

# **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 have not forgotten to submit any absences. Leave time should be reported in quarter hour increments, not hours and minutes. For example, 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 {Late Submission Leave Reporting 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, floating holiday, bereavement, and military leave. *{Refer to page 7 for details for each type of leave.}*

If an overload is missed, the information will need to be submitted on an overload absence form. Leave time cannot be used when missing an overload.

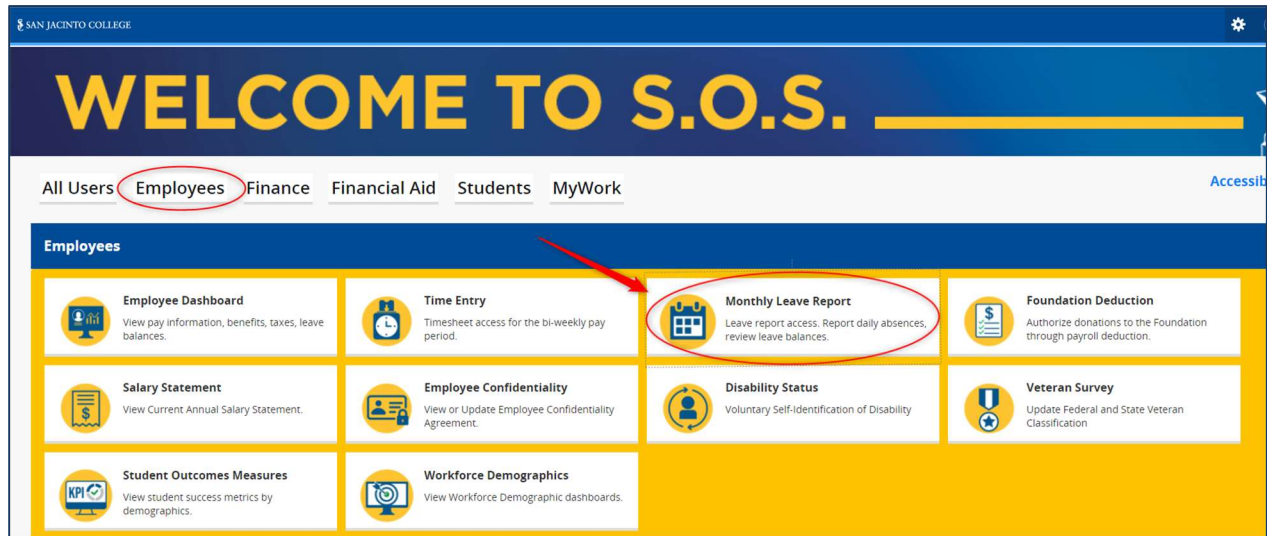
Leave reports should be submitted at the end of the month except:

- If an absence occurs at month end, based on the leave being submitted, then submit prior to the absence.
- In December, the leave reports can be submitted on the last working day of the month.
- In May, faculty that are not working after the spring term ends, should submit the report on their last working day of the month.
- In the summer months, June and/or July, faculty will not be expected to submit a leave report that month if they are not teaching in the summer.

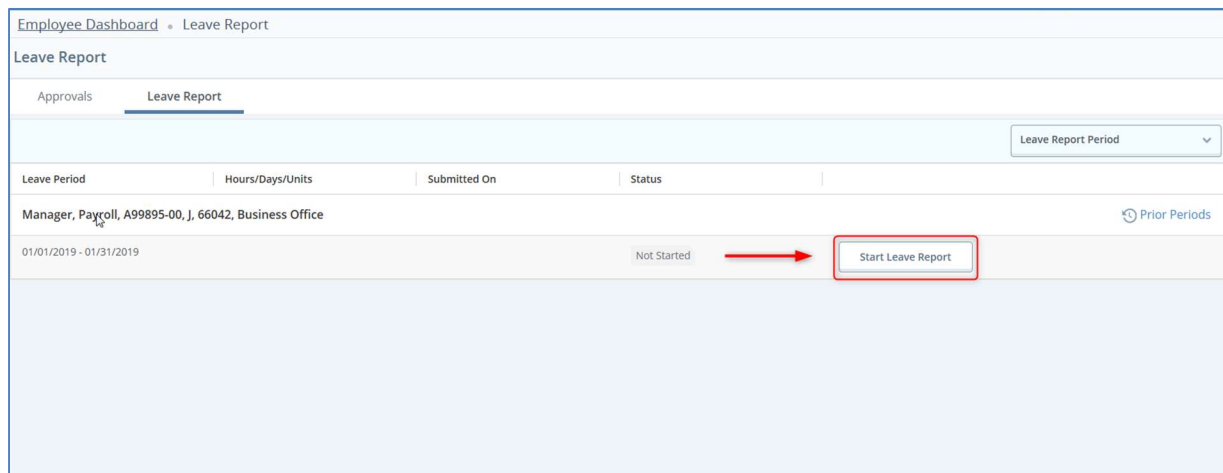
## Section I: Access and Begin Leave Report

