Salaried Staff Leave Tracking Employee Manual

As of July 14, 2022

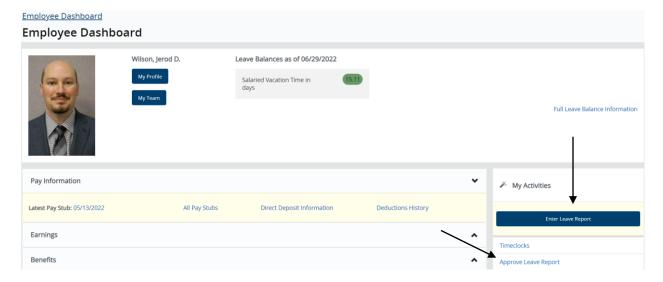
Time is accrued through the payroll process, based on years of service, according to the official leave policy. Leave taken is reported outside of the payroll process via leave reports, which cover a monthly period. Leave reports are available for entry on the first day of the month being reported, and they must be submitted for approval at least five days before the end of the month and should include any anticipated vacation days for the rest of the month.

Time taken is approved by your direct supervisor. Leave reports are not part of the time-keeping system for hourly employees and your department's time-keeper is probably not the person who will be approving your leave reports. Leave reports will need to be submitted even if zero (0) vacation days are taken during the month.

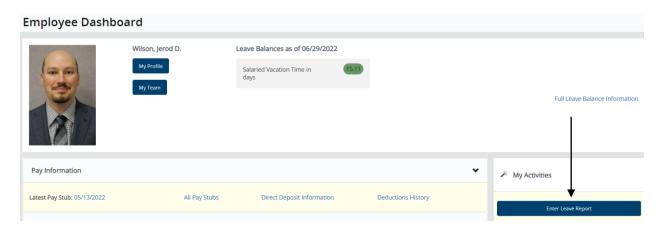
Leave reports and current leave balance can be accessed at the following link: www.andrews.edu/go/myemployeedash

Accrued time history can be view via the "Time Off Current Balances and History" link found at www.andrews.edu/go/myemployeedash.

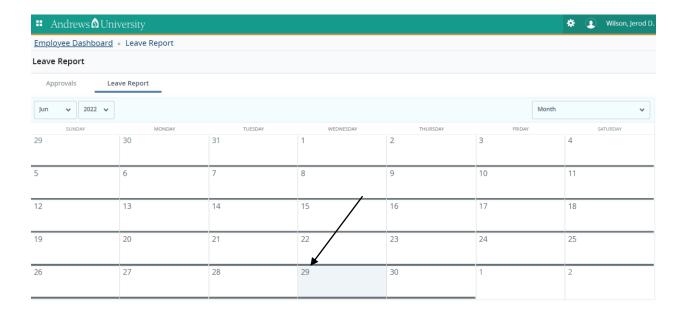
Please follow the instructions below to report and submit your leave report

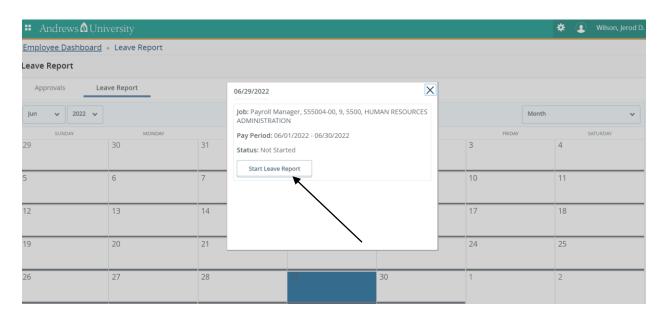


STEP 1: If you are not only a salaried staff member responsible for submitting leave reports, but also the supervisor of a salaried staff member whose leave reports you will need to approve, following the "go/myemployeedash" link will send you to the employee dashboard and you will have the ability to enter your leave report as well as approve leave reports of those employees who report to you. You will also have this option if you have been defined as someone's proxy. Click on the blue "Enter Leave Report" or "Approve Leave Report" button to report your leave time.



STEP 2: Select the day of the month to enter vacation time taken, or the first day of the month if you did not take any vacation. You will be prompted to start your leave report.

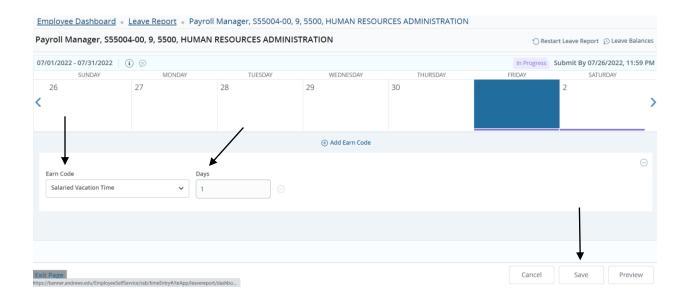


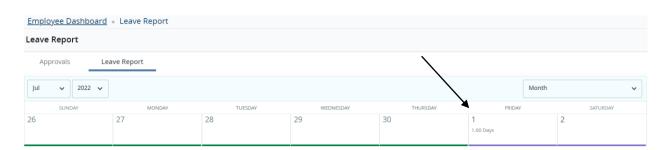


STEP 3: Under earn code, use the drop down box to select "salaried vacation time". Then enter the amount of vacation you choose to report as a half day (enter .5) or a whole day (enter 1). (If you are less than full-time or your appointment percent is less than 100, please contact payroll for instructions on entering half and whole day increments.) If you have no leave days to report, enter "0" days.

