



COMMUNITY COLLEGE OF RHODE ISLAND

# **ELECTRONIC LEAVE PROCESSING**

## **Electronic Leave Reporting for Bi-weekly Employees**

Updated: January 2014

Overview / Due Date .....	3
Accessing the Electronic Leave System via Self Service .....	3
View Current Leave Balances .....	4
Employee's Request for Time off in Advance .....	5
Supervisor's Approval of Leave Requests:.....	8
Results of Approved Leave Request:.....	11
Reporting Time Taken Using The Leave Report.....	12
Submitting Leave Report for Approval .....	14
Viewing Approved Leave Reports.....	15
Supervisors – Approving Leave Reports .....	16
Supervisors – Setting Up Proxies .....	20

## Overview / Due Date

This electronic method for leave reporting is available to all non-classified staff and academic year faculty at this time. Leave reports must be approved no later than the Friday after the end of the pay period (or on the Pay Day). For example, if you were completing a Leave Report for pay period ending 07/27/13, the Leave Report must be approved by your supervisor no later than 08/02/13.

## 2013-2014 Bi-Weekly Payroll Schedule

STATE PP#	BANNER PP#	From	To	Pay Date
1	15	06/30/13	07/13/13	07/19/13
2	16	07/14/13	07/27/13	08/02/13
3	17	07/28/13	08/10/13	08/16/13

Supervisors should make arrangements with each of their employees to have Leave Reports submitted and approved in accordance with the deadline.

## Accessing the Electronic Leave System via Self Service

Log into MyCCRI via CCRI's website

Click on the "For Employees tab to access the Electronic Leave System options

The screenshot shows the MyCCRI website interface. At the top, there is a green banner with the MyCCRI logo and the text "Providing new and improved resources and tools for students, faculty and staff." Below the banner, there is a navigation bar with tabs: myCCRI, Support, myChannels, myCourseTools, myInfo, For Students, mySchedule, myAccount, For Employees (highlighted), For Finance, myReports, and myWorkflow. On the left side, under the "Employment Details" section, there is a list of links: Leave Reporting, Leave Details, Time Sheet, Job Details, Update Your Address(es), Employee Directory, Request Time Off, View Leave Balances, Salary Planer (Budget Office Use Only), and Tuition Waiver Request. On the right side, under the "OES Staff Links" section, there is a list of links: Financial Aid Measures and GPA (OES Staff Use), Student Financial Aid SnapShot, Add/View Comments on Web Admission Applications, Student Tracker, and Managed Graduation Application. At the bottom right, there is a "CCRI Crier" section with a newsletter preview.

# View Current Leave Balances

Select “View Leave Balances”

## Leave Balances

Employees completing their leave report on the web can view their balances anytime. Usually payroll processing is complete within one week from pay date. Payroll processing posts accruals of vacation and sick time according to union contracts. The hours entered as taken on the leave report post as soon as your supervisor approves your leave report.

For more details about accruals and carry-over allowances, see your employee contract as follows:

CCRIPSA members:	CCRIESPA members:	CCRIFA members:	BOE employees:
<a href="#">Printable PDF</a> Sick Leave (pages 14-15) Vacation (pages 21-23) Personal (page 18)	<a href="#">Printable PDF</a> Sick Leave (pages 33-36) Vacation (pages 25-27) Personal (page 36)	<a href="#">Printable PDF</a> Sick Leave (page 8) Vacation (page 13) Personal (page 14)	<a href="#">Sick Leave</a> <a href="#">Vacation</a> <a href="#">Personal</a>

If you have any questions regarding your balances, please email [payroll@ccri.edu](mailto:payroll@ccri.edu)

**NEW:** Select the link under the Type of Leave column to access detailed leave and accrual information.

### List of Leave Types

TYPE of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned as of Jan 13, 2014	Taken as of Jan 13, 2014	Available Balance as of Jan 13, 2014
<a href="#">Bereavement</a>	Hours	.00	Feb 03, 2008	-26.00	.00	.00	-26.00
<a href="#">Jury Duty</a>	Hours	.00	Feb 03, 2008	-14.00	.00	.00	-14.00
<a href="#">Leave Without Pay</a>	Hours	.00	Feb 03, 2008	-29.00	.00	.00	-29.00
<a href="#">Paid Administrative Leave</a>	Hours	.00	Feb 03, 2008	-14.00	.00	10.00	-24.00
<a href="#">Personal</a>	Hours	.00	Feb 03, 2008	.00	28.00	28.00	.00
<a href="#">Parental Leave</a>	Hours	.00	Feb 03, 2008	.00	.00	.00	.00

To return to the first employee menu, click the “Back to Employee Tab”