Log into SOS.

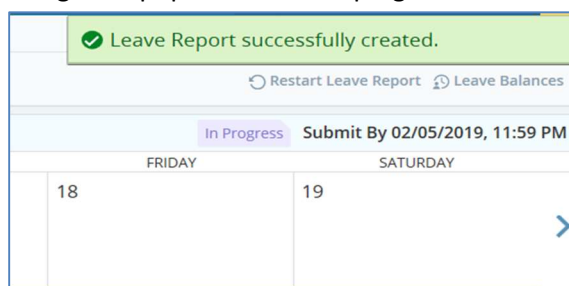
Navigate to the **Employees** section and then select the **Monthly Leave Report** link.



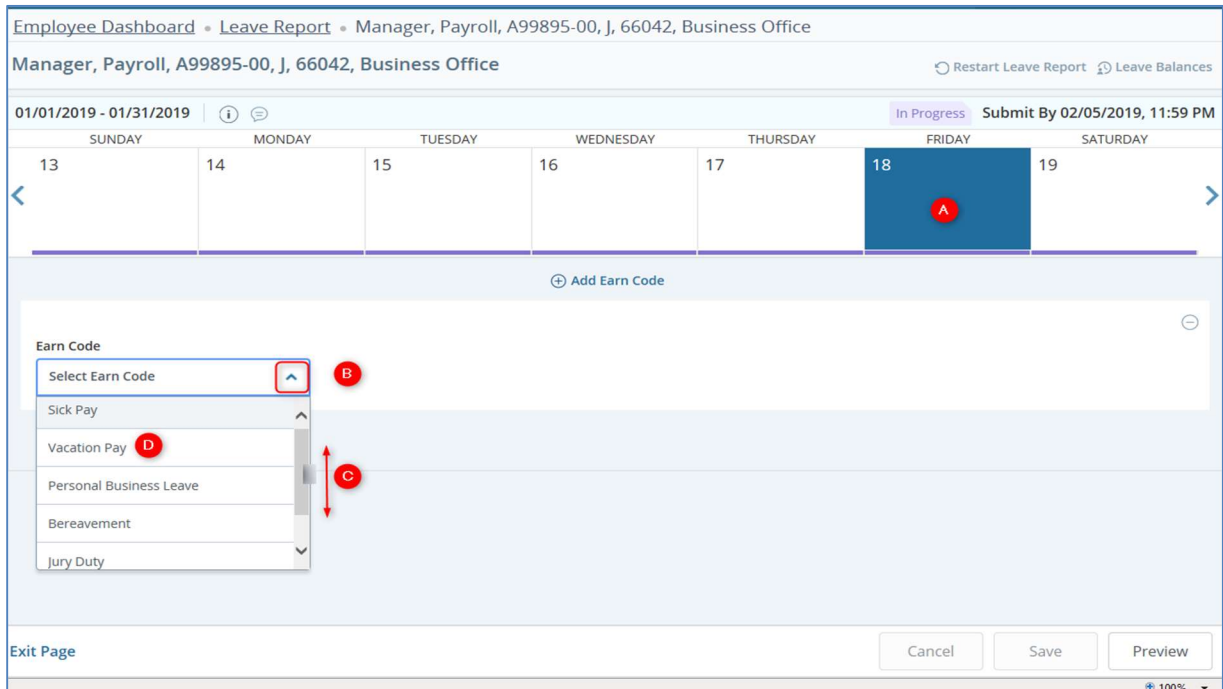
If you have not started the report the screen will have a **Start Leave Report** button. If you have started the monthly report, the status will be "in progress".



