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## Summary

Administrators will report paid time off using data entry screens found in Employee Self-Service. (Only time off is reported; time worked is not reported.) Monthly entry will be made available starting on the first of the month. Employees are expected to submit the report by the 5<sup>th</sup> business day of the following month to allow for review and corrections before the absolute deadline. Employees may enter paid time off information in self-service daily, as time is taken, or wait until the end of the month and enter it all at once. Employees will submit their report only once, when time entry is complete for the month. Completed reports will be available online for one year.

### Overview of Steps

- Login to Employee Self-Service
- Select the appropriate month to report
- Enter paid time off (personal, sick, vacation or funeral (bereavement) time but not holidays or closures)
  - Note: you may exit and return later to continue where you left off
- Review information
- Submit for approval by the Payroll Office

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## IMPORTANT NOTE – Job Changes/Promotions and Leaves of Absence

Job changes will produce two leave reports in the same month, one for each job. The first job will be for entry for the first part of the month, while the second job will be for entry for the second part of the month. If any given day of the month should appear for more than one job, you should enter paid time off for that day only on one job. Any double entry would mean double deduction from your leave balances.

Do not report any paid time off for days that you are officially on leave of absence. Leaves are handled through the Benefits Manager in the Office of Human Resources and Compliance, who will inform you and the Payroll Office how to pay you for your time off. The payroll staff will manually record your paid time off usage based on the official information received by the Benefits Manager. You will only report paid time off before and after your leave of absence. Here are a couple examples.

- If your first day of your leave of absence is March 2, 2017 and you return to your regular work schedule on work on March 22, 2017, you would not record any paid time off in self-service for March 2 through March 21.
- If your first day of your leave of absence is March 2, 2017 and you return to work half days on March 22 and to full days on March 28, you would not record any paid time off in self-service for March 2 through March 27. However, if you time off when you should have been working those half days, then you would report that time off.

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## Need Help or have Questions?

Contact Les Weiland, payroll technician, [payroll@messiah.edu](mailto:payroll@messiah.edu), 717-796-1800 ext. 2901.

Policies are outlined in section 3 of the Human Resources Manual:

[http://www.messiah.edu/download/downloads/id/1307/Section\\_3\\_Benefits.pdf](http://www.messiah.edu/download/downloads/id/1307/Section_3_Benefits.pdf)

## Accessing the Leave Report in Self-Service

1. Login to Self-Service either directly through [ssb.messiah.edu](http://ssb.messiah.edu) or through [FalconLink.messiah.edu](http://FalconLink.messiah.edu) or from the [Messiah University](http://Messiah University) main website (by clicking on “Faculty & Staff” menu at the top, and then the quick link to “Self Service Main Menu”.)
2. Select “Employee”
3. Select “Administrative Leave Reporting”. Note that this is not the same as the Time Sheet Reporting link. Administrators do not fill out time sheets.
4. At this point, you may or may not see a menu similar to the one on the right. The menu only appears if you supervise one or more employees.

### Selection Criteria

	My Choice
Access My Time Sheet:	<input type="radio"/>
Access My Leave Report:	<input checked="" type="radio"/>
Access My Leave Request:	<input type="radio"/>
Approve Or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act As Proxy:	Self <input type="text"/>
Act As Superuser:	<input type="checkbox"/>

Select

The menu allows you to select either your leave report or the time sheets for your supervisees. If you see a menu, click the little circle to the right of the “Access My Leave Report” line and then press the “Select” button at bottom of the menu.

5. Next, you will see your job(s) and department(s) listed. Use the drop down box on the right to select the particular month that you would like to report. Here is an example.

Title and Department	My Choice	Leave Report Period and Status
Technician, Elect/Comp Engr, TF0003-00 Engineering, 2029	<input checked="" type="radio"/>	Apr 01, 2016 to Apr 30, 2016 In Progress <input type="text"/>

Leave Report

Note: (A) Some employees have multiple job assignments and may see more than one department and/or job. Please only select one job to report your paid time off and ignore all others. We do not currently allocate leave time based on individual jobs. Any double entry would mean double deduction from your leave balances. (B) Some employees may have a job change during the month. When this occurs, you will legitimately see two job assignments listed. You will need to enter time off for the first part of the month under one job and the second part of the month under the other job. You can tell which is which when you open the report screen for the job. Simply watch the dates carefully. And remember, any double entry on any given day will result in double deduction from your leave balances.

6. Press the “Leave Report” button.
7. When you open the leave report in self-service, you will be presented with a grid where you enter your paid time off. The grid will display only seven days at one time. You will use the “Next” button to advance to the next seven days. You will only report hours for paid time off – you do not need to enter zeroes if you had no paid time off on any given day. (See the next page for a sample and further instructions.)