  
E-mail Groups Logout

Search

## Leave Balances

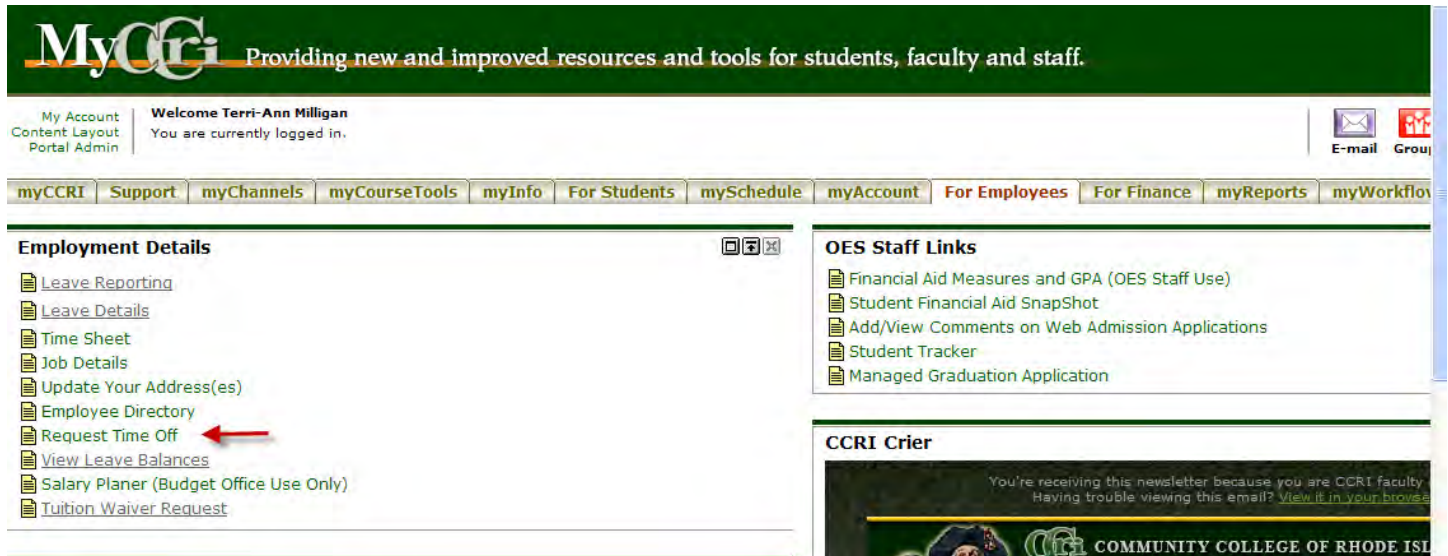
Employees completing their leave report on the web can view their balances anytime. Usually payroll processing is complete within one week from pay date. Payroll processing posts accruals of vacation and sick time according to union contracts. The hours entered as taken on the leave report post as soon as your supervisor approves your leave report.

For more details about accruals and carry-over allowances, see your employee contract as follows:

## Employee's Request for Time off in Advance

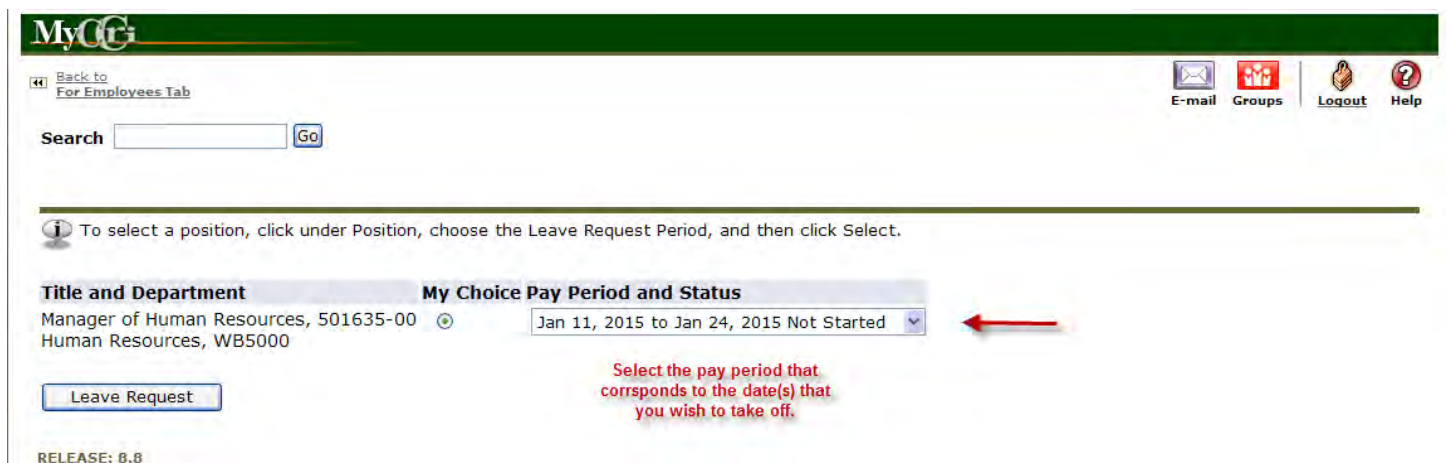
College policy requires that periods of 3 successive vacation days or more be submitted to you Department Supervisor and approved.