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.**



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 [In Progress](#) Submit By 02/05/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
13	14	15	16	17	18 <b>A</b>	19

[Add Earn Code](#)

Earn Code

Select Earn Code **B**

Sick Pay

Vacation Pay **B**

Personal Business Leave

Bereavement

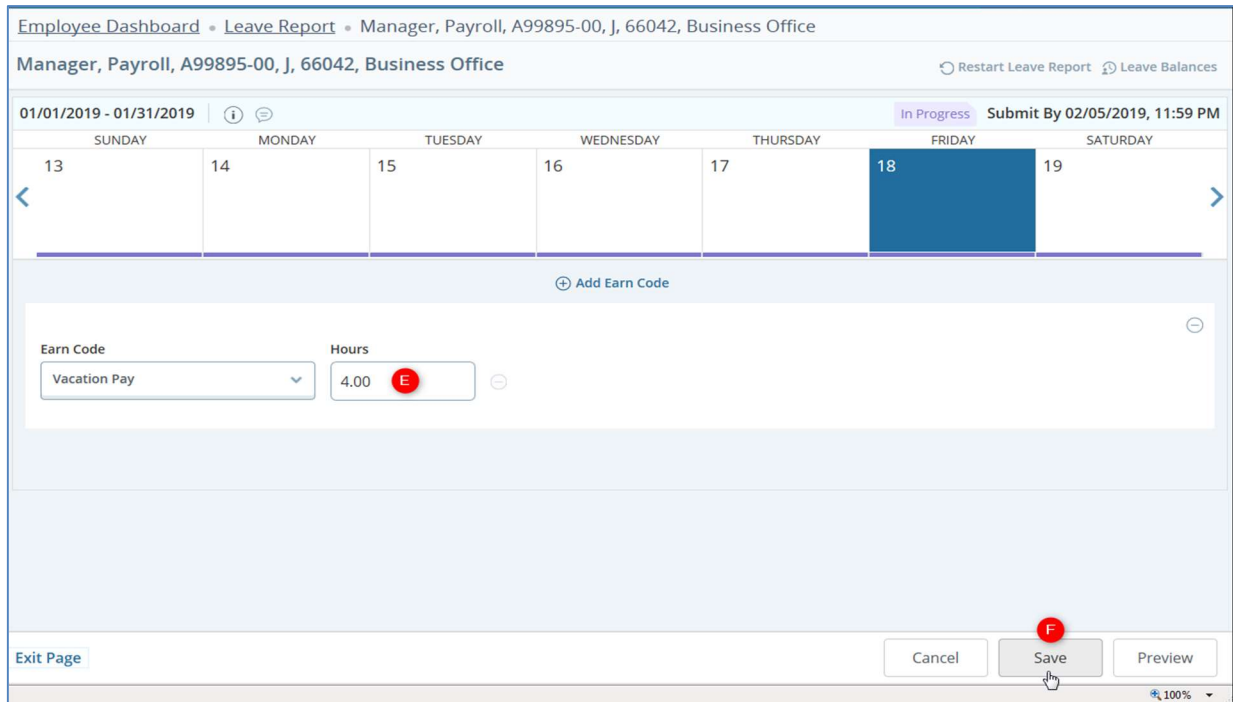
Jury Duty

**C**

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

- 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.*
- Select the **Add Earn Code** box to enter leave.
- 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 [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](#)

