

# *The Leave System*

- ~What is the new Leave System?*
  - ~How does it work?*
  - ~How does it relate to me?*

# *The Leave System Training*

## *Part A*

*For everyone that  
accrues and uses leave*

# *Setting up your computer to use the Leave System*

- ~Mozilla Firefox or Internet Explorer*
- ~Flash Player 10*
- ~Live vs. Test sites*
- ~my.evergreen.edu login - test it*
- ~Bookmark the webpage*
- ~my.evergreen.edu is accessible off campus*

# *What is the Leave System for and how does it relate to me?*

## *Employees:*

- ~Submit leave requests*
- ~Review balances, accruals and adjustments*
- ~View history*

## *Supervisors:*

- ~Submit proxy leave requests*
- ~Approve / deny leave requests*
- ~View histories*

# *What the Leave System is not for*

- ~Overtime*
- ~Compensatory Time earned or paid out*
- ~Additional Pay at Straight Time*
- ~Callback Pay*
- ~Shift Differential*
- ~Standby Pay*

*Use the “Payroll Report of Changes to Salary” form for all of the above*



- ~Work Schedule changes*
- ~Shift changes*

*Use the “Work Schedule / Shift Change” form for the above*

# How to find and use your new online Leave Request . . .

1. Open your internet connection and type in **my.evergreen.edu** and hit the Enter key.

2. Enter your user name and password and click the Login button.

The screenshot shows a web browser window with the address bar set to <http://my.evergreen.edu>. The page title is "The Evergreen State College". The browser's address bar shows the URL. The page content includes the "EVERGREEN" logo, a login form with fields for "Login:" and "Password:", and a "Login" button. A red text box instructs users to "type your @evergreen.edu login and password to access this site". Below the login form, there is a privacy notice and a link to the login help page. A footer note mentions that first-time users may need to reset their password. On the right side of the page, there are two main sections: "Students" and "Faculty and Staff", each with a list of links. A "New" section on the far right lists "2009 Gr: Signup f email ale" and "Ever Account". A third callout points to the "My Leave Requests" link in the Faculty and Staff list.

**EVERGREEN**

**type your @evergreen.edu login and password to access this site**

Login:

Password:

Login

To protect your privacy, completely exit your web browser when finished.

Having trouble logging in? Go to the [@evergreen.edu Login Help](#) page.

**Faculty & Staff:** If you are a first time user of this site, you may need to reset your password on your office desktop or on the web at [my.evergreen.edu](#).

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**my.evergreen.edu**

**Students**

- [Class Schedules](#)
- [Community Opportunities Database \(CODa\)](#)
- [Evaluations](#)
- [Individual Study Contracts \(starting Fall 2008\)](#)
- [Registration](#)
- [Student Account Summary](#)
- [Student Services, Financial Aid and Enrollment](#)
- [Verification](#)
- [Webmail](#)
- [Web Payment](#)

**Faculty and Staff**

- [Budgets and Finance](#)
- [Exam and Reference Copy C](#)
- [Faculty Class Information](#)
- [Faculty Program Development P](#)
- [Individual Study Contracts](#)
- [Leave Approvals](#)
- [My Leave Requests](#)
- [Textbook and Desk Copy Orders](#)
- [Webmail](#)

**New**

- [2009 Gr: Signup f email ale](#)

**Ever**

- [Account](#)

3. Click on **My Leave Requests** in the Faculty and Staff list.

## How to enter the date(s) on your new online Leave Request . . .

Click in the Leave Beginning box then click on the date in the pop-up calendar. (See sample pop-up calendar below.)

