

ELECTRONIC LEAVE REPORTING

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Overview: Leave Reporting Process

At the end of each calendar month, all exempt employees are required to submit a leave report for that month. Requesting leave from your leader in advance of the absence is still required. We recommend using email to request and authorize leave as it provides an audit trail. These emails can also be used to assure that you haven't forgotten to submit any leave dates. Leave time should be reported in quarter hour increments, not hours and minutes i.e. 4 hours and 15 minutes would be entered as 4.25 hours. If leave is not reported via the electronic leave process, a paper form (Exception Leave Form) will need to be submitted.

The types of absences that should be reported via this system are: sick, vacation, personal business, jury duty, travel, bereavement and military leave. Refer to page 7 for details for each type of leave. If an overload is missed, it will still need to be submitted on an absence form. Leave time cannot be used when missing an overload.

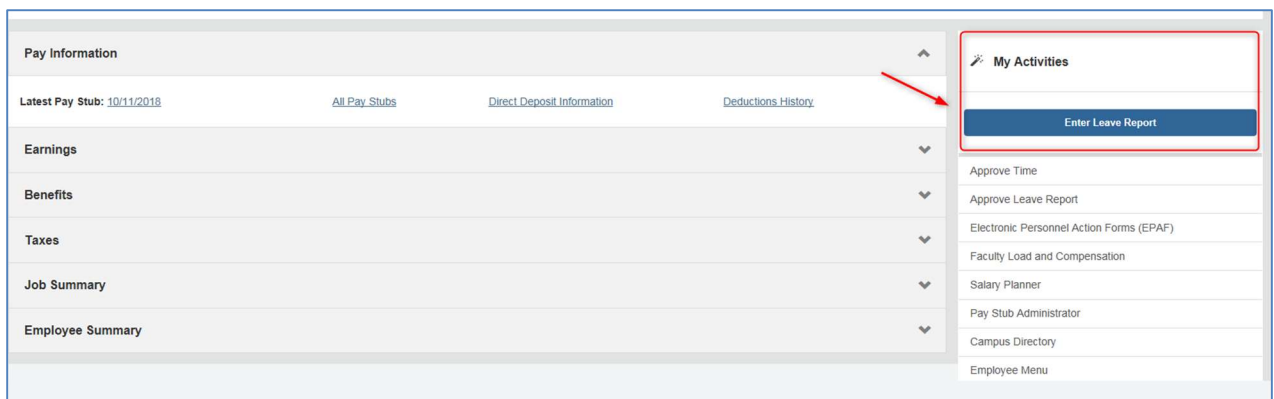
Once the leave report is created, it should be submitted at the end of each month. Only one (1) leave report can be submitted each month, so we ask that you wait until the end of the month for submission. If you will be absent at month end, based on the leave being submitted, you should submit prior to the absence. In December, you can submit prior to leaving for the holiday. If faculty are not working after the Spring term ends, they should submit May at the end of the Spring term. If faculty are not working during a summer month, you will not be expected to submit a leave form that month (June or July).

Section I: Access and begin Leave Report

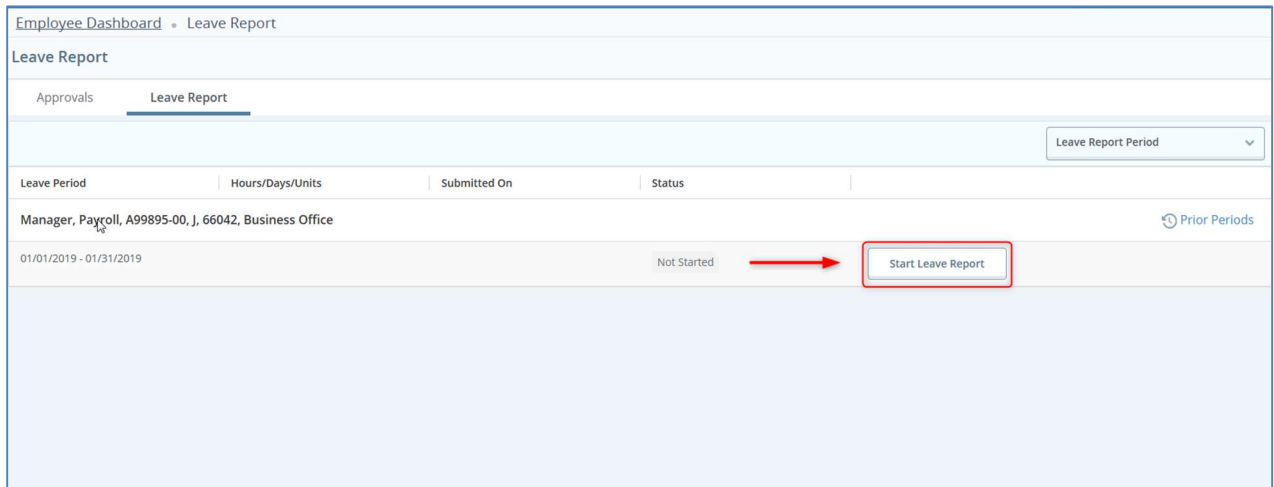
1. Log into SOS.
2. Navigate to the **Employees** section and then select the **Employee Dashboard** link.