Select "Request Time Off" from the menu



The screenshot shows the MyCGRi portal interface. At the top, there is a green banner with the MyCGRi logo and the text "Providing new and improved resources and tools for students, faculty and staff." Below the banner, there is a navigation bar with various tabs: myCCRI, Support, myChannels, myCourseTools, myInfo, For Students, mySchedule, myAccount, For Employees (highlighted), For Finance, myReports, and myWorkflows. On the left side, under the "Employment Details" section, there is a list of links: Leave Reporting, Leave Details, Time Sheet, Job Details, Update Your Address(es), Employee Directory, Request Time Off (highlighted with a red arrow), View Leave Balances, Salary Planer (Budget Office Use Only), and Tuition Waiver Request. On the right side, there is a section for "OES Staff Links" with links to Financial Aid Measures and GPA (OES Staff Use), Student Financial Aid SnapShot, Add/View Comments on Web Admission Applications, Student Tracker, and Managed Graduation Application. Below that, there is a section for "CCRI Crier" with a newsletter announcement.

Select the pay period that corresponds to the date(s) you wish to take off and click the "Leave Request" button. (\*You cannot submit a Leave Request for the "current" pay period, it must be done in advance.)



The screenshot shows the MyCGRi portal interface for the "Leave Request" form. At the top, there is a green banner with the MyCGRi logo. Below the banner, there is a navigation bar with various tabs: Back to For Employees Tab, Search, and Go. On the right side, there are links for E-mail, Groups, Logout, and Help. Below the navigation bar, there is a section for "Leave Request" with a "My Choice Pay Period and Status" dropdown menu. The dropdown menu is open, showing the selected pay period: "Jan 11, 2015 to Jan 24, 2015 Not Started" (highlighted with a red arrow). Below the dropdown menu, there is a "Leave Request" button. At the bottom, there is a red text box that says "Select the pay period that corresponds to the date(s) that you wish to take off." The release version is listed as "RELEASE: 8.8".

Select the dates and corresponding leave earnings that you wish to take

Enter the number of hours you wish to take and click “save”

Click “submit for approval” (\*\*It is recommended that at this point you send an email to your supervisor indicating that you have submitted a Leave Request so that they will know to go in and approve it.)

**MyCCRI**

[Back to For Employees Tab](#)

E-mail

Groups

Logout

**Leave Request**

**Title and Number:** Manager of Human Resources -- 501635-00

**Department and Number:** Human Resources -- WB5000

**Leave Request Period:** Jan 26, 2014 to Feb 08, 2014

**Submit By Date:** Jan 25, 2014 by 03:30 PM

**Earning:** Vacation

**Date:** Jan 28, 2014

**Hours:**  Enter the number of hours that you wish to take off

Earning	Default Hours or Units	Total Hours	Total Units	Sunday Jan 26, 2014	Monday Jan 27, 2014	Tuesday Jan 28, 2014	Wednesday Jan 29, 2014	Thursday Jan 30, 2014	Friday Jan 31, 2014	Saturday Feb 01, 2014
Vacation	0	7		Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave w/o Pay With Benefits	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		7		0	0	7	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

Once you have completed entering the request for leave and click “Submit for Approval” you may not make any changes. You will need to ask your supervisor to return it to you to make changes.

A certification page will appear when you submit the electronic leave report for approval. Enter your MyCCRI password and click “Submit”.

## Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

**PIN:**  Enter your PIN #. The PIN # is your password to your email account.  
 By entering your PIN (which represents your signature), you are attesting to the accuracy of the data being submitted for approval just as you would on a paper timecard.

**RELEASE: 8.1** Once completed, press "Submit" to electronically submit the timecard to your supervisor for approval.

powered by  
**SUNGARD** HIGHER EDUCATION

See the leave request with the notations:

At the top of the leave request you should see “Your Leave Request was Submitted Successfully” and at the bottom see that the leave request is “Awaiting Approval” from your supervisor.

