

Entering Leave Report on Employee Self Service Portal

General Guidelines for Leave Requests:

- Self Service is currently available for non-hourly Faculty and Staff to report Vacation, Sick Time, Bereavement, and FMLA time. Unpaid time other than FMLA should be routed to Human Resources for entry.
- Leave reports are due on the Friday following the last day of the pay period. Note the Submit By Date on the top of the Leave Report.
- Leave should be entered in quarter hour increments.
- When entering multiple dates, click save after entering each day.
- Add comments or make changes before submitting for approval. You will not have the opportunity to add or edit comments once the report has been submitted.
- Once hours and comments are complete, click on Submit for Approval button.
- Leave reports will be routed to your supervisor for approval. Once approved and applied, leave reports update sick and vacation balances. Your current balance is reflected in Leave Balances through Self Service, not on your pay stub.
- Leave requests will automatically transfer to your leave report once the pay period begins. **You will still need to submit your leave report** after you have made any necessary corrections or updates.
- Please refer to additional instructions for guidelines on entering FMLA and Bereavement time.

Step One: Log into myUT with UTAD credentials.

The University of Toledo

Sign in with your organizational account

Sign in

Step Two: On the employee tab, under Pay Details & Leave Balances, select Leave Report.

[Pay Stubs](#)

[Benefit Summary](#)

[Earnings History](#)

[Direct Deposit Information - Wages](#)

[Leave Balances](#)

[Leave Request](#)

[Leave Report](#)

[Time Sheet](#)

[Approve Time](#)



Entering Leave Report on Employee Self Service Portal

Step Three: Choose the desired reporting period to enter time into using the drop down menu and click Leave Report.

Leave Report Selection

| | | |
|----------------------|-----------|--------------------------------------|
| Title and Department | My Choice | Leave Report Period and Status |
| | | Aug 05, 2017 to Aug 18, 2017 Pending |

Leave Report

Step Four: Click Enter Hours in the desired Sick or Vacation type under the appropriate date. Once you click Enter Hours, a block will open up above the calendar listing earning type, date, and a box for you to enter hours. Type in the number of hours you took off and hit Save. Repeat this step for any other day as necessary.

Leave Report

Title and Number:

Department and Number:

Leave Report Period:

Submit By Date:

| | |
|----------|--------------|
| Earning: | Vacation |
| Date: | Aug 07, 2017 |
| Hours: | 8 |
| Save | Copy |

| Earning | Total Hours | Total Units | Saturday Aug 05, 2017 | Sunday Aug 06, 2017 |
|-------------------------------|-------------|-------------|-----------------------------|-------------------------|
| Vacation | 24 | | Enter Hours | Enter H |
| Sick Pay | 0 | | Enter Hours | Enter H |
| Bereavement Leave (Sick Time) | 0 | | Enter Hours | Enter H |
| Vacation FMLA | 0 | | Enter Hours | Enter H |
| Sick Pay FMLA | 0 | | Enter Hours | Enter H |
| Total Hours: | 24 | | 0 | |
| Total Units: | | 0 | 0 | |

Enter comments as necessary

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Click next to move to second week in period

Submitted for Approval By:

Approved By:

Waiting for Approval From:


If sick leave is used, you must indicate whether the absence is for personal illness or family illness in the comments field. Click Next to advance to the next week in the pay period.

You can review Leave Balances to make sure adequate time is available by clicking on Leave Balance listed under Other Information on Department Summary menu. If you have a potential insufficient leave balance, a warning will be displayed at the top of the leave report. Contact your supervisor or HR for further instruction on how to address an insufficient leave balance.

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Select Submit for Approval when all hours and comments are entered and before the **Submit by Date** listed on the top of the Time and Leave Reporting form.

You will receive a message that your time was submitted successfully and the pay period status on the Leave Report selection screen will now be listed as Pending. The Leave Report will now be available for your supervisor to approve.

 **Your leave report was submitted successfully.**

Extra Hints:

- If you used the same exception hours on several days, you can copy the hours to the rest of the week. After entering the initial hours, select Copy. You can choose to copy to specific days by clicking the box under the desired dates. Click Copy and it will populate the hours for you. Click Leave Report to return to your Leave Report.

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

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

Vacation, Shift 1
Aug 07, 2017, 8 Hours
☐
☐
☐


| Saturday Aug 05, 2017 | Sunday Aug 06, 2017 | Monday Aug 07, 2017 | Tuesday Aug 08, 2017 | Wednesday Aug 09, 2017 | Thursday Aug 10, 2017 | Friday Aug 11, 2017 |
|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Saturday Aug 12, 2017 | Sunday Aug 13, 2017 | Monday Aug 14, 2017 | Tuesday Aug 15, 2017 | Wednesday Aug 16, 2017 | Thursday Aug 17, 2017 | Friday Aug 18, 2017 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- To enter time in a period no longer open, select the current period. Enter the hours on any day not being used. Indicate in the comments section the actual date the hours relate to. You cannot submit more hours than you work in a pay period (normally 80 hours per pay).

| Earning: | Vacation | | | |
|---|---------------------------------|-------------|--------------------------|------------------------|
| Date: | Aug 05, 2017 | | | |
| Hours: | <input type="text" value="24"/> | | | |
| <input type="button" value="Save"/> <input type="button" value="Copy"/> | | | | |
| Earning | Total Hours | Total Units | Saturday Aug 05, 2017 | Sunday Aug 06, 2017 |
| Vacation | 48 | | 24 | Enter |

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Comments

 Enter or edit comments until you submit the record for approval.

| | |
|------------------------|---|
| Made By: | You |
| Comment Date: | Aug 18, 2017 |
| Enter or Edit Comment: | <div>Vacation hours on August 5 are for unreported vacation hours taken as follows: 8/2 - 8 hours 8/3 - 8 hours 8/4 - 8 hours</div> |

Save

Previous Menu