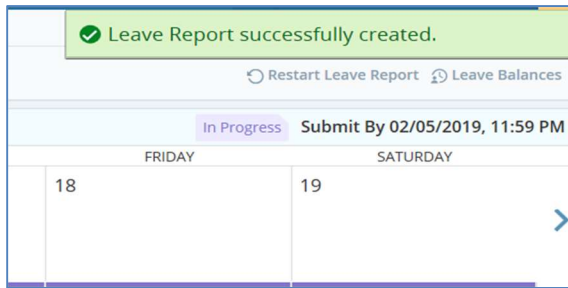
3. On the Employee Dashboard select the **Enter Leave Report** button.



4. If you have not started the report the screen will have a **Start Leave Report** button.

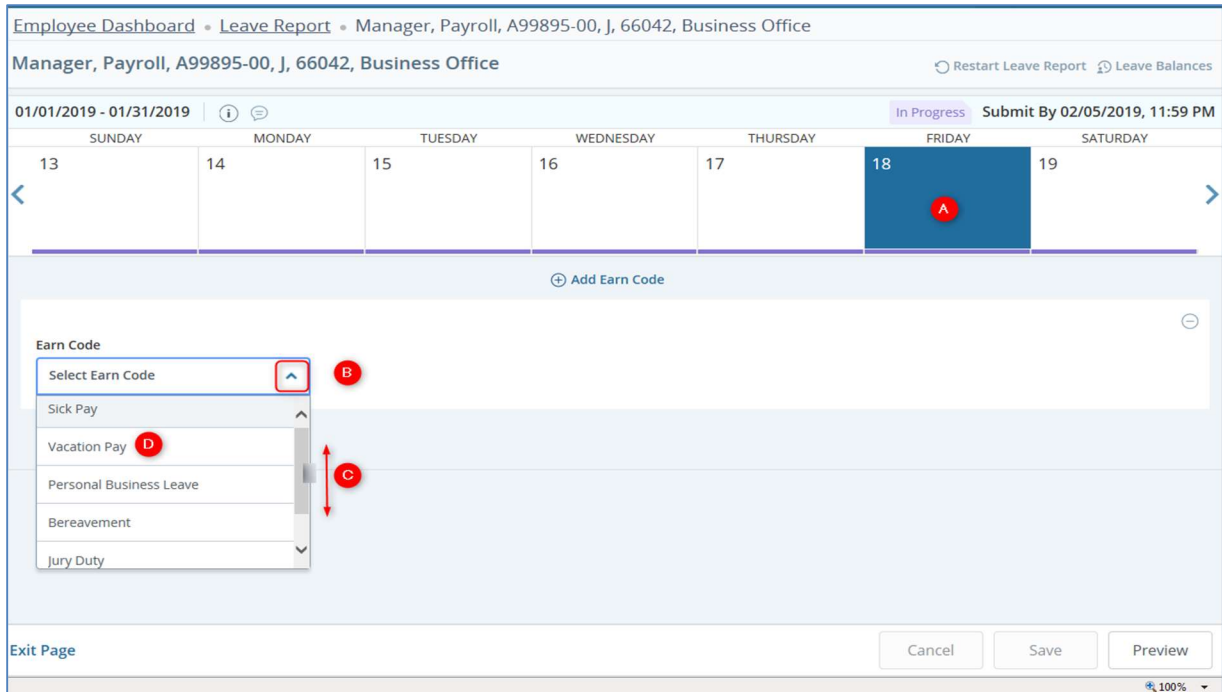


A message will populate in the top right corner when the leave report has been created successfully.