**MyCG**

[Back to For Employees Tab](#)

E-mail

Groups

Logout

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.  
Remember to check your union contract to determine the maximum carryover for vacation and sick time at calendar year end.

**Your leave request was submitted successfully.**

**Leave Request**  
**Title and Number:** Manager of Human Resources -- 501635-00  
**Department and Number:** Human Resources -- WB5000  
**Leave Request Period:** Feb 23, 2014 to Mar 08, 2014  
**Submit By Date:** Feb 22, 2014 by 03:30 PM

Earning	Default Hours or Units	Total Hours	Total Units	Sunday Feb 23, 2014	Monday Feb 24, 2014	Tuesday Feb 25, 2014	Wednesday Feb 26, 2014	Thursday Feb 27, 2014	Friday Feb 28, 2014	Saturday Mar 01, 2014
Vacation	0	7		Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave w/o Pay With Benefits	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		7		0	0	7	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

Position Selection

Comments

Preview


Next

**Submitted for Approval By:** You on Jan 13, 2014  
**Approved By:**  
**Waiting for Approval From:** Sheri Norton

## Supervisor's Approval of Leave Requests:

Access the Electronic Timesheets via Self Service by logging into MyCCRI  
Click on the "For Employees" tab to access the Electronic Timesheet options  
Supervisors will see a host of options; select "Approve or Acknowledge Time"

### Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

#### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

Select the radio button under "Leave Request" and click "Select button at the bottom of the page"

MyCCRI

 [Back to For Employees Tab](#)

  
E-m

### Approver Selection Web Page

#### Time Sheet

Department and Description	My Choice	Pay Period
C, ZA0087, Norton, S Web Approval	<input checked="" type="radio"/>	MN, Dec 01, 2013 to Dec 31, 2013

#### Leave Request

Department and Description	My Choice	Pay Period
C, WB1000, VP of Business Affairs	<input type="radio"/>	BW, Nov 30, 2014 to Dec 13, 2014
C, WB5000, Human Resources	<input type="radio"/>	BW, May 18, 2014 to May 31, 2014

Select the employee's name to see the leave request details

**MyCGI**

[Back to For Employees Tab](#)

E-mailGroupsLogoutHi

SearchGo

### Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

**COA:** C, Community College of Rhode Island  
**Department:** WB5000, Human Resources  
**Pay Period:** Feb 23, 2014 to Mar 08, 2014  
**Act as Proxy:** Sheri L. Norton, SLNORTON

Change SelectionSelect All, Approve or FYIResetSave

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
92025595	Terri-Ann Milligan 501635 - 00 Manager of Human Resources	Approve	.00	7.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

View the leave request detail and click "Approve"

**MyCGI**

[Back to For Employees Tab](#)

E-mailGroupsLogoutHelp

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

**Employee ID and Name:** 92025595 Terri-Ann Milligan  
**Title:** 501635-00 Manager of Human Resources  
**Department and Description:** C WB5000 Human Resources  
**Transaction Status:** Pending

Previous MenuApproveReturn for CorrectionChange RecordDeleteAdd Comment

Routing Queue

**Leave Request**

Earnings	Total Hours	Total Units	Sunday, Feb 23, 2014	Monday, Feb 24, 2014	Tuesday, Feb 25, 2014	Wednesday, Feb 26, 2014	Thursday, Feb 27, 2014	Friday, Feb 28, 2014	Saturday, Mar 01, 2014	Sunday, Mar 02, 2014	Monday, Mar 03, 2014	Tuesday, Mar 04, 2014	Wednesday, Mar 05, 2014	Thursday, Mar 06, 2014	Friday, Mar 07, 2014
Vacation	7				7										
<b>Total Hours:</b>	7				7										
<b>Total Units:</b>		0													

**Routing Queue**

Name	Action and Date
Terri-Ann Milligan	Originated Jan 13, 2014 01:40 pm
Terri-Ann Milligan	Submitted Jan 13, 2014 01:45 pm
Sheri L. Norton (Mandatory)	Pending

Previous MenuApproveReturn for CorrectionChange RecordDeleteAdd Comment

See approval message

MYCUG

Back to For Employees Tab

E-mailGroupsLogoutHelp

Search

Go

## Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Time transaction successfully approved.