100%

**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

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

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

100%

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

In Progress Submit By 02/05/2019, 11:59 PM

FRIDAY	SATURDAY
	2

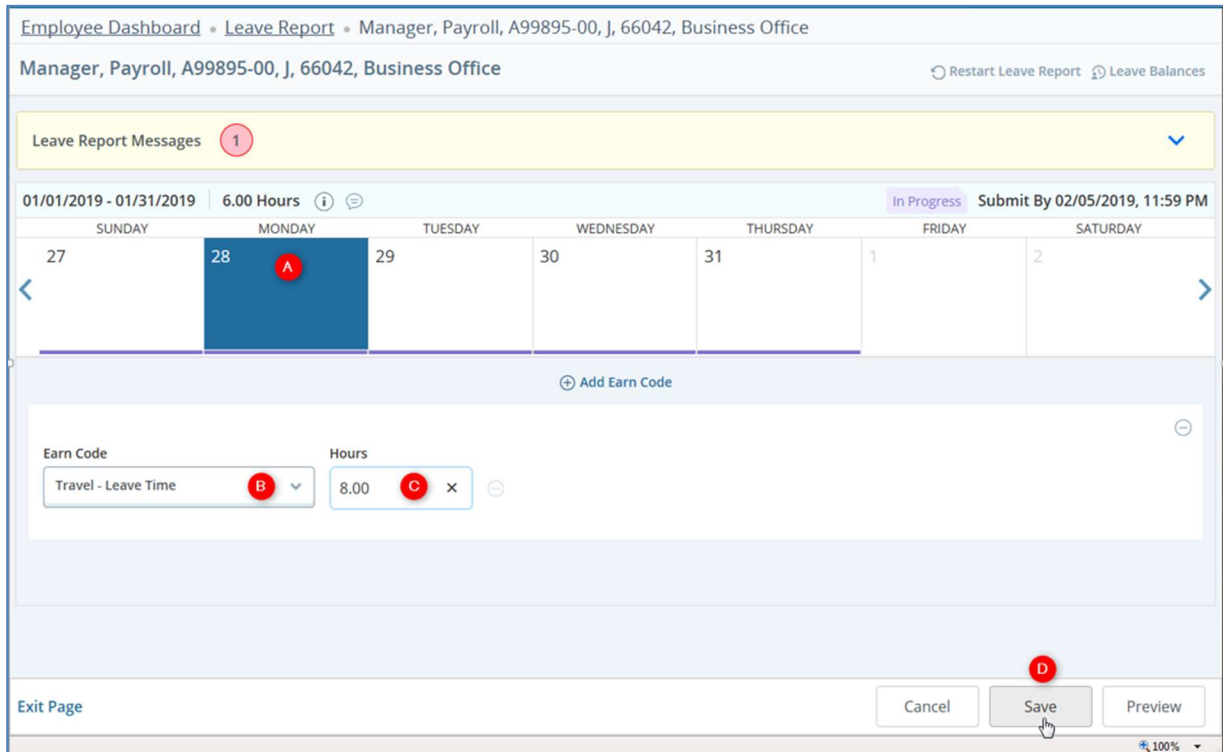
➔

✎ 📄 ⌵

Total: 8.00 Hours

## Section II: Entering Leave – (Example – Travel Leave)

- Select the day to use leave
- Use the drop arrow to select the leave category
- Use the scroll bar if the leave type is not visible on the screen.
- 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 <span>A</span>	29	30	31	1	2

+ Add Earn Code

Earn Code: Travel - Leave Time B

Hours: 8.00 C x

Exit Page Cancel D 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.

Floating Holiday: A comment is only required if you are on FMLA. Please indicate the date applicable to FMLA