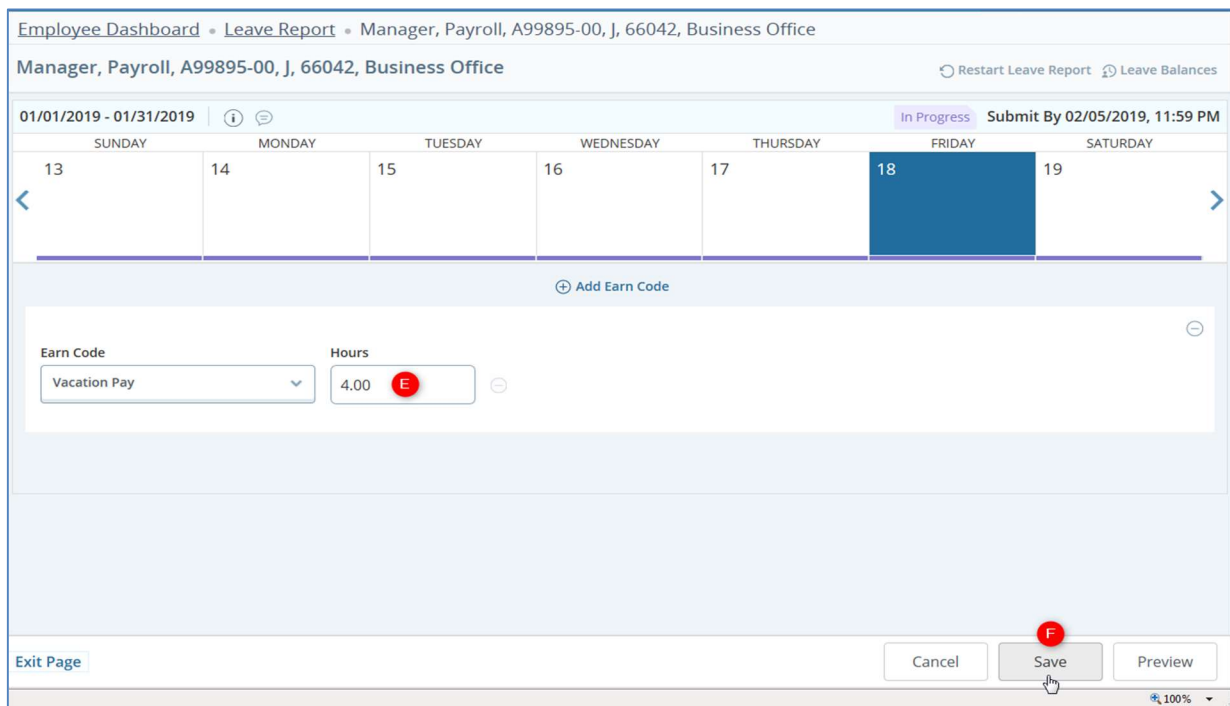
If you have no leave to report, you may skip to Section IV: Submission & Certification on Pg. 11.

5. Enter Leave.



- A. Select the correct day to enter your leave time. *The arrows on each side of the calendar will allow you to navigate to the previous or next week.*
- B. Select the **Add Earn Code** box to enter leave.
- C. Use the scroll bar to view all available earn codes.

D. Select the correct leave category.



Employee Dashboard • Leave Report • Manager, Payroll, A99895-00, J, 66042, Business Office

Manager, Payroll, A99895-00, J, 66042, Business Office Restart Leave Report Leave Balances

01/01/2019 - 01/31/2019 4.00 Hours In Progress Submit By 02/05/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14	15	16	17	18	19

Add Earn Code

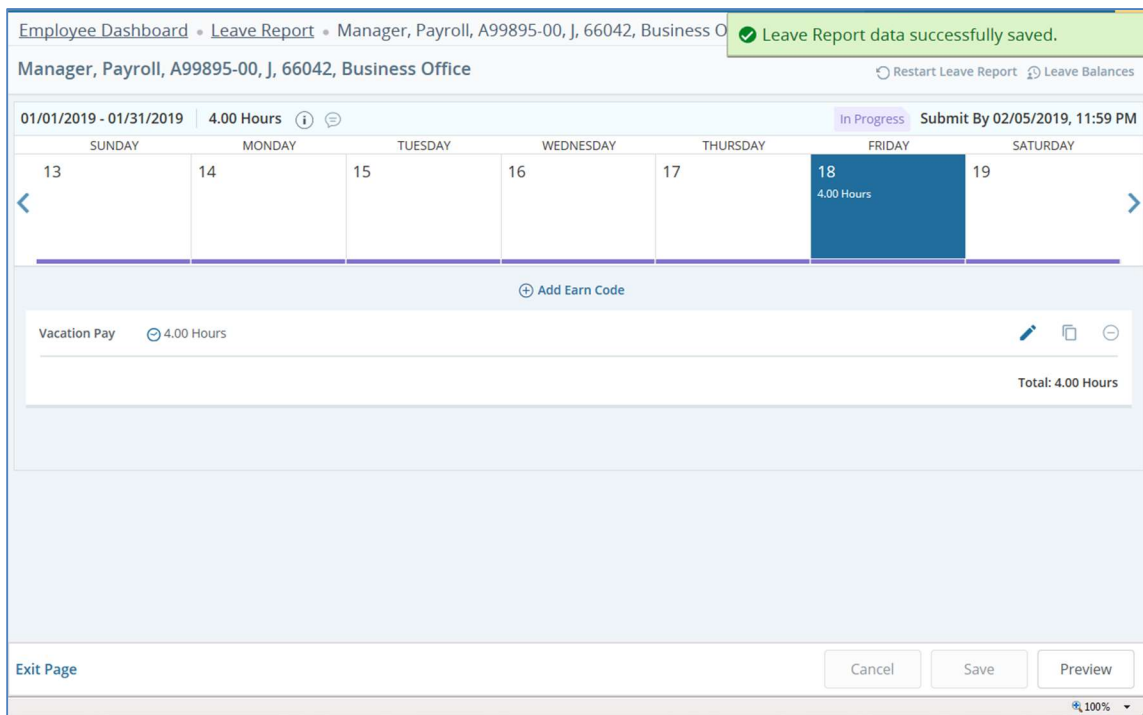
Earn Code: Vacation Pay Hours: 4.00 E

Exit Page Cancel Save Preview

E. Enter the total hours taken.

F. Select the **Save** button to save your entry.

The leave has been **successfully** entered when the green message box populates. You are now able to view the type of leave and the total hours entered on the date selected. *Also, multiple leave types can be used in the same day by selecting the **Add Earn Code** button.*



Employee Dashboard • Leave Report • Manager, Payroll, A99895-00, J, 66042, Business Office Leave Report data successfully saved.