**Employee ID and Name:**92025595 Terri-Ann Milligan

**Title:**501635-00 Manager of Human Resources

**Department and Description:**C WB5000 Human Resources

**Transaction Status:**Approved

Previous Menu

Routing Queue

Leave Request

Earnings	Total Hours	Total Units	Sunday , Feb 23, 2014	Monday , Feb 24, 2014	Tuesday , Feb 25, 2014	Wednesday , Feb 26, 2014	Thursday , Feb 27, 2014	Friday , Feb 28, 2014	Saturday , Mar 01, 2014	Sunday , Mar 02, 2014	Monday , Mar 03, 2014	Tuesday , Mar 04, 2014	Wednesday , Mar 05, 2014	Thursday , Mar 06, 2014	Friday , Mar 07, 2014
Vacation	7				7										
Total Hours:	7				7										
Total Units:		0													

## **Results of Approved Leave Request:**

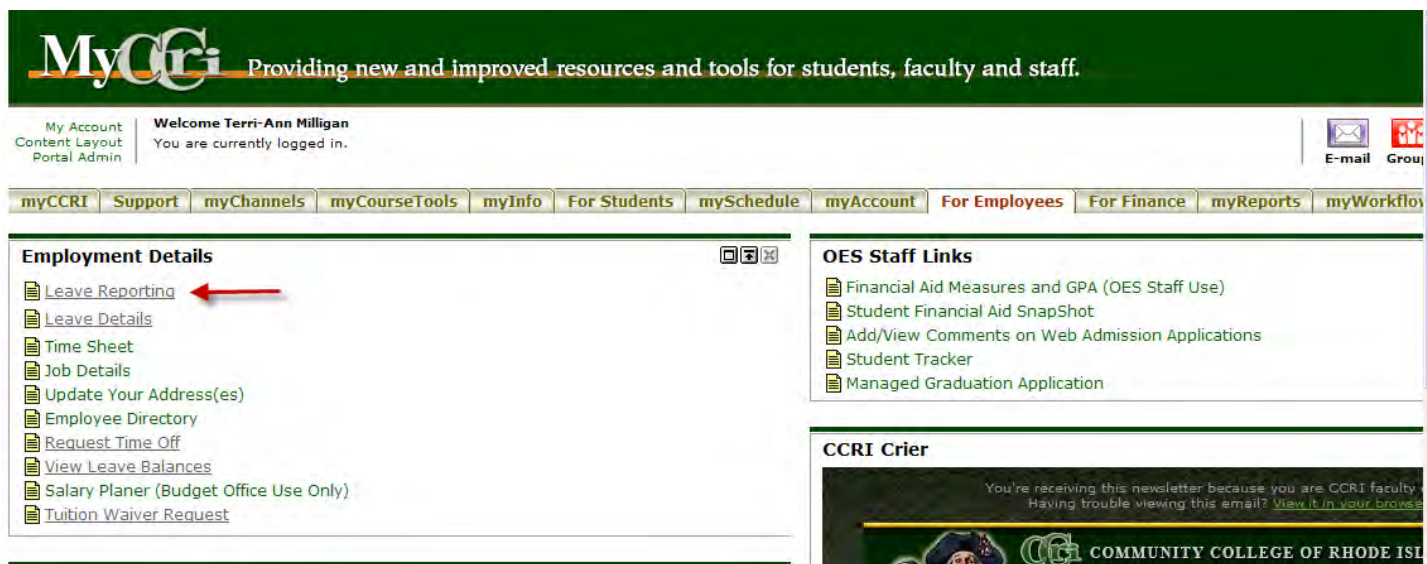
Once a supervisor has approved a leave request, that amount of time is automatically logged on the appropriate leave report

If for some reason, plans change and you do not actually take the time off, simply remove it from the leave report prior to submitting it for approval

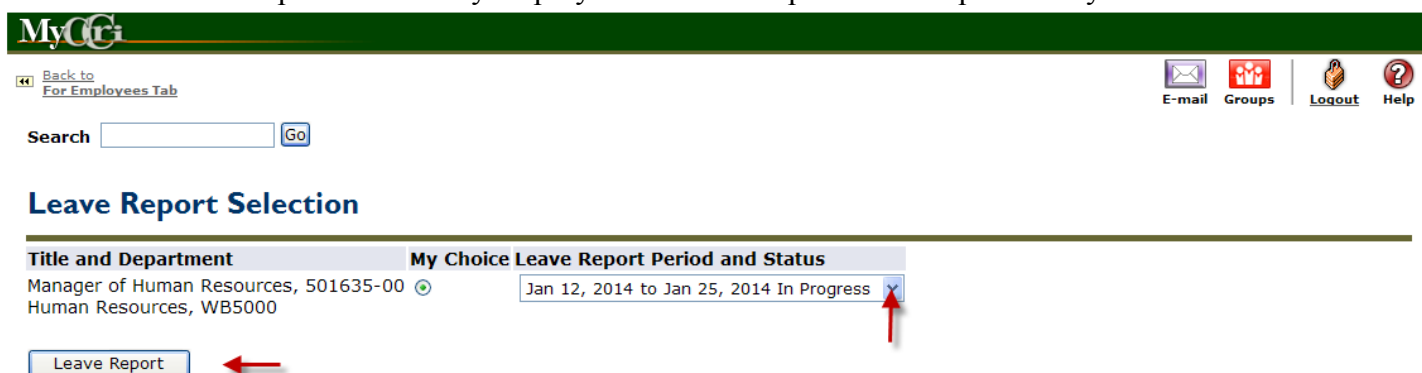
The leave is deducted from your leave balances only when the leave report is submitted & approved