## Data Entry

**Title And Number:** Technician, Elect/Comp Engr -- TF0003-00  
**Department And Number:** Engineering -- 2029  
**Leave Report Period:** Apr 01, 2016 to Apr 30, 2016  
**Submit By Date:** Jun 01, 2016 by 11:59 AM

**Earning:** Vacation Pay  
**Date:** Apr 04, 2016  
**Hours:** 8

**Save** **Copy**

Earning	Total Hours	Total Units	Friday Apr 01, 2016	Saturday Apr 02, 2016	Sunday Apr 03, 2016	Monday Apr 04, 2016	Tue Apr
Vacation Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
Sick Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
Personal Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
Bereavement	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
<b>Total Hours:</b>	0		0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0

**Position Selection** **Comments** **Preview** **Submit for Approval** **Restart** **Next**

**Submitted For Approval By:**  
**Approved By:**  
**Waiting For Approval From:**

- ① Note the days are listed across the top, and the types of paid time off are listed on the left. *Holiday hours, closed hours and leaves of absence are not reported.*
- ② Beneath the day for which you took off time, click on the “[Enter Hours](#)” link in the appropriate row for the type of paid time off you are reporting.
- ③ The screen will refresh. An entry prompt will appear above the grid. Enter the number of hours you took off, to the nearest quarter hour (x.00, x.25, x.50, x.75).
- ④ Click on “Save”. You must click save or your entry will not be saved.
  - The screen will refresh, but will look very much the same. The hours you entered will display in the grid cell that you had selected. It is advised that you visually inspect the grid to see your hours were recorded. Do not click in another cell until you know that the current cell has been saved.
  - Once saved, you may exit and return later to add additional time off on other days. When you see the monthly reminder from Payroll, login one last time to submit your report.
  - Correct an entry by clicking on the number you had entered and then enter a new number.
  - All hours you enter will be subtracted from your leave balances when the report is finally approved by the payroll staff. (See next bullet point.)
  - Do not record vacation certificates or you will be overcharged. Instead, write your name on the certificate, the date you took off, the number hours you took off and then mail the certificate to the Payroll Office, suite 3010.
  - Warning: Possible insufficient leave balance: The system will warn you if you have over-used your leave balance. You may ignore the warning for bereavement hours. Insufficient hours in other categories will be taken from your vacation balance.

# Administrative Leave Reporting

Rev. 11/12/18 (MU)

**Title And Number:** Technician, Elect/Comp Engr -- TF0003-00  
**Department And Number:** Engineering -- 2029  
**Leave Report Period:** Apr 01, 2016 to Apr 30, 2016  
**Submit By Date:** Jun 01, 2016 by 11:59 AM

Earning: Vacation Pay  
Date: Apr 04, 2016  
Hours: 8

Save Copy **5**

Earning	Total Hours <b>6</b>	Total Units	Friday Apr 01, 2016	Saturday Apr 02, 2016	Sunday Apr 03, 2016	Monday Apr 04, 2016	Tue Apr
Vacation Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
Sick Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
Personal Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
Bereavement	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	
Total Hours:	0		0	0	0	0	0
Total Units:		0	0	0	0	0	0

Position Selection Comments Preview **8** Submit for Approval Restart Next **7**

Submitted For Approval By:  
Approved By: **9**  
Waiting For Approval From:

**5** The “Copy” button will allow you to copy one day to multiple days. (If you think you will find the copy function helpful, please review the detailed instructions on the last page.)

**6** The “Total Hours” column will be the total for the entire month, not just a total for the days currently displayed on the screen.

**7** Use the “Next” button to display the next seven days on the screen.

**8** Additional action buttons are found at the bottom of the grid.

*Position Selection* = not used, but would allow to report/charge paid time off to different jobs.

*Comments* = you can add comments. (The payroll staff will not be looking for comments. If you need to contact payroll staff, do so via phone or email.)

*Preview* = shows the entire month on the screen for your review (scroll right to see all of the days).

*Submit for Approval* = this is the button to push when you are finished entering all of your time off for the entire month. The report will be sent to the Payroll Office. No further changes can be made. If corrections are necessary, please contact the Payroll Office for further instructions.

*Restart* = erases all entries for the entire month so you can start over.

**9** After you have submitted the report to the Payroll Office, you can monitor the status of your report by viewing the status lines at the bottom of the screen.

## The Copy Function

The copy function allows you to copy hours you have already entered into one cell in the grid and copy that same number of hours and type of time to additional days.

- ① There are some check boxes at the top of the screen that allow you to select a few options, which you will probably not use. (The option description is on the left and the check box itself is on the far right.)
- ② Check the little checkbox below each date that you want to create a copy of the originally selected day and type of time.
- ③ When you have finished selecting options and days, press the “Copy” button to perform the copy.
- ④ When you have finished making the copy, select the “Leave Report” button to return to the prior screen.

Leave Code: Vacation Pay, Shift 1  
Date and leave time to copy: Apr 04, 2016, 8 Hours  
Copy From Date Displayed To End Of The Leave Period: ① ← → ①  
Include Saturdays:  ①  
Include Sundays:   
Copy by date:

Friday Apr 01, 2016	Saturday Apr 02, 2016	Sunday Apr 03, 2016	Monday Apr 04, 2016	Tuesday Apr 05, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	② <input checked="" type="checkbox"/>
Friday Apr 08, 2016	Saturday Apr 09, 2016	Sunday Apr 10, 2016	Monday Apr 11, 2016	Tuesday Apr 12, 2016
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Apr 15, 2016	Saturday Apr 16, 2016	Sunday Apr 17, 2016	Monday Apr 18, 2016	Tuesday Apr 19, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Apr 22, 2016	Saturday Apr 23, 2016	Sunday Apr 24, 2016	Monday Apr 25, 2016	Tuesday Apr 26, 2016
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Apr 29, 2016	Saturday Apr 30, 2016			
<input type="checkbox"/>	<input type="checkbox"/>			

④ Leave Report    ③ Copy