ramones, Eric John, Human Resources

Existing Proxies

[Add a new proxy](#)

[Delete proxies](#)  
Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

<input checked="" type="checkbox"/>	Le Guen-Schmidt, Daniel M., Human Resources
<input type="checkbox"/>	Ramones, Eric John, Human Resources

[Navigate to Time & Leave Approvals application](#)

You can also delete a proxy from here. From your list, click on the box in front of the name that you want to remove. Then click *Delete proxies*.

You will receive a message in the top right confirming the removal; click *Yes*.

Are you sure you want to remove the proxy?

[No](#) [Yes](#)

The screenshot shows a confirmation dialog box with a warning icon and the text "Are you sure you want to remove the proxy?". Below the text are two buttons: "No" and "Yes". The "Yes" button is highlighted with a blue border, indicating it is the correct choice for confirming the removal.

## Existing Proxies

Add a new proxy

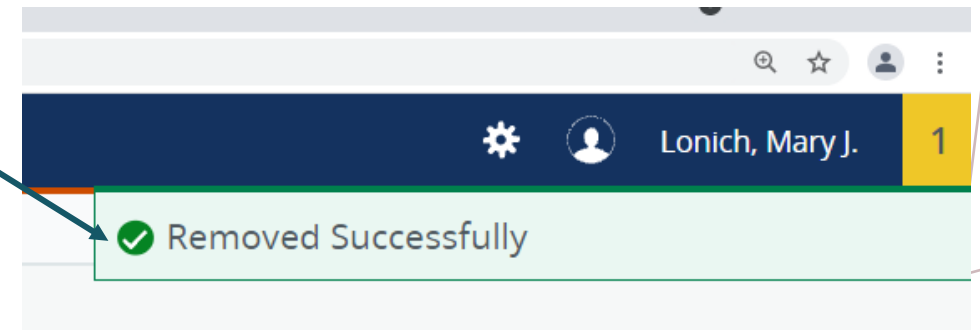
Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Ramones, Eric John, Human Resources

You will notice that the proxy has been removed from your list and you will also receive a successful removal message in the top right corner.



# *WHO TO CONTACT?*

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*Human Resources Specialist II*

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P: 408.741.2161



*CREATED BY ROSE JACKSON*

WVMCCD HUMAN RESOURCES – OCTOBER 14 & OCTOBER 15, 2021