# Reporting Time Taken Using The Leave Report

Select “Leave Reporting”



Using the down arrow, select the appropriate pay period to complete and click the “Leave Report” box to access the electronic leave report. Bi-weekly employees should complete leave reports every two weeks.



Each leave report will show the status of progression:

- Not Started – employee has not begun processing this leave report
- In Progress – employee may have begun the leave report but has not submitted it for approval
- Pending – leave report is pending supervisor’s approval
- Completed – supervisor has processed the leave report

When the electronic leave report appears, you will see only one week at a time (Sunday through Saturday); use the “Next” button to move to the 2<sup>nd</sup> week of that pay period.

Select the appropriate date column and leave category row and click “Enter Hours”

Enter the appropriate number of hours that you wish to discharge in the “Hours” box. Note: Hours should be discharged in 15 minute increments. For example, you may discharge 5.5 or 2.25 hours

Click “Save”.

Click “Next to see the 2<sup>nd</sup> week of that pay period and to discharge time in the same manner as described above. If you have not discharged any hours this pay period, simply click “Submit for Approval” without entering any hours.

When you are through entering time for this pay period, click “Submit for Approval”

**MyCGI**

[Back to For Employees Tab](#)

E-mail Groups Logout

**Leave Request**

**Title and Number:** Manager of Human Resources -- 501635-00  
**Department and Number:** Human Resources -- WB5000  
**Leave Request Period:** Jan 26, 2014 to Feb 08, 2014  
**Submit By Date:** Jan 25, 2014 by 03:30 PM  
**Earning:** Vacation  
**Date:** Jan 28, 2014  
**Hours:**  Enter the number of hours that you wish to take off

Earning	Default Hours or Units	Total Hours	Total Units	Sunday Jan 26, 2014	Monday Jan 27, 2014	Tuesday Jan 28, 2014	Wednesday Jan 29, 2014	Thursday Jan 30, 2014	Friday Jan 31, 2014	Saturday Feb 01, 2014
Vacation	0	7		Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave w/o Pay With Benefits	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>		7		0	0	7	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

If you wish to enter a comment that can be viewed by your supervisor and the Payroll Department select “Comment” and type the comment in the box, then click “Save”

[Back to For Employees Tab](#)

E-mail Groups Logout

**Search**

**Comments**


To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.  
**Made By:** You  
**Comment Date:** Jan 13, 2014  
**Enter or Edit Comment:**

## Submitting Leave Report for Approval

Once you have submitted entering the request for leave and click “Submit for Approval” you may not make any changes. You will need to ask your supervisor to return it to you to make changes.

A certification page will appear with you submit the electronic leave report for approval. Enter your MyCCRI password and click “Submit”.

### Certification

 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

Enter your PIN #. The PIN # is your password to your email account.

PIN:

By entering your PIN (which represents your signature), you are attesting to the accuracy of the data being submitted for approval just as you would on a paper timecard.


Once completed, press “Submit” to electronically submit the timecard to your supervisor for approval.

RELEASE: 8.1

powered by  
**SUNGARD** HIGHER EDUCATION

Once you have certified the submission, the leave report will indicate the date it was submitted for approval and will show the name of the supervisor who is due to approve it.


**MyCCRI**

 [Back to For Employees Tab](#)

 [E-mail](#)  [Groups](#)  [Logout](#) 

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Remember to check your union contract to determine the maximum carryover for vacation and sick time at calendar year end.