Manager, Payroll, A99895-00, J, 66042, Business Office Restart Leave Report Leave Balances

01/01/2019 - 01/31/2019 4.00 Hours In Progress Submit By 02/05/2019, 11:59 PM

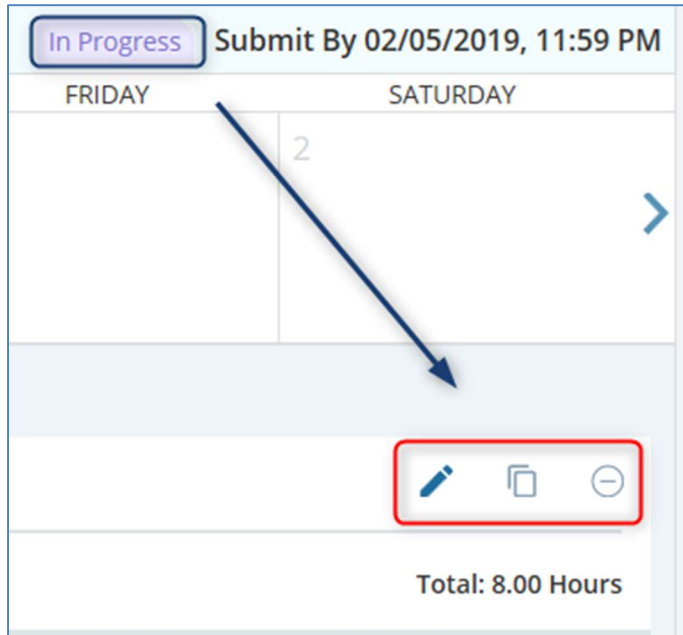
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14	15	16	17	18 4.00 Hours	19

Add Earn Code

Vacation Pay 4.00 Hours Total: 4.00 Hours

Exit Page Cancel Save Preview

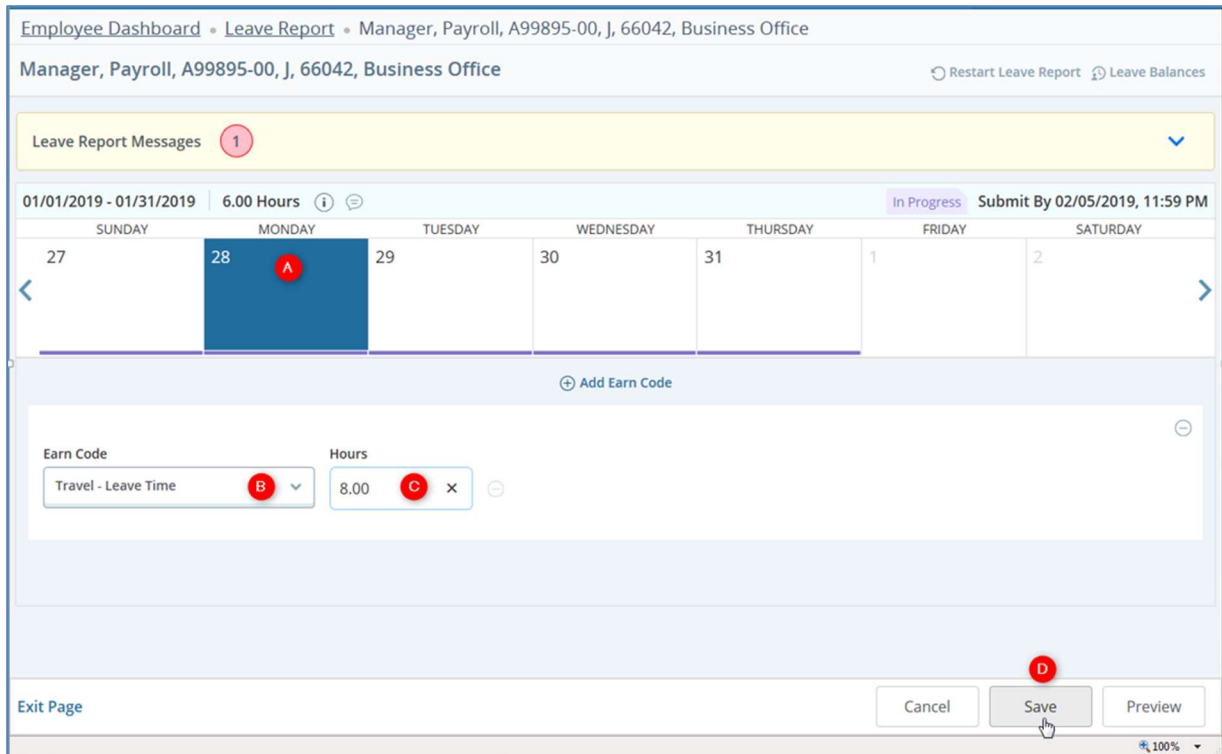
Important Reminder: Employees are able to make changes or remove leave time when the report status is "In Progress."