Pop-up Calendar

**Leave Request** Pending **Leave History** Shafer, Sara ▶

Leave Beginning 8:00 AM  
 Leave Ending 5:00 PM  
 Leave Type  
 FMLA ☐ Job Related Injury ☐  
 Comments / Reason  
 Work Area Computing and Communicat  
 Request Made New Request

**Available Leave**

Type	Balance	Availabl
Sick Leave	97.40	97.40
Vacation	59.50	59.50
Personal Holiday	0.00	0.00
Personal Leave Day	0.00	0.00
Compensatory Time	0.00	0.00
Shared Leave	0.00	0.00

**Sample Pop-up Calendar**  
 Use arrows at top of calendar to choose the month, then click on date.

**Other Requests** **Leave Requested** **Balance**

45 Minutes 0.8 Decimal Hrs Totals

Preview

**NOTE:** When you choose the date for the Leave Beginning box, the same date will automatically fill in the Leave Ending box. So if you are requesting more than one day of leave, click in the Leave Ending box and choose the last day of leave from that pop-up calendar.

If using **less** than a whole day of leave, click in the time boxes and enter the time leave begins and ends. Remember to double-check **AM** and/or **PM** are correctly set.



## How to enter the time(s) on your new online Leave Request . . .

Click in the time boxes and enter the hours as needed to equal the amount of leave you are requesting for a single day. Remember to add AM and/or PM.

Leave Request

Pending Requests

Leave History

Leave Beginning

11/10/2008

8:00 AM

Leave Ending

11/14/2008

5:00 PM

Leave Type

FMLA

☐

Job Related Injury

☐

Comments / Reason

Work Area

Computing and Communicat

Request Made

New Request

Available Leave

Type	Balance	Availabl
Sick Leave	97.40	97.40
Vacation	59.50	59.50
Personal Holiday	0.00	0.00
Personal Leave Day	0.00	0.00
Compensatory Time	0.00	0.00
Shared Leave	0.00	0.00

Date	Other Requests	Leave Requested	Balance

**NOTE:** Some people work less than an 8-hour day and some people work 9-80s or 10-hour days; some people take a 60-minute lunch and some take a 30-minute lunch. Those on the 9-80s would need to enter leave for the 8-hour day separately or else change it when you get to the Preview screen, as well as adjusting the flex day to zero when requesting the whole week off.

Again, if using **less** than a whole day of leave, click in the time boxes and enter the time leave begins and ends, and double-check **AM** and/or **PM** are correctly set.

45

Minutes

0.8

Decimal Hrs

Totals

Preview

Save



## How to enter the leave type on your new online Leave Request . . .

**Leave Request**   **Pending Requests**   **Leave History**   **Shafer, Sara**

Leave Beginning: 11/10/2008 8:00 AM  
 Leave Ending: 11/14/2008 5:00 PM  
 Leave Type: ▼  
 Comments / Reason:  
 Work Area:  
 Request Made: New Req

**Available Leave**

Type	Balance	Availabl
Sick Leave	97.40	97.40
Vacation	59.50	59.50
Personal Holiday	0.00	0.00
Personal Leave Day	0.00	0.00
Compensatory Time	0.00	0.00
Shared Leave	0.00	0.00

**Other Requests**   **Leave Requested**   **Balance**

Click in the Leave Type box and click on the type of leave you are requesting from the drop-down menu. Use the scroll bar at the right side of the menu to search for additional types of leave.

45 Minutes   0.8 Decimal Hrs   **Totals**

**Preview**   **Save**

## How to enter a comment on your new online Leave Request and review . . .

Leave Request

Pending Requests

Leave History

Shafer, Sara

Available Leave

Type	Balance	Available
Sick Leave	97.40	97.40
Personal Time	0.00	0.00
Compensatory Time	0.00	0.00
Shared Leave	0.00	0.00

Leave Beginning

11/10/2008

8:00 AM

Leave Ending

11/10/2008

10:00 AM

Leave Type

Sick Leave

FMLA

Job Related Injury

Comments / Reason

Dental appointment

Work Area

Computing and Communicat

Request Made

New Request

Click in the Comments / Reason box and type your reason for leave (this is optional\*).

