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.

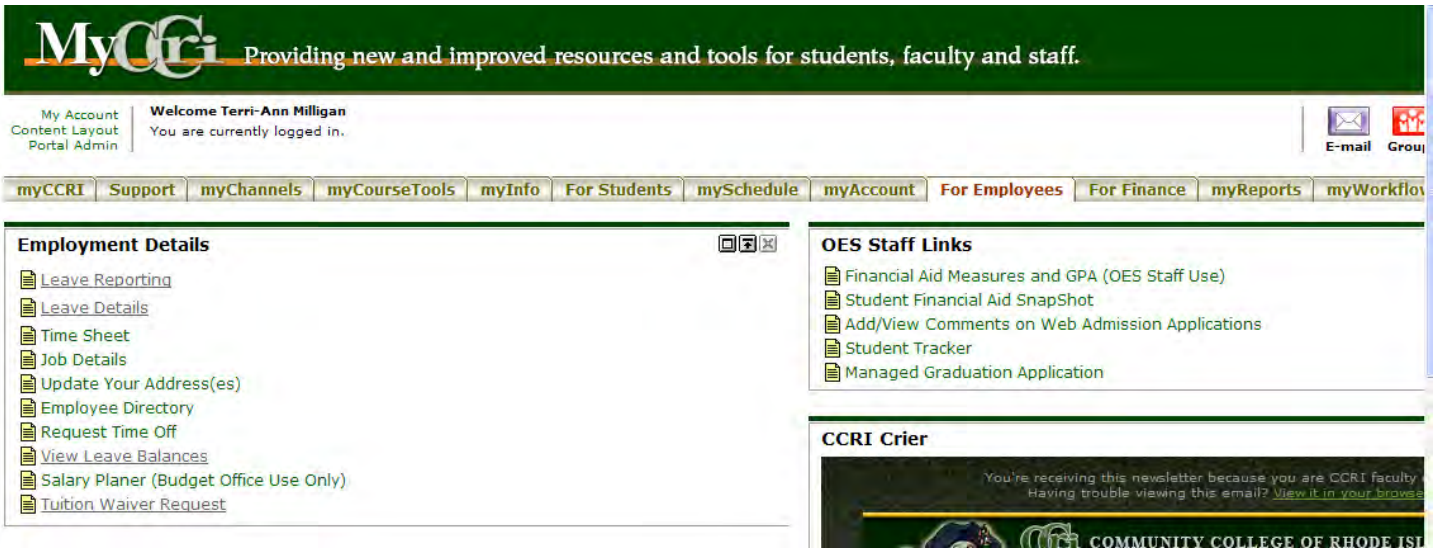
2013-2014 Bi-Weekly Payroll Schedule

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.