 **Your leave request was submitted successfully.**

#### Leave Request

**Title and Number:** Manager of Human Resources -- 501635-00

**Department and Number:** Human Resources -- WB5000

**Leave Request Period:** Feb 23, 2014 to Mar 08, 2014

**Submit By Date:** Feb 22, 2014 by 03:30 PM

Earning	Default Hours or Units	Total Hours	Total Units	Sunday Feb 23, 2014	Monday Feb 24, 2014	Tuesday Feb 25, 2014	Wednesday Feb 26, 2014	Thursday Feb 27, 2014	Friday Feb 28, 2014	Saturday Mar 01, 2014
Vacation	0	7		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Bereavement	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Jury Duty	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Leave w/o Pay With Benefits	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Parental Leave	0	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>		7		0	0	7	0	0	0	0
<b>Total Units:</b>			0	0	0	0	0	0	0	0

**Submitted for Approval By:**

You on Jan 13, 2014

**Approved By:**

**Waiting for Approval From:**

Sheri Norton

## **Viewing Approved Leave Reports**


Employees can view the leave report once it has been approved and see who approved it after the supervisor has electronically submitted the approval

Approved leave reports will remain in the queue for a full calendar year so that employees can view them again in the future

## Supervisors – Approving Leave Reports



Access the Electronic Timesheets via Self Service by logging into MyCCRI  
Click on the “For Employees” tab to access the Electronic Timesheet options  
Supervisors will see a host of options; select “Approve or Acknowledge Time”

### Time Sheet/Leave Request/Proxy


 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.



#### Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/> 
Act as Proxy:	<input type="text" value="Self"/> 
Act as Superuser:	<input type="checkbox"/>

Select the appropriate leave report and click “Select”



[Back to For Employees Tab](#)




### Approver Selection

---




#### Time Sheet

Department and Description	My Choice	Pay Period
C, ZA0087, Norton, S Web Approval	<input checked="" type="radio"/>	MN, Dec 01, 2013 to Dec 31, 2013 

#### Leave Request

Department and Description	My Choice	Pay Period
C, WB1000, VP of Business Affairs	<input type="radio"/>	BW, Nov 30, 2014 to Dec 13, 2014 
C, WB5000, Human Resources	<input type="radio"/>	BW, May 18, 2014 to May 31, 2014 

#### Leave Report

Department and Description	My Choice	Leave Period
C, WB1000, VP of Business Affairs	<input type="radio"/>	BW, Dec 29, 2013 to Jan 11, 2014 
C, WB5000, Human Resources	<input type="radio"/> 	BW, Jan 12, 2014 to Jan 25, 2014 

Sort Order

Supervisors will see the list of leave reports pending approval  
Supervisors are able to review leave balances for their employees by clicking on “Leave Balances”

**MyCGI**

[Back to For Employees Tab](#) [E-mail](#) [Groups](#) [Log](#)

Search

## Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

**COA:** C, Community College of Rhode Island  
**Department:** WB5000, Human Resources  
**Leave Period:** Jan 12, 2014 to Jan 25, 2014  
**Act as Proxy:** Sheri L. Norton, SLNORTON  
**Leave Period Leave Entry Status:** Open until Feb 14, 2014, 11:59 PM

In Progress						
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information
92025595	Terri-Ann Milligan 501635 - 00 Manager of Human Resources	.00	.00	.00		Leave Balance

View employee's balances; click “Previous Menu” to return to approval screen

[Leave Balances](#) | [Routing Queue](#)

### Leave Report

Earnings	Total Hours	Total Units	Sunday, Jan 12, 2014	Monday, Jan 13, 2014	Tuesday, Jan 14, 2014	Wednesday, Jan 15, 2014	Thursday, Jan 16, 2014	Friday, Jan 17, 2014	Saturday, Jan 18, 2014	Sunday, Jan 19, 2014	Monday, Jan 20, 2014	Tuesday, Jan 21, 2014	Wednesday, Jan 22, 2014	Thursday, Jan 23, 2014	Friday, Jan 24, 2014
Total Hours:	0														
Total Units:		0													

### Leave Balances as of Jan 14, 2014

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Bereavement	Hours	0	Feb 03, 2008	-26	0	0	-26
Jury Duty	Hours	0	Feb 03, 2008	-14	0	0	-14
Leave Without Pay	Hours	0	Feb 03, 2008	-29	0	0	-29
Paid Administrative Leave	Hours	0	Feb 03, 2008	-14	0	10	-24
Personal	Hours	0	Feb 03, 2008	0	28	28	0
Parental Leave	Hours	0	Feb 03, 2008	0	0	0	0
R Deferred	Hours	0	Feb 03, 2008	0	0	0	0
Sick	Hours	0	Feb 03, 2008	250.85	105	72	283.85
Vacation	Hours	0	Aug 03, 2008	226.95	154	101.5	279.45

Click the employee's name to view their leave report; click "Approve to process

If the timesheet is incorrect, please check "Return for Correction" so that the employee can amend the timesheet to accurately reflect time discharged and re-submit it for approval.