Date	Other Requests	Leave Requested	Balance
<p><b>REVIEW YOUR ENTRIES:</b></p> <ol style="list-style-type: none"> <li>Beginning and Ending <u>dates</u> are correct.</li> <li>Beginning and Ending <u>times</u> are correct—including AM / PM.</li> <li>Leave <u>type</u> has been correctly chosen.</li> <li>*Although optional, entering a <u>reason</u> for sick leave that is requested in advance helps to maintain an error-free audit trail. These comments also appear in the Leave History to quickly remind you why the hours were taken.</li> <li>Make any necessary adjustments by clicking in the appropriate box or boxes to change the information.</li> </ol> <p><b>NEXT:</b> Click on the <b>Preview</b> button.</p>			

45

Minutes

0.8

Decimal Hrs

Totals

Preview

Cancel

## How to Preview your new online Leave Request . . .

**Leave Request**   **Pending Requests**   **Leave History**   **Shafer, Sara**

Leave Beginning: 11/10/2008 8:00 AM  
 Leave Ending: 11/14/2008 5:00 PM  
 Leave Type: **Vacation**  
 FMLA ☐ Job Related Injury ☐  
 Comments / Reason: Fun in Hawaii ~ Aloha!  
 Work Area: **Computing and Communicat**  
 Request Made: *New Request*

Type	Balance	Availabl
Sick Leave	97.40	97.40
Vacation	59.50	59.50
Personal Holiday	0.00	0.00
Personal Leave Day	0.00	0.00
Compensatory Time	0.00	0.00
Shared Leave	0.00	0.00

Date	Other Requests	Leave Requested	Balance
11/10/2008 (Mon)	0.00	8.00	60.17
11/11/2008 (Tue)	0.00	8.00	52.17
11/12/2008 (Wed)	0.00	8.00	44.17
11/13/2008 (Thu)	0.00	8.00	36.17
11/14/2008 (Fri)	0.00	8.00	28.17

45 Minutes   0.8 Decimal Hrs   **Totals**   40.00   28.17

**Preview**   **Save**

When I entered my leave request on October 29th my available leave balance was 59.5 hours. The leave request program recognizes that on November 1st my vacation accrual of 8.67 hours will be added in automatically. So even though I'm submitting my request in October, when I preview my request, the preview portion of the screen begins deducting leave assuming my available balance is 68.17 hours on November 10th, the first day of my vacation ( $59.5 + 8.67 = 68.17 - 40.00 = 28.17$ ).

Note in the Totals boxes that I have requested 40 hours of leave and my new available balance is 28.17 hours.

When satisfied that everything is correct, click on the Submit button to send your leave request to your supervisor for approval or disapproval.

## How to verify conversion of minutes to decimal hours on your new online Leave Request . . .

**Leave Request**   **Pending Requests**   **Leave History**   **Shafer, Sara**

Leave Beginning: 10/31/2008 3:00 PM  
 Leave Ending: 10/31/2008 4:30 PM  
 Leave Type: Sick Leave  
 FMLA ☐ Job Related Injury ☐  
 Comments / Reason: Dental appointment  
 Work Area: Computing and Communicat  
 Request Made: New Request

Type	Balance	Availabl
Sick Leave	97.40	97.40
Vacation	59.50	59.50
Personal Holiday	0.00	0.00
Personal Leave Day	0.00	0.00
Compensatory Time	0.00	0.00
Shared Leave	0.00	0.00

Date	Other Requests	Leave Requested	Balance
10/31/2008 (Fri)	0.00	1.50	95.90

To verify the number of minutes requested has converted to the proper decimal hours, enter the minutes in the box below and click on the calculator icon.

30 Minutes     0.5   Decimal Hrs   **Totals**   1.50   95.90

**Preview**   **Submit**

Using the built-in calculator to verify the decimal hours can be especially helpful for those times when you might leave or return at "odd" minutes and you are in a hurry. This time-saving tool also helps maintain an error-free audit trail.