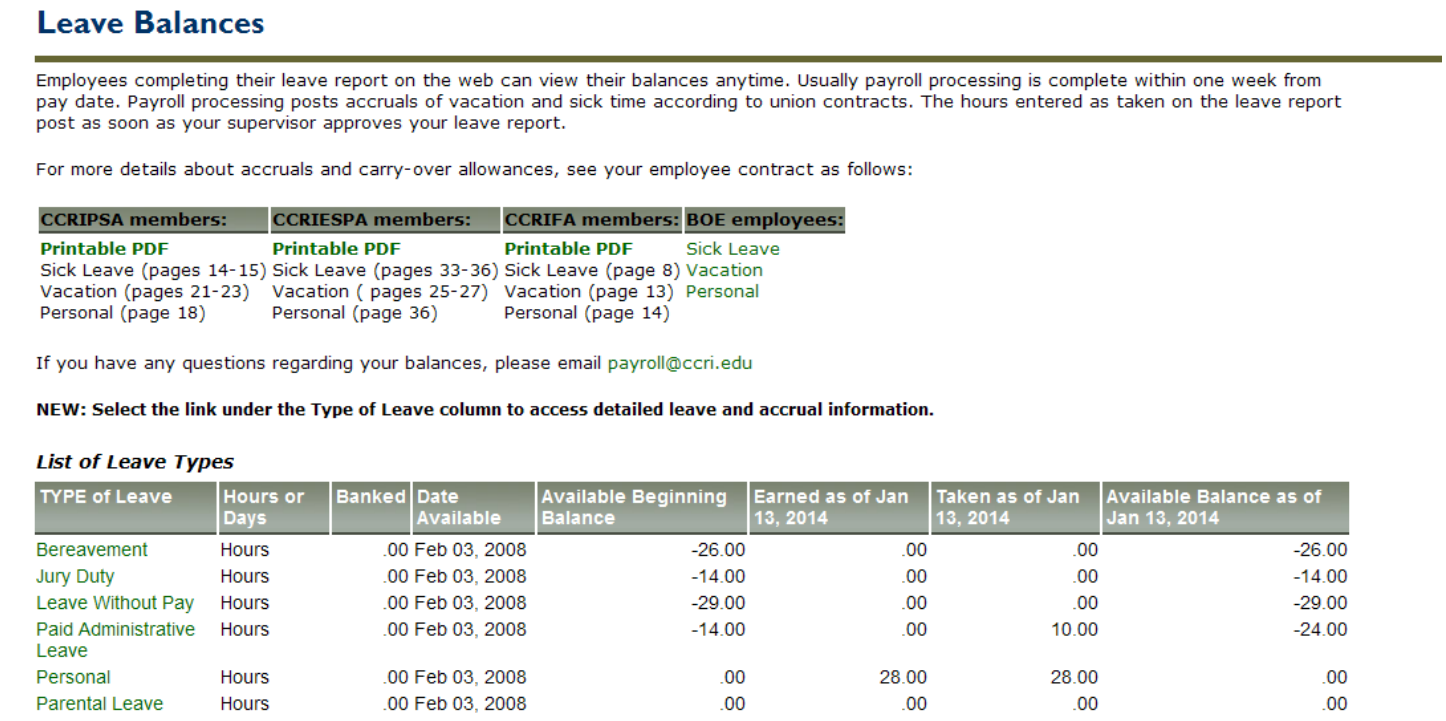
Accessing the Electronic Leave System via Self Service

Log into MyCCRI via CCRI's website
Click on the "For Employees tab to access the Electronic Leave System options



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:
Printable PDF	**Printable PDF**	**Printable PDF**	Sick Leave
Sick Leave (pages 14-15)	Sick Leave (pages 33-36)	Sick Leave (page 8)	Vacation
Vacation (pages 21-23)	Vacation (pages 25-27)	Vacation (page 13)	Personal
Personal (page 18)	Personal (page 36)	Personal (page 14)	

