Entering Leave Time on Employee Self Service Portal

Reporting Leave through Self Service is currently to be used by Full Time and 9 month Faculty and Main Campus PSA non-hourly employees to report Vacation, Vacation Holding (for those who that applies), and Basic Sick only. Any other employee and/or other type of leave still use the 3 part Absence Report Form.

Step One: Log into myUT with utad credentials

^{my} UT	Daily news for The University of Toledo community	Username: awalker18 Login Help myUT Help Ad	Password: LOGINLOGINLOGINLOGIN
My Account Content Layout	he employee tab select <i>More En</i> Welcome Alyson Walker You are currently logged in.	nployee Options	
Student S	tudent Resources Employe	e UT Community	y Library
My Toolkit			Email and UTAD Ac
Person Name (SSN Ch Update Update Update View E	al Information Change Information ange Information Addresses & Phones Emergency Contacts Marital Status -mail Addresses		Access your Roc This is your link t Please note that
Pay De View P Earning Direct (e tails & Leave Balances ay Stubs gs History Deposit Information Balances		undergoing data link does not wor your mailbox may Click here for FAC
Tax For Payroll More Er	Schedule FY2012 mployee Options	-	Outlook Web Ac Access your Utole My UT Account

Step Three: Select Leave Report under the options listed for Employee

Personal Information / Student / Financial Aid / Employee						
Employee						
Pay Stubs						
Earnings History						
Direct Deposit Information						
Leave Balances						
Tax Forms						
Time Sheet						
Leave Report						
RELEASE: 8.4.1						
Step Four: Chose Access my Leave Report and click Select.						
Personal Information / Student / Financial Aid / Employee						
Search Go						
Time Reporting Selection						
Selection Criteria						
Nu Choice						
My Choice						
My Choice Access my Time Sheet:						
My Choice Access my Time Sheet: Access my Leave Report: Access my Leave Request:						
My Choice Access my Time Sheet: Access my Leave Report: Access my Leave Request: Access my Leave Request:						
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My Choice Access my Time Sheet: Access my Leave Report: O Access my Leave Request: O Approve or Acknowledge Time: O Approve All Departments: I Act as Proxy: Self						

Personal Information Student	Financial Aid Employee					
Search Go		<u>SITE MAP</u>	H			
Leave Report Selection						
			-			
Title and Department My C	hoice Leave Report Period and Status					
Budget Analyst, 962131-00 ③ Office Of Bud/Plan, 106280	Oct 22, 2011 to Nov 04, 2011 In Progress 🔽					
Leave Report						
RELEASE: 8.3						

Step Five: Chose the desired reporting period to enter time into and click Leave Report

NOTE: To enter time in a period no longer open, select the current period. Enter the hours on any day not being used and in the comments section add the correct dates.

Step Six: Click Enter Hours under the desired Sick or Vacation type under the appropriate date. Relationship to Sick is still required. Please use the comments field to indicate relationship to Sick.

Leave Re	eport				-						_	
Title and Number:						Budget Analyst 962131-00						
Department and Number:						Office Of Bud/Plan 106280						
Leave Re	eport F	Period	:			Oct 22, 20)11 to Nov 04	l, 2011				
Submit E	By Date	e:				Nov 11, 2	011 by 05:00	P.M.			_	
Earning	Total Hours	Total Units	Saturday Oct 22, 2011	Sunday Oct 23, 2011	Monday Oct 24, 2011	Tuesday Oct 25, 2011	Wednesday Oct 26, 2011	Thursday Oct 27, 2011	Friday Oct 28, 2011			
Vacation	0		<u>Enter</u> Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter</u> Hours	Enter Hours			
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	<u>Enter</u> Hours	Enter Hours			
Vacation Holding Account	0		<u>Enter</u> Hours	<u>Enter</u> Hours	<u>Enter</u> Hours	<u>Enter</u> Hours	Enter Hours	<u>Enter</u> Hours	<u>Enter</u> Hours			
Total Hours: Total	0 Ent	ter co nece	o mments a essary	0 S 0	0	0	0	0	0	-	Click next to move to second week in period	
Positi	ion Sele	ction	Comn	nents	Preview	Subn	nit for Approva	l Res	tart N	lext		

Select Submit for Approval when all hours are entered and when the **Leave Report Period** has come to an end but before the **Submit By Date** as noted at the top of the form

You will receive a message that your time was submitted successfully

Select the link under a date to enter hours or days. Select Next or Previou

🖄 Your leave report was submitted successfully. 🔶
Leave Report
Title and Number:
Department and Number:
Leave Report Period:
Submit By Date:

The web leave reports only route to HR and Payroll to apply to the leave balances. If your supervisor requires, you can go back into your submitted form and take a screen shot and email it to your supervisor to confirm submission.

Once applied, it affects the vacation and sick leave balances directly and will not be reflected on the paystub.