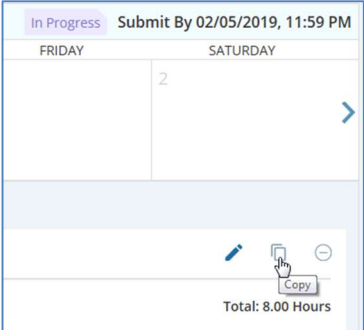
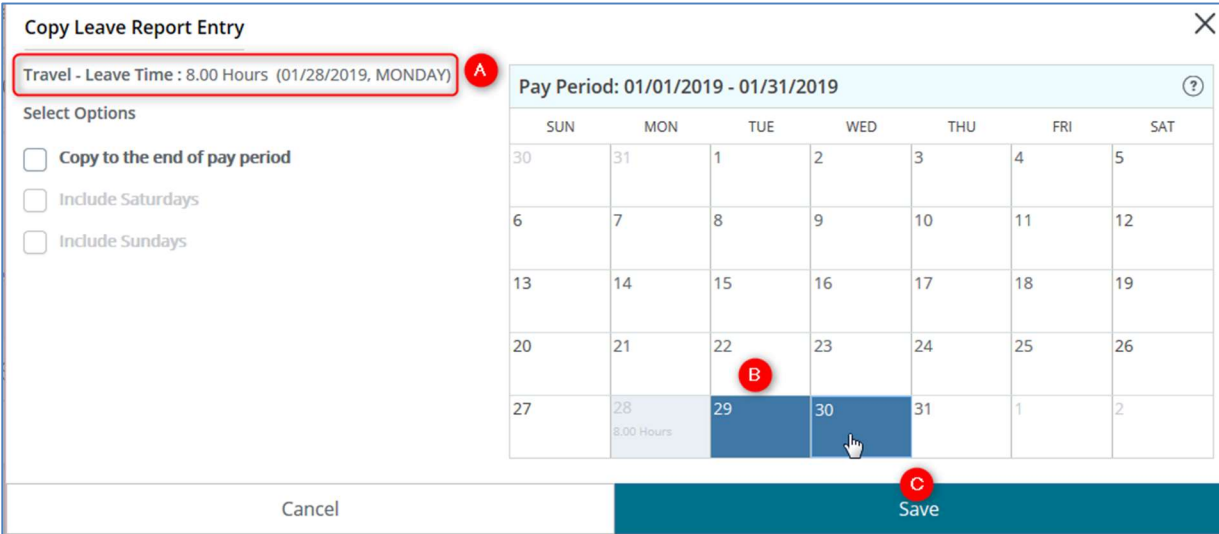
Sick: A comment is only required if you have taken leave under the Family and Medical Leave Act (FMLA), *Procedure 4-8-K: Family and Medical Leave*. Please indicate the dates applicable to FMLA.