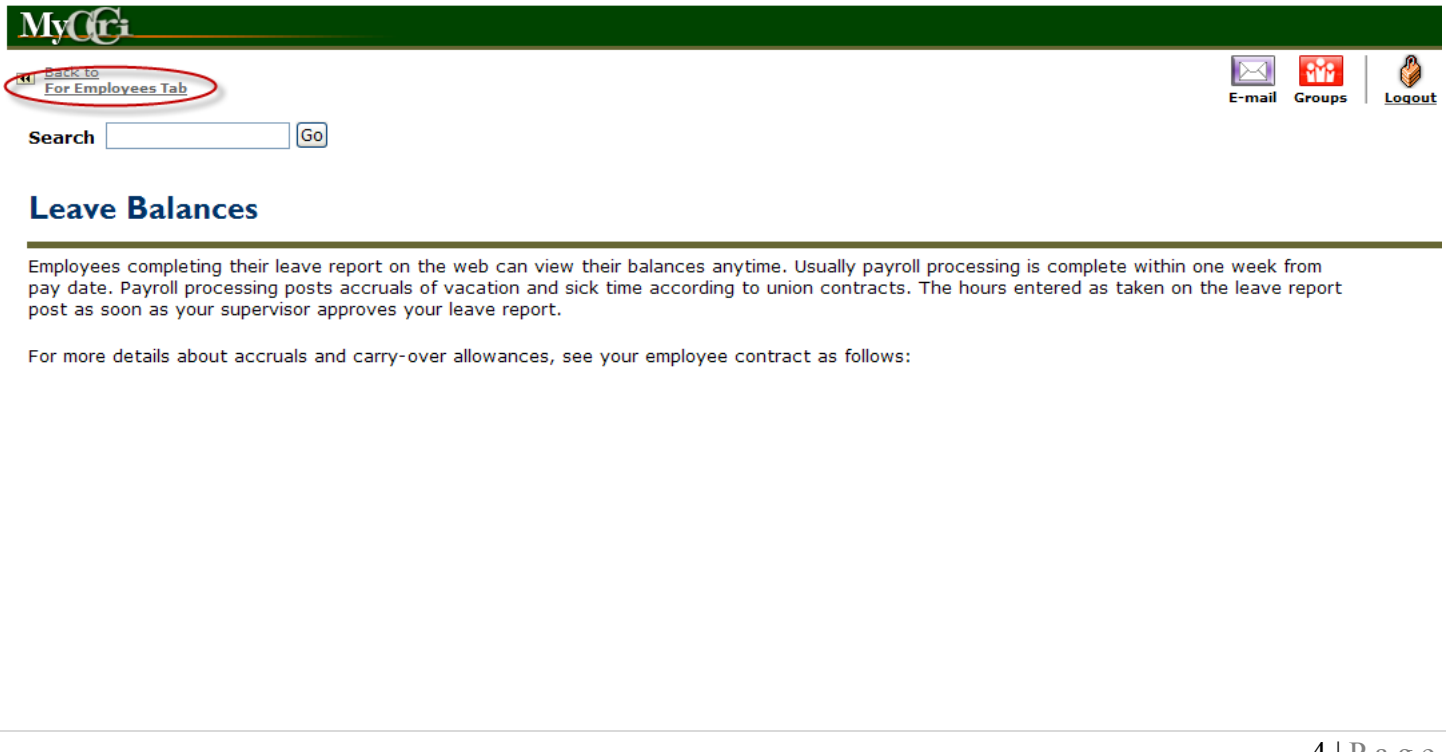
If you have any questions regarding your balances, please email payroll@ccri.edu

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
Bereavement	Hours	.00	Feb 03, 2008	-26.00	.00	.00	-26.00
Jury Duty	Hours	.00	Feb 03, 2008	-14.00	.00	.00	-14.00
Leave Without Pay	Hours	.00	Feb 03, 2008	-29.00	.00	.00	-29.00
Paid Administrative Leave	Hours	.00	Feb 03, 2008	-14.00	.00	10.00	-24.00
Personal	Hours	.00	Feb 03, 2008	.00	28.00	28.00	.00
Parental Leave	Hours	.00	Feb 03, 2008	.00	.00	.00	.00