**MyCG**

[Back to For Employees Tab](#)

E-mail Groups Logout

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

**COA:** C, Community College of Rhode Island  
**Department:** WB5000, Human Resources  
**Leave Period:** Jan 12, 2014 to Jan 25, 2014  
**Act as Proxy:** Sheri L. Norton, SLNORTON  
**Leave Period Leave Entry Status:** Open until Feb 14, 2014, 11:59 PM

Change Selection

Select All, Approve or FYI

Reset

Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
92025595	Terri-Ann Milligan 501635 - 00 Manager of Human Resources	Approve	.00	1.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance Warning

**MyCG**

[Back to For Employees Tab](#)

E-mail Groups Logout Help

Search 

Go

**Employee Detailed Information**

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

**Possible Insufficient Leave Balance for Personal.**

**Employee ID and Name:** 92025595 Terri-Ann Milligan  
**Title:** 501635-00 Manager of Human Resources  
**Department and Description:** C WB5000 Human Resources  
**Transaction Status:** Pending

Previous Menu

Approve

Return for Correction

Change Record

Delete

Add Comment

Leave Balances | Routing Queue

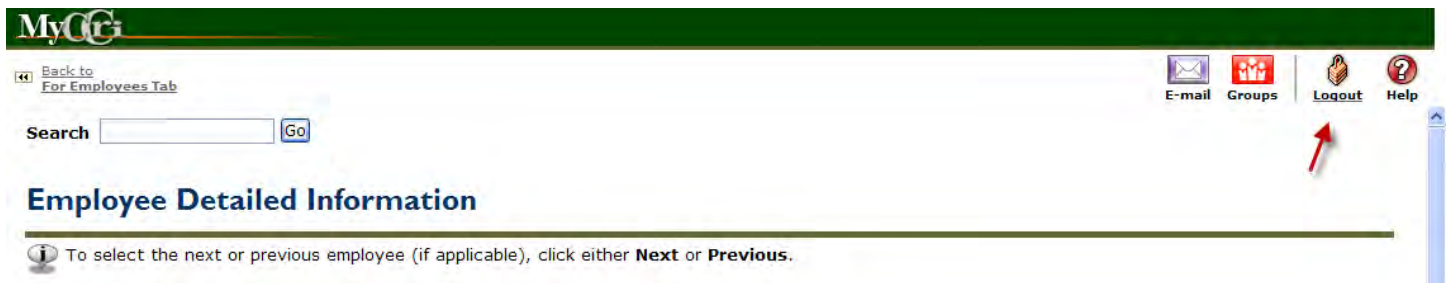
**Leave Report**

Earnings	Total Hours	Total Units	Sunday , Jan 12, 2014	Monday , Jan 13, 2014	Tuesday , Jan 14, 2014	Wednesday , Jan 15, 2014	Thursday , Jan 16, 2014	Friday , Jan 17, 2014	Saturday , Jan 18, 2014	Sunday , Jan 19, 2014	Monday , Jan 20, 2014	Tuesday , Jan 21, 2014	Wednesday , Jan 22, 2014	Thursday , Jan 23, 2014	Friday , Jan 24, 2014
Personal	1							1							
<b>Total Hours:</b>	1							1							
<b>Total Units:</b>		0													

Travelzoo  
Get the Best Travel Deals Today

Note that the status will change to "Approved"

Log out of MyCCRI in the upper right hand corner for the page



## Supervisors – Setting Up Proxies

When supervisors are going to be unavailable to sign employee timesheets, they may assign the responsibility to a proxy through Self Service as follows:

Log into MyCCRI

Click on the “For Employees” tab to access the Electronic Leave System options

Select “Leave Reporting”

Click on “Proxy Set Up”

MyCCRI

Back to For Employees Tab

E-mail Groups Logout Help

Search  Go

### Time Reporting Selection

Selection Criteria

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

Select

Proxy Set Up

RELEASE: 8.8

Select the name of the proxy from the dropdown menu and check the “Add” button and then click save

MyCCRI

Back to For Employees Tab

E-mail Groups Logout Help

Search  Go

### Proxy Set Up

Name	Add	Remove
<input type="text" value="Terri-Ann Milligan, TAMILLIGAN"/>	<input type="checkbox"/>	

Save

use the dropdown menu to select the proxy you wish to put in place.

Leave Reporting Selection

RELEASE: 8.8

To remove a proxy, check the “Remove” box near the proxy’s name and click “Save”

MyCGI

[Back to For Employees Tab](#) [E-mail](#) [Groups](#) [Logout](#) [Help](#)

Search

### Proxy Set Up

Name	Add	Remove
Terri-Ann Milligan, TAMILLIGAN	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Maureen E. Abbate, MABBATE	<input type="checkbox"/>	<input type="checkbox"/>

[Leave Reporting Selection](#)