Once entered, select the "Save" button, then continue to STEP 4, or if there is no leave to report, go to step 5.

CAUTION: Weekends and holidays are NOT excluded from the available selections. You should not report time taken for University-provided holidays, or for weekends. (If you are an inter-division employee, your vacation accrual takes into account your requirement to report weekends, and weekend vacation time taken should be reported on your leave report.)



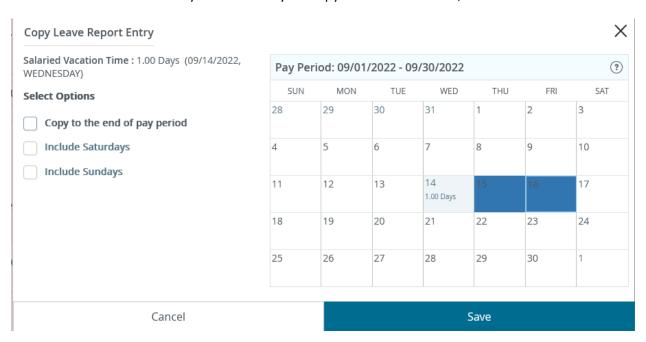


STEP 4: Your leave report will display the vacation days applied on each calendar day that has been entered and saved (click the left or right arrow button to view other weeks).

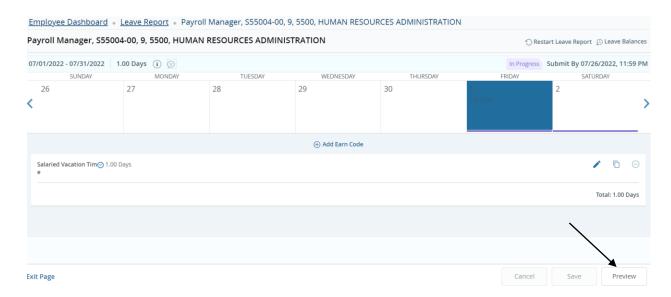
If you are not happy with the result, you can click on each day with leave erroneously taken. Select the edit (pencil) icon, change the number to zero (0) and click the "Save" button. If things are completely mixed up, it may be easier to click on the "Restart" button. You will be notified that "Restarting will delete all changes that you have made to your time records." Click on the "Restart Leave Report" button to restart. This will allow you to start that month's leave report again, with a blank slate.



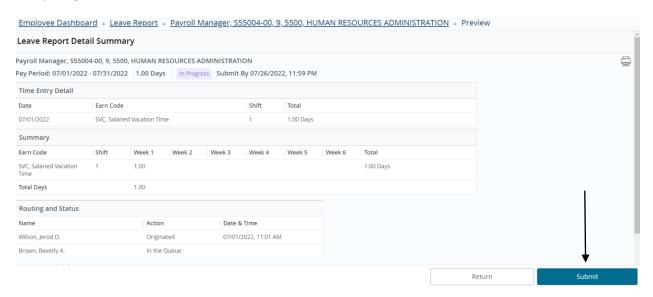
You may also copy function (next to edit icon) to select multiple days at a time and report either "1" or "0.5" for all of the selected days. When all days to copy have been selected, click Save.



When you are satisfied with your reported vacation time, click the "Preview" button.



From here you will see the following summary page and include any comments necessary (e.g) reporting days from prior months). The comments box is located under the Routing and Status section. When everything looks correct, click the Submit button.



CAUTION: Once submitted, you may no longer make any changes to your leave report. If you need to make a change after submitting, you must communicate the change with your supervisor before they approve your leave report. Once approved, no changes at all can be made to that month's leave report.

Remember that the vacation time that you have just reported will not be subtracted from your available leave balance until your supervisor approves your leave report.

Leave reports must be submitted at least five days before the end of the month. For example, in a 31day month like May, the deadline will be the 26th. The deadline is displayed above as the "Submit By Date".

If you have not submitted your leave report by the third day before the deadline, you will receive a daily reminder, via email, until you either submit that month's leave report or the submission deadline has passed.

Leave report statuses are as follows:

Not Started- the leave report has never been viewed/opened

Pending- the leave report has been submitted for approval, but has not yet been approved

In Progress- the leave report has been viewed/started, but not submitted for approval

Completed- the leave report has been approved and is final; leave taken has been recorded