The screenshot shows a leave reporting interface. At the top, there is a status indicator "In Progress" and a deadline "Submit By 02/05/2019, 11:59 PM". Below this is a calendar view for Friday and Saturday. The number "2" is visible in the Saturday column. A blue arrow points from the "In Progress" status to a red box containing three icons: a pencil (edit), a document (copy), and a minus sign (delete). At the bottom of the interface, it displays "Total: 8.00 Hours".

Section II: Entering Leave - (Example - Travel Leave)

- A. Select the day to use leave
- B. Use the drop arrow to select the leave category
- C. Use the scroll bar if the leave type is not visible on the screen.
- D. Enter the total number of hours taken and select the **Save** button. (Use the **Add Earn Code** button to add multiple leave types to one day.)



Employee Dashboard • Leave Report • Manager, Payroll, A99895-00, J, 66042, Business Office

Manager, Payroll, A99895-00, J, 66042, Business Office Restart Leave Report Leave Balances

Leave Report Messages 1

01/01/2019 - 01/31/2019 | 6.00 Hours In Progress Submit By 02/05/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 A	29	30	31	1	2

+ Add Earn Code

Earn Code: Travel - Leave Time B Hours: 8.00 C

Exit Page Cancel Save Preview

✔ Leave Report data successfully saved.

Instructions in addition to entered hours used for leave:

Jury Duty: Please submit summons and release form to payroll@sjcd.edu.

Please use the general comments when needed for leave:

Travel Leave: A comment should be placed in the general comments area which include the conference name and locations. Travel should also be used for faculty requiring a substitute for absences such as department meeting.

Bereavement Leave: Relationship to the deceased.

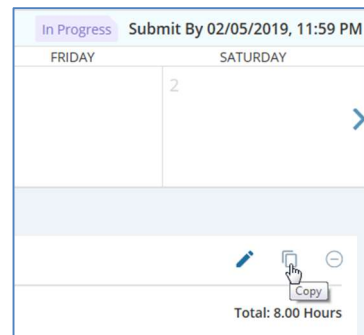
Sick: A comment is only required if you have taken leave under the Family and Medical Leave Act (FMLA), *Procedure 4-8-K: Family and Medical Leave*. Please indicate the dates applicable to FMLA.

Personal business: A comment is only required if you are on FMLA. Please indicate the dates applicable to FMLA.

Vacation: A comment is only required if you are on intermittent FMLA. Please indicate the dates applicable to FMLA.

Additional Notes

- ❖ Select the **Copy** icon to enter the same type of leave and the same number of hours for multiple days.
- ❖ Verify the correct leave category and hours are correct prior to selecting the save button.
- ❖ By selecting “Copy to the end of pay period” the leave hours and type will copy to all appropriate business days in the pay period (month).



Copy Leave Report Entry ✕

A
 Travel - Leave Time : 8.00 Hours (01/28/2019, MONDAY)

Pay Period: 01/01/2019 - 01/31/2019 ?

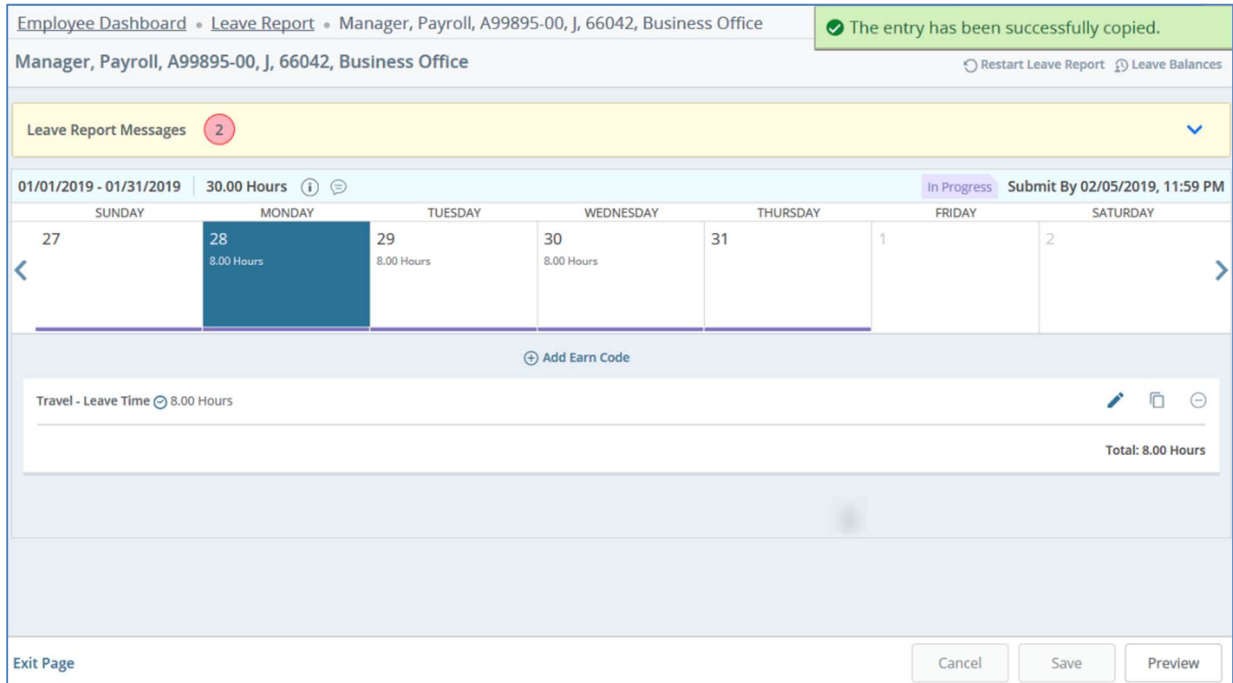
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 8.00 Hours	29	30	31	1	2