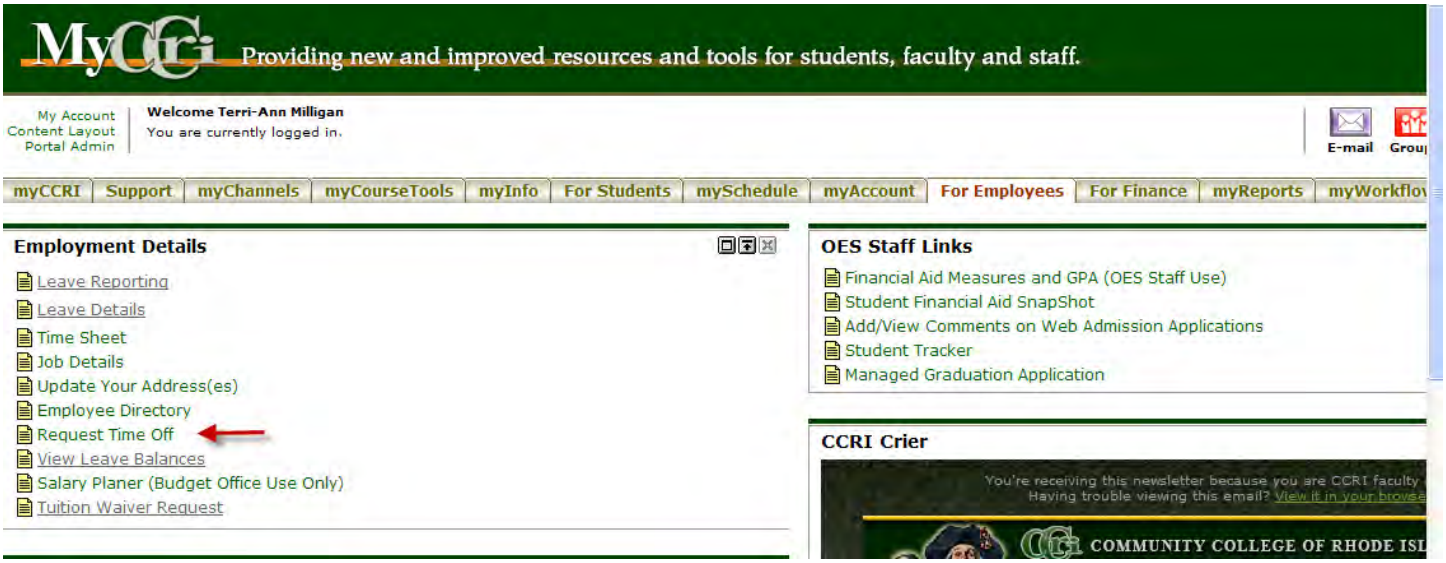
To return to the first employee menu, click the “Back to Employee Tab”



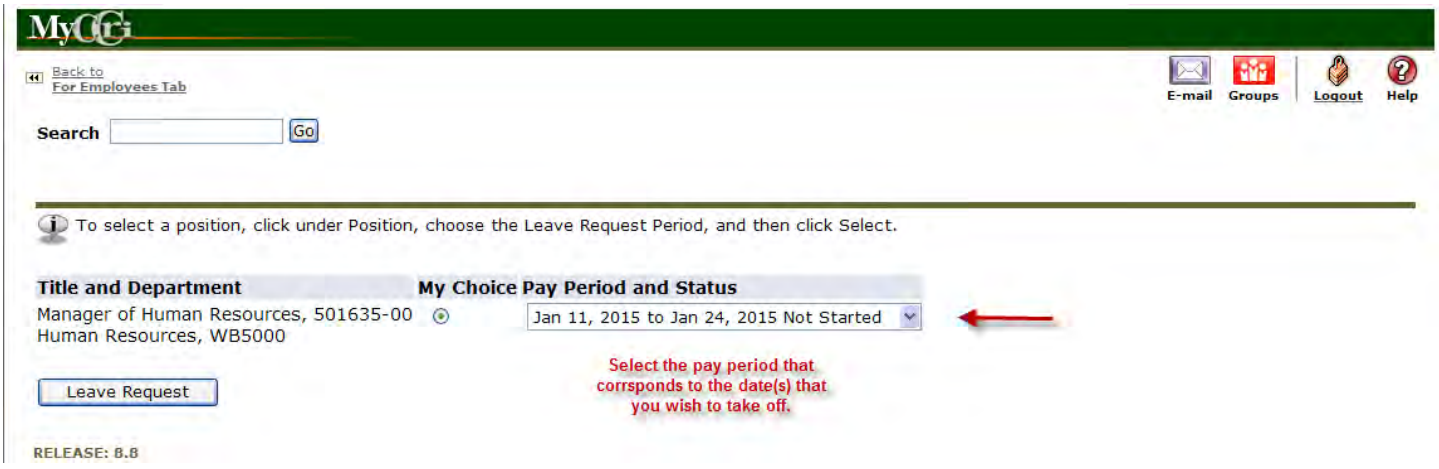
Employee's Request for Time off in Advance

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

