Leave Reporting Guidelines

Employees

THINGS TO REMEMBER
1. All leave time should be recorded in full (7.5 hours) or half day (3.75 hours) increments.
2. Only the Approver of your leave report will be able to make changes after the leave report has been submitted.
3. You don’t need to enter anything on days where no leave was taken, i.e. you don’t need to enter zeros on those days for each type of leave.

OPENING YOUR LEAVE REPORT
1. Access the Employee Hub at: http://www.xavier.edu/employees
2. Click the Self-Service box.
3. Select the Employee Services link for the Main Menu.
4. Click the Leave Report Hyperlink.
5. If you aren’t an Approver of Web Time Entry or Leave Reports, this is what you will see:

LEAVE REPORT SELECTION

8. Click the My Choice radio button associated with the Position Title and Department for which you want to report leave time.
9. Next to the My Choice column/radio button pick the proper reporting period from the dropdown menu. Note: At times during the reporting period you may see two periods open within the dropdown menu.
10. Click on the Leave Report button.

ENTERING LEAVE

ENTERING LEAVE FOR ONE DAY
1. Click on the Enter Hours link under the date and in the row for the Leave Type (ie: Vacation Pay). The following information will appear below ‘Submit By Date’ in the above picture (★):
2. Click in the box next to ‘Hours’ and key the number of hours of leave taken that day in this format: XXXX, ie. 7.50.

3. Click the Save button or enter when finished.

4. When you enter hours for the Leave Types ‘Exempt Sick Pay, Bereavement - Salary or Jury Duty - Salary’ you will see the following message:

   **Possible Insufficient Leave Balance.**

   Please disregard this message. Your pay will NOT be affected by a negative balance in these leave types.

5. Click the ‘Next’ button to see the following weeks of the month.

6. Repeat the process until all Leave Time has been reported for the period.

### ENTERING LEAVE FOR MULTIPLE DAYS

When you enter leave hours for one day, you can copy the same number of hours to one or more additional days in the reporting period by doing the following:

1. Click the Enter Hours hyperlink under the date and in the row for the Leave Type (i.e. Vacation Pay).

2. In the Hours box, type the number of leave hours you took that day.

3. Click the Copy button.

4. The following screen appears:

![Copy Screen](image)

   - Leave Code:
   - Date and leave time to copy:
   - Copy from date displayed to end of the leave period:
   - Include Saturdays:
   - Include Sundays:

5. Click the checkbox for each date for which you want the hours copied.

6. Click the Copy button.

7. Look for the verification message:

   **Your hours have been copied successfully.**

8. Click the [Leave Report] button to return to the Time and Leave Reporting screen.

### ADJUSTING YOUR LEAVE

Changing hours you’ve entered for a particular day is no problem, as long as you haven’t submitted the leave report for approval.

1. Click the Hours link for the date that needs to be changed.

2. In the Hours box, type the correct number.

3. Click the Save button.

### NO LEAVE TAKEN IN THE MONTH

You MUST submit a blank leave report even if you did not take leave in the month. Access your leave report as if you were going to enter leave hours and Click the Submit for Approval button at the bottom of your leave report.

### LEAVING A COMMENT ON YOUR LEAVE REPORT

You can leave a comment on your leave report your approver will see when he or she opens it up for approval.

1. Click the Comments button at the bottom of the leave report page.

2. In the Comments box, type your message.

3. Click the Save button.

4. Click the Previous Menu button to return to your leave report. **Note:** You can enter an additional comment or edit an existing one by clicking the Comment button.

### SUBMITTING YOUR LEAVE REPORT

Check your hours to make sure the days, numbers, and leave codes are all correct.

1. Click the Submit for Approval button at the bottom of your leave report.