Cancel

C Save

- A. Verify the type of leave and hours are correct.
- B. Select each day to copy the leave.

c. Select the **Save** button to save your entries.



Employee Dashboard • Leave Report • Manager, Payroll, A99895-00, J, 66042, Business Office

Manager, Payroll, A99895-00, J, 66042, Business Office

Leave Report Messages 2

01/01/2019 - 01/31/2019 30.00 Hours In Progress Submit By 02/05/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28 8.00 Hours	29 8.00 Hours	30 8.00 Hours	31	1	2

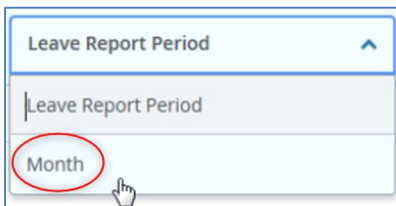
Add Earn Code

Travel - Leave Time 8.00 Hours

Total: 8.00 Hours

Exit Page Cancel Save Preview

Employees also have an option to view entries for the entire month. First go to the **Leave Report Dashboard** and then select **Month**.



Leave Report Period

Leave Report Period

Month

SAN JACINTO COLLEGE

Employee Dashboard » Leave Report

Leave Report

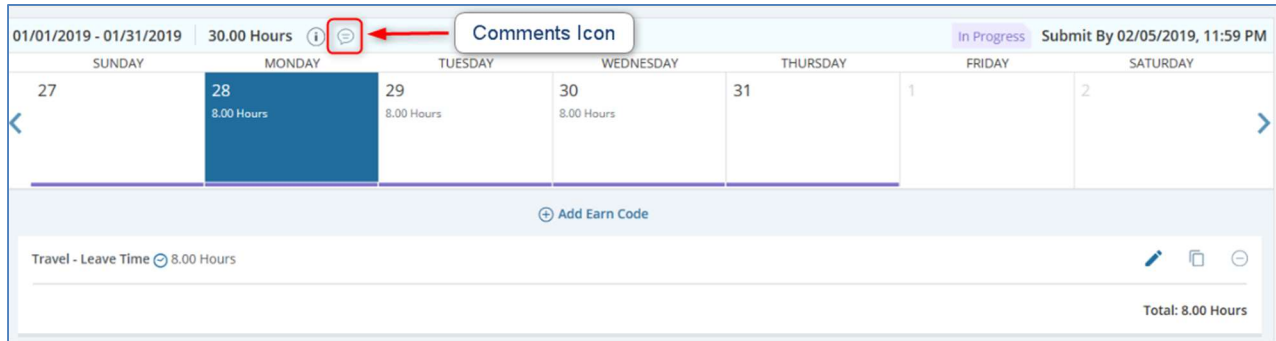
Approvals **Leave Report**

Jan 2019 Month

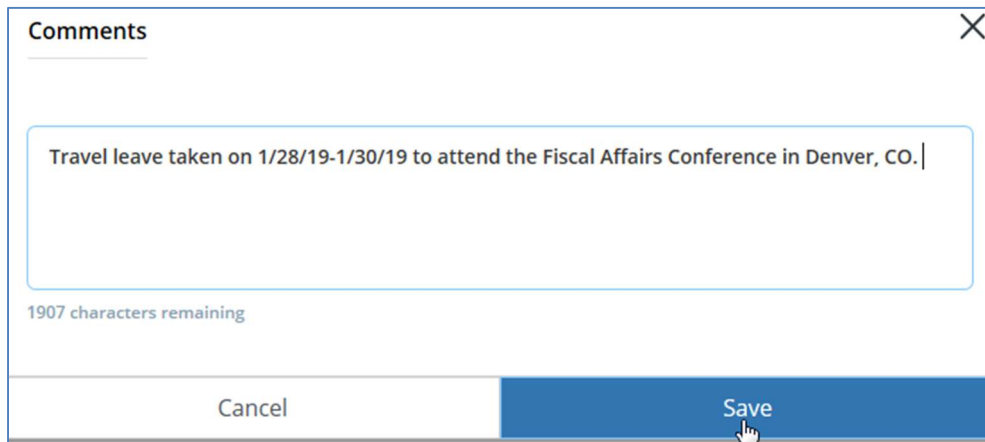
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7 4.00 Hours	8	9	10 8.00 Hours	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 8.00 Hours	29 8.00 Hours	30 8.00 Hours	31	1	2

Section III: Comments

Employees are required to enter a comment when using bereavement or travel leave.