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**

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

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

Select Options

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

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 **Save** **C**

- 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

Restart Leave Report Leave Balances

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

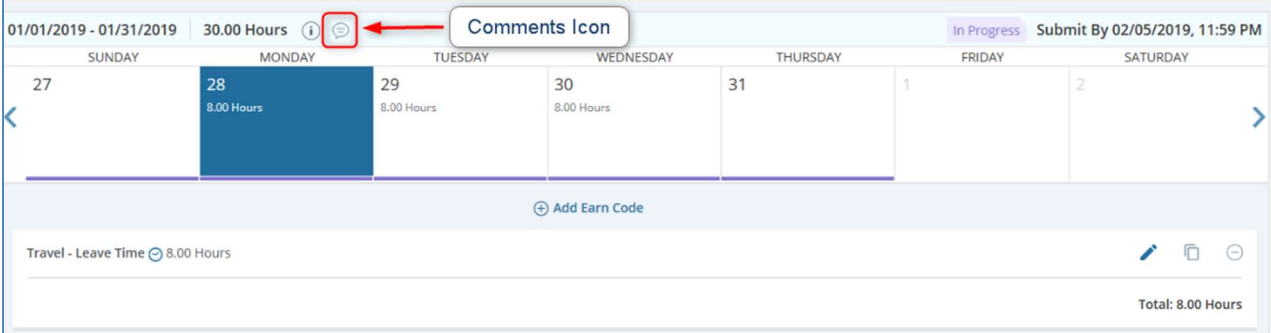
Approvals Leave Report

Jan 2019 Month

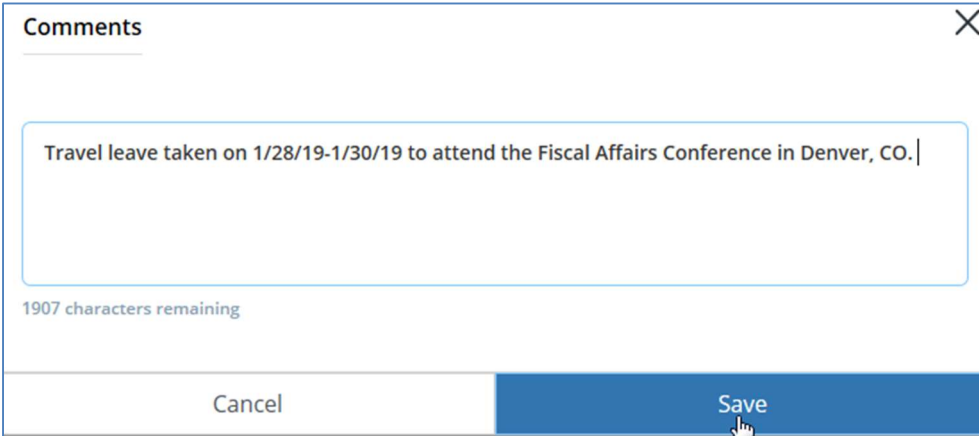
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7 8.00 Hours	8	9	10 8.00 Hours	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 8.00 Hours	29 8.00 Hours	30 8.00 Hours	31	1	2

## Section III: Comments

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

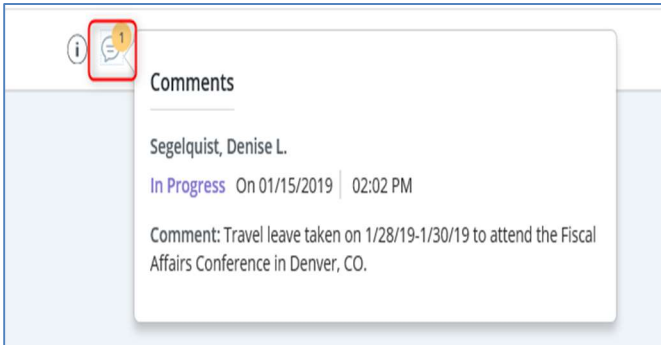
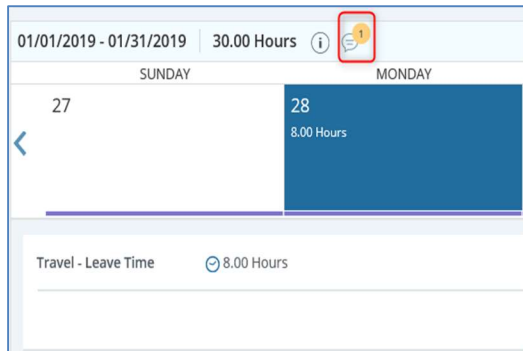


The comment for travel leave should include the dates, the name of the event and the location. The comment for bereavement should state the relationship.



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

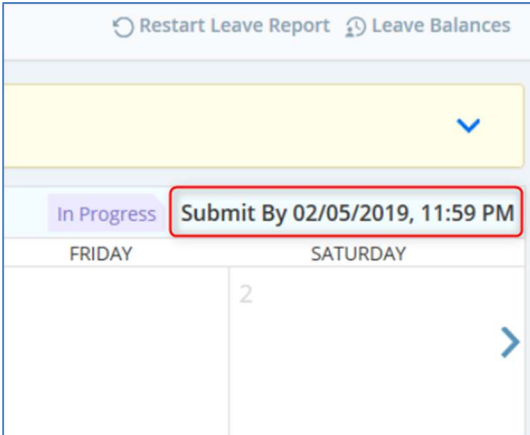
Comments can be viewed on the leave report dashboard or above the calendar by selecting the comments icon.