Minutes	Tenths	Minutes	Tenths	Minutes	Tenths
1-6	.1	19-24	.4	37-42	.7
7-12	.2	25-30	.5	43-48	.8
13-18	.3	31-36	.6	49-54	.9
				55-60	1.0 hour



## How to Save/Submit your new online Leave Request . . .

Leave Request

Pending Requests

Leave History

Leave Beginning

10/31/2008

3:00 PM

Leave Ending

10/31/2008

4:30 PM

Leave Type

Sick Leave

FMLA

☐

Job Related Injury

☐

Comments / Reason

Dental appointment

Work Area

Computing and Communicational

Request Made

New Request

Available Leave

Type	Balance	Available
Sick Leave	97.40	97.40
Vacation	59.50	59.50
Personal Holiday	0.00	0.00
Personal Leave Day	0.00	0.00
Compensatory Time	0.00	0.00
Shared Leave	0.00	0.00

Date	Other Requests	Leave Requested	Balance
10/31/2008 (Fri)	0.00	1.50	95.90

30 Minutes

0.5

Decimal Hrs

Totals

1.50

95.90

Preview

Save

After you click on the Submit button, the information you entered on the Leave Request page will disappear and move to the Pending Requests to await your supervisor's approval (or disapproval).

After you have submitted your leave request, click on the Pending Requests tab at the top of the form to check the status of your request.

[Leave Request](#)
[Pending Requests](#)
[Leave History](#)

## How to check the Status of your new online Leave Request . . .

The screenshot shows the 'Pending Requests' tab with a 'Sick Leave' request for Sara Shafer. The request is for 10/31 from 3:00 PM to 4:30 PM, with a reason of 'Dental appointment'. The status is 'Pending Approval', highlighted in orange. Below the form is a table showing leave usage for 10/27 - Mon, with 3.5 days used and 93.9 days remaining. At the bottom are 'Edit', 'Delete', and a 'Detail' icon (magnifying glass).

Date	Used	Bal
10/27 - Mon	3.5	93.9

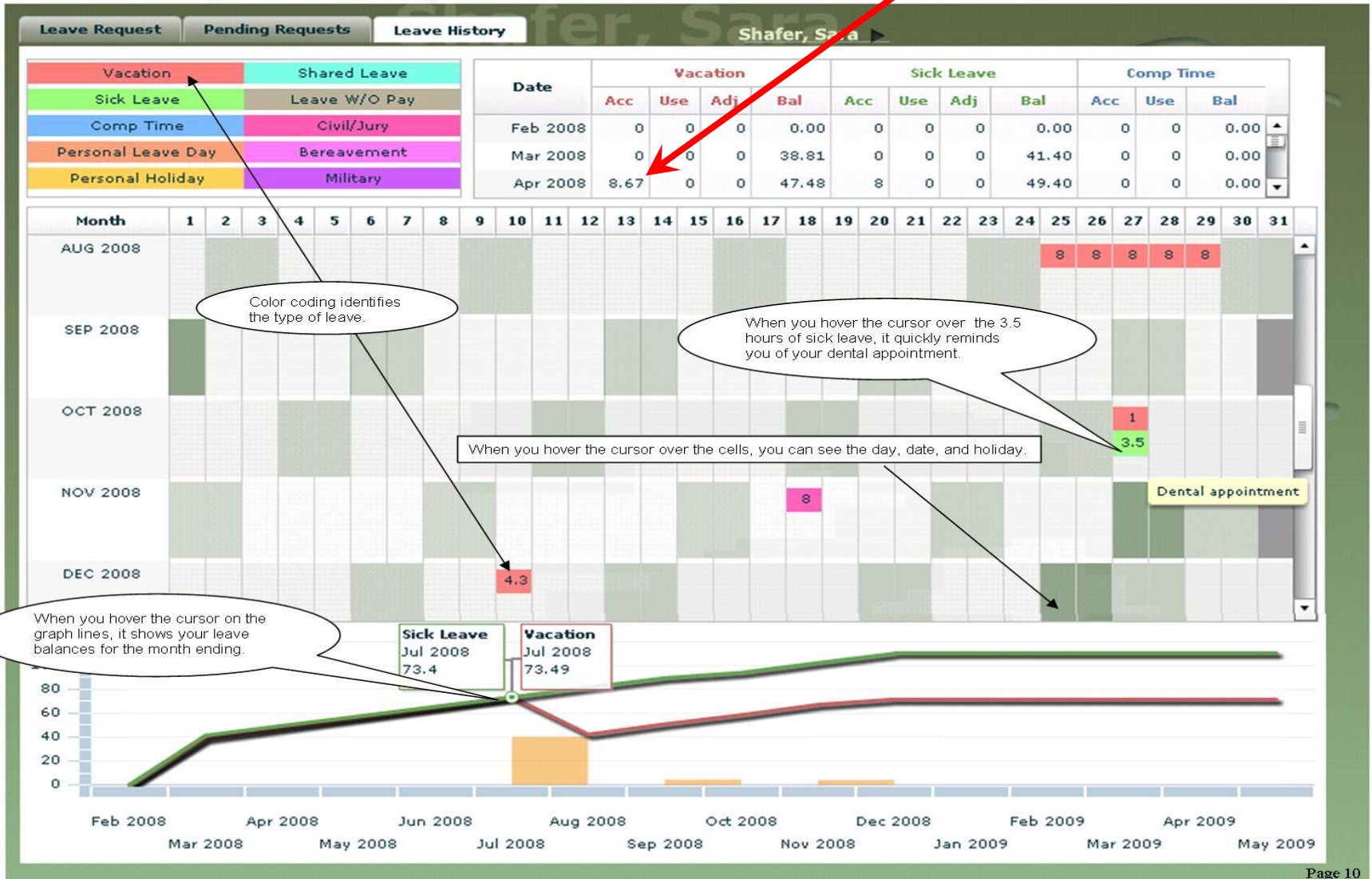
The Pending Request screen allows you to check the status to see if your supervisor has approved or denied your leave. If the request is still pending approval, you can edit or delete the request by clicking on the buttons at the bottom of the form. Clicking on the detail icon will expand the view as shown below.