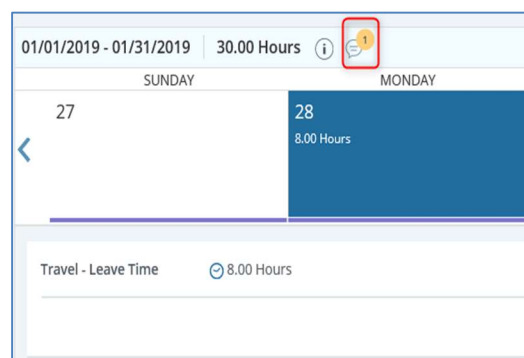
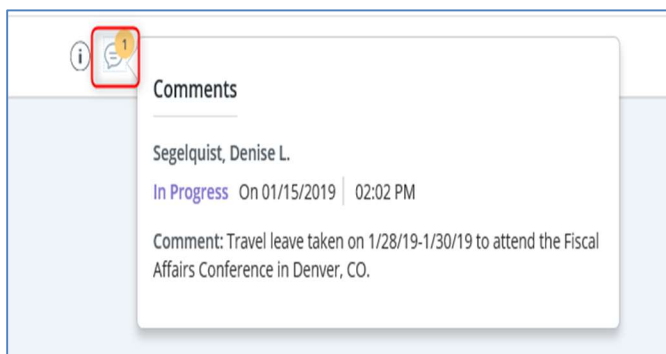


The comment for travel leave should include the dates, the name of the event and the location. The comment for bereavement should state the relationship.



If applicable, enter a comment for leave taken due to approved FMLA.

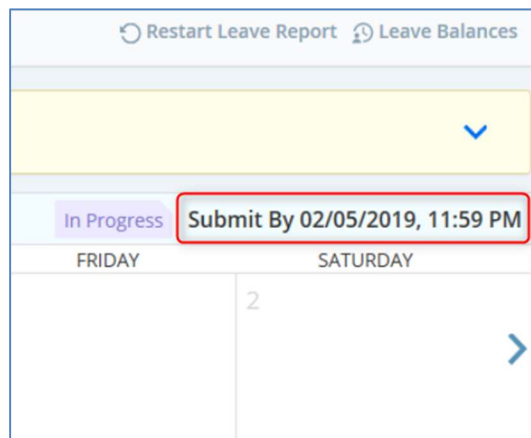
Comments can be viewed on the leave report dashboard or above the calendar by selecting the comments icon.



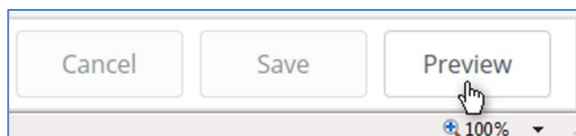
Section IV: Certification & Submission

Each pay period employees will submit and certify that all leave has been accurately reported. **Employees are required to complete the certification process even if leave was not taken during the reporting period.**

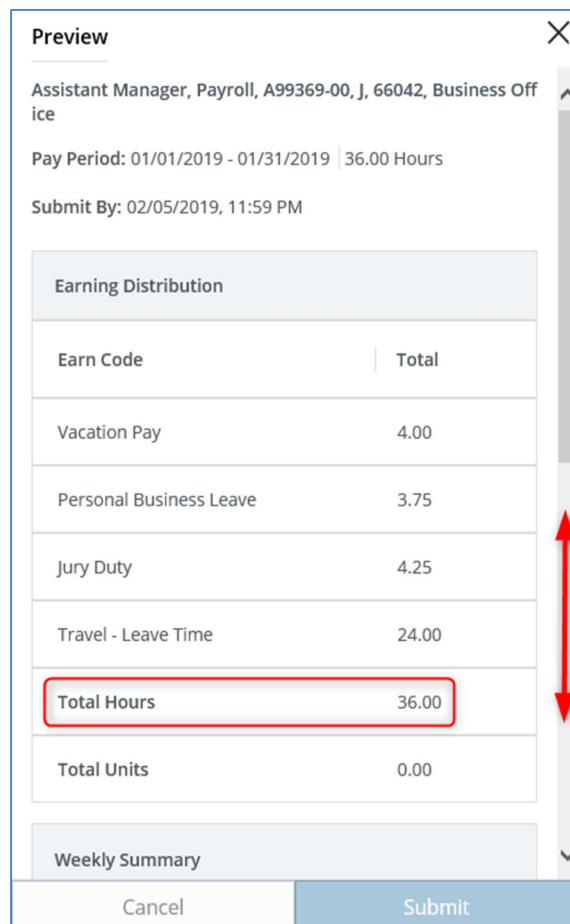
- ❖ The leave report submission deadline will be posted above the weekly calendar each pay period. The submission deadline date and time will be visible throughout the leave reporting period.
- ❖ As a reminder, leave reports that are not submitted by the deadline will automatically be forwarded to the leader’s queue.