## Section IV: Leave Report 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.*



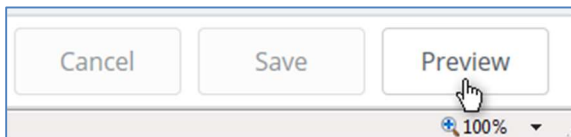
Restart Leave Report Leave Balances

In Progress **Submit By 02/05/2019, 11:59 PM**

FRIDAY SATURDAY

2

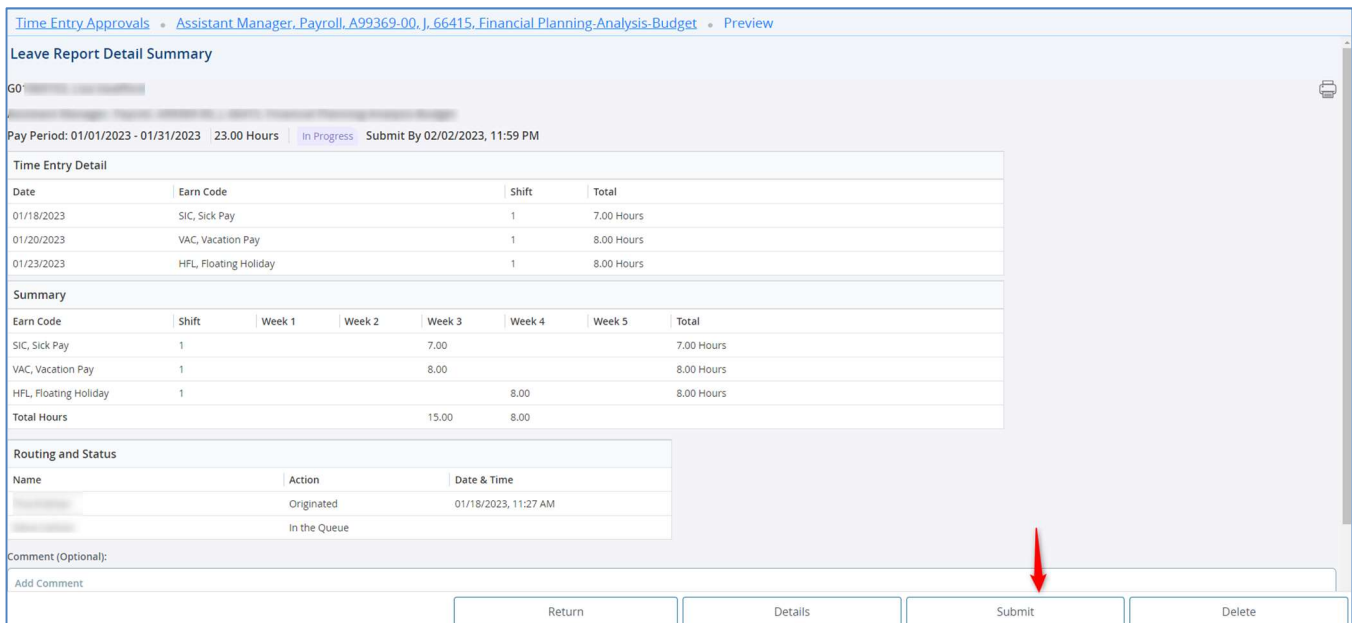
Select the **Preview** button to certify that all leave has been entered correctly for the leave report period.



Cancel Save Preview

100%

- ❖ 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.
- ❖ Use the submit button on the bottom right side to submit the leave report.



Time Entry Approvals • Assistant Manager Payroll A99369-00, J. 66415, Financial Planning Analysis-Budget • Preview

Leave Report Detail Summary

GO

Pay Period: 01/01/2023 - 01/31/2023 23.00 Hours In Progress Submit By 02/02/2023, 11:59 PM

Time Entry Detail

Date	Earn Code	Shift	Total
01/18/2023	SIC, Sick Pay	1	7.00 Hours
01/20/2023	VAC, Vacation Pay	1	8.00 Hours
01/23/2023	HFL, Floating Holiday	1	8.00 Hours

Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
SIC, Sick Pay	1			7.00			7.00 Hours
VAC, Vacation Pay	1			8.00			8.00 Hours
HFL, Floating Holiday	1				8.00		8.00 Hours
Total Hours				15.00	8.00		

Routing and Status

Name	Action	Date & Time
	Originated	01/18/2023, 11:27 AM
	In the Queue	

Comment (Optional):

Add Comment

Return Details **Submit** Delete

The leave report will show a "Pending" status after you have submitted.

Pay Period: 01/01/2023 - 01/31/2023	Pending	Submitted On 01/18/2023, 11:46 AM
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### Need Assistance with accessing the SOS system

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