Detail Icon

The screenshot shows two requests in the 'Pending Requests' tab. The top request is a 'Vacation' request for Jennifer Le Vesque, requested on 11/03 at 9:48 AM, for 11/11 from 8:30 AM to 5:00 PM, with a reason of 'Veteran's Day - School Off for Daugh'. The status is 'Approved', highlighted in green. The bottom request is a 'Sick Leave' request for Jennifer Le Vesque, requested on 11/04 at 10:45 AM, for 11/20 from 8:00 AM to 5:00 PM, with a reason of 'sick'. The status is also 'Approved', highlighted in green. Both requests have 'Edit', 'Delete', and 'Detail' icons at the bottom.

Note the change in the status bar once your supervisor has approved your leave request. Also note that you can no longer edit the request.

# Leave Request History



*Note: Vacation accrual rate for Classified staff will increase after the anniversary date.*



## Remember to protect your security . . .

st.evergreen.edu/flex/mytal/time\_and\_leave#app=5b798bd86-selectedIndex=0

evergreen.edu home help Shafer, Sara [logout](#)

Leave History Shafer, Sara

Type	Balance	Available
Sick Leave	101.90	101.90
Vacation	67.17	67.17
Personal Holiday	0.00	0.00
Personal Leave Day	0.00	0.00
Compensatory Time	0.00	0.00
Shared Leave	0.00	0.00

Other Requests	Leave Requested	Balance

When finished using the online Leave Request system, be sure to logout and then close your web browser.

# Resolving Leave System Issues

Employee



Supervisor



Timekeeper



HRS Main Office



HRS Representative



Computing and  
Communications Staff

# Take Away Information

~Test the Leave System

<http://mytest.evergreen.edu/> on your computer

~When you go live use the production web site

<http://my.evergreen.edu/>

~Enter all of the leave you've requested and used since the 1<sup>st</sup> of the month that you go "live" in.

# *The Leave System Training*

## *Part B*

*For Supervisors*

## *How does a supervisor access the Leave System?*

- ~ Open a web browser (Explorer or Firefox)*
- ~ Navigate to <https://my.evergreen.edu>*
- ~ Log in using your network username and password*
- ~ Under Faculty and Staff, click on Leave Approval or Leave Requests*

my.evergreen.edu - Mozilla Firefox

File Edit View History Bookmarks Tools Help

< >

↺

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🖨

➕

🌐

https://my.evergreen.edu/home

☆

🔍

Google

my.evergreen.edu

home help Mealy, Sarah logout

Students

[Class Schedules](#)  
[Community Opportunities Database \(CODa\)](#)  
[Evaluations](#)  
[Individual Study Contracts](#)  
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News

[Changes to Student Email - December 2008](#)  
[Signup for e2Campus to receive weather and emergency text messages and email alerts](#)

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[Account Settings](#)  
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Faculty and Staff

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[Individual Study Contracts](#)  
[Textbook and Desk Copy Orders](#)  
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Leave Approvals:

~Approve / deny requests  
~View all your supervised staff's leave side-by-side

vs.

Leave Requests:

~Enter personal and proxy requests  
~View individual staff leave histories

EVERGREEN

Done

home

help

Mealy, Sarah  
[logout](#)

### Leave Request

### Pending Requests

### Leave History

Mealy, Sarah ▶

Leave Beginning  

Leave Ending  

Leave Type ▼

FMLA ☐ Job Related Injury ☐

Comments / Reason	
-------------------	--

Work Area **Admin** ▼

[Request Made](#) [New Request](#)

### Available Leave

Type	Balance	Available
Vacation	103.06	103.06
Sick Leave	40.00	40.00
Comp Time	0.00	0.00
Personal Leave Day	0.00	0.00
Personal Holiday	0.00	0.00
Shared Leave	-50.00	-50.00

[illegible]

Transferring data from mytest.evergreen.edu...

## How to Create a Proxy Leave Request

- ~ Select the Leave Requests link
- ~ Select an employee by hovering over the black arrow





Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://mytest.evergreen.edu/flex/mytal/time\_and\_leave#

https://my.evergre...al/time\_and\_leave#

http://mytest.e...ime\_and\_leave#

Testing Site for my.evergreen.edu

home help Mealy, Sarah logout

## My Leave Requests

Leave Request Pending Requests **Leave History** Schofner, Heather

Vacation		Shared Leave	
Sick Leave	Leave W/O Pay		
Comp Time	Civil/Jury		
Personal Leave Day	Bereavement		
Personal Holiday	Military		

Date	Vacation				Sick Leave				Comp Time		
	Acc	Use	Adj	Bal	Acc	Use	Adj	Bal	Acc	Use	Bal
Mar 2008	0	0	0	69.68	0	0	0	68.75	0	0	0.00
Apr 2008	8.67	0	0	78.35	8	0	0	76.75	0	0	0.00
May 2008	8.67	0	0	87.02	8	0	0	84.75	0	0	0.00

Month	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	29	30	31
SEP 2008																															
OCT 2008																															
NOV 2008																															
DEC 2008	8																														
JAN 2009																															

Transferring data from mytest.evergreen.edu...

Click on the Leave History tab to see the history for each employee that you supervise.

You can switch to a different employee by hovering over the black arrow.

# Proxy Leave Requests continued

## When to do them?

During extended absences (more than 2 days)

Each day an employee is in Leave Without Pay status

Question: How do you know when an employee is in LWOP status?

Answer: Check their balances in the Leave History section of Leave Requests

Failure to do a proxy leave request when an employee is in Leave Without Pay status may result in an overpayment

# How to Approve / Deny a Leave Request

- ~ Select the Leave Approvals link
- ~ You will see any pending leave requests submitted by the people that you supervise
- ~ You may approve the request by clicking the “thumbs up” symbol
- ~ You may deny the request by clicking the “thumbs down” symbol
- ~ Per the Collective Bargaining Agreement, all denied requests must include a comment in the Supervisor Comments section

Pending Requests

Request Details

Vacation Requested: 10/20 2:02 PM

Employee

Bailey, Scott

From/To

10/27 8:00 AM10/30 4:30 PM

Used/Bal

2406.71

Reason

Showing Sara

Date	Used	Bal
10/27 - Mon	6	104.71
10/28 - Tue	6	98.71
10/29 - Wed	6	92.71
10/30 - Thu	6	86.71

Supervisor Comments

Status: Pending Approval

Details

VP Finance and AdministrationOct 2000

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	Oct 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	29	30	31	Nov 1

Pending Approval

Approved

Denied

Cancelled

Cancel Pending

*Questions?*