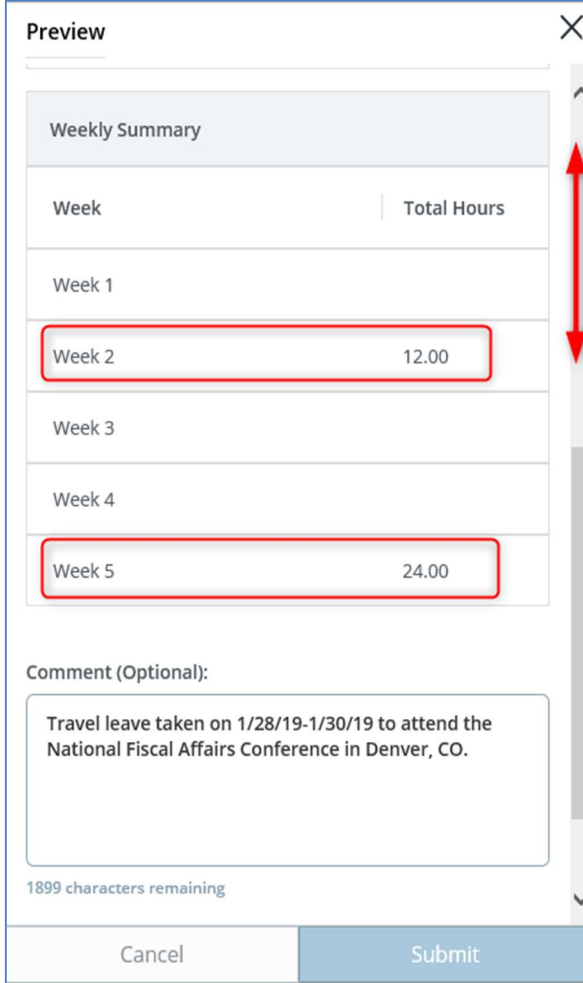
Select the **Preview** button to certify that all leave has been entered correctly for the leave report period.



- ❖ A preview screen will populate and display the breakdown of leave taken for the pay period and the total hours entered for the pay period.
- ❖ Employees will use the scroll bar to view the weekly summary section, the comments section and the certification check box.
- ❖ The submit button will remain grayed out until the certification box is checked.



- ❖ The weekly summary section displays the number of total hours taken for each week.
- ❖ Employees should verify total hours for each week is correct.
- ❖ The comments section will display the comments entered for the pay period. Additional comments can be entered (if needed) prior to completing the certification process.
- ❖ Use the scroll bar on the right side to view the certification box and submit the leave report.



Preview [Close]

Weekly Summary

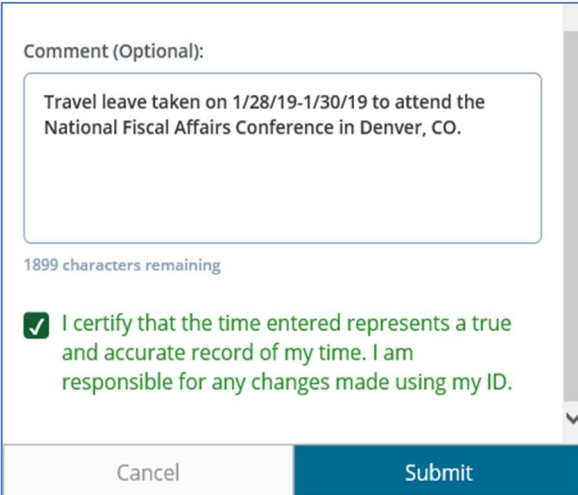
Week	Total Hours
Week 1	
Week 2	12.00
Week 3	
Week 4	
Week 5	24.00

Comment (Optional):

Travel leave taken on 1/28/19-1/30/19 to attend the National Fiscal Affairs Conference in Denver, CO.

1899 characters remaining

Cancel Submit



Comment (Optional):

Travel leave taken on 1/28/19-1/30/19 to attend the National Fiscal Affairs Conference in Denver, CO.

1899 characters remaining

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.

Cancel Submit

- ❖ Employees are able to submit their records after the certification check box is selected.
- ❖ A green message will populate when the report has been successfully submitted.

The Leave Report has been successfully submitted.

Need Assistance with accessing the SOS system

Contact TechSupport for assistance at: 281-998-6137 (ext. 6137) or email: TechSupport@sjcd.edu.

Need Assistance with entering leave or comments in SOS

Contact the Payroll Department for assistance at: 281-998-6309 or email: payroll@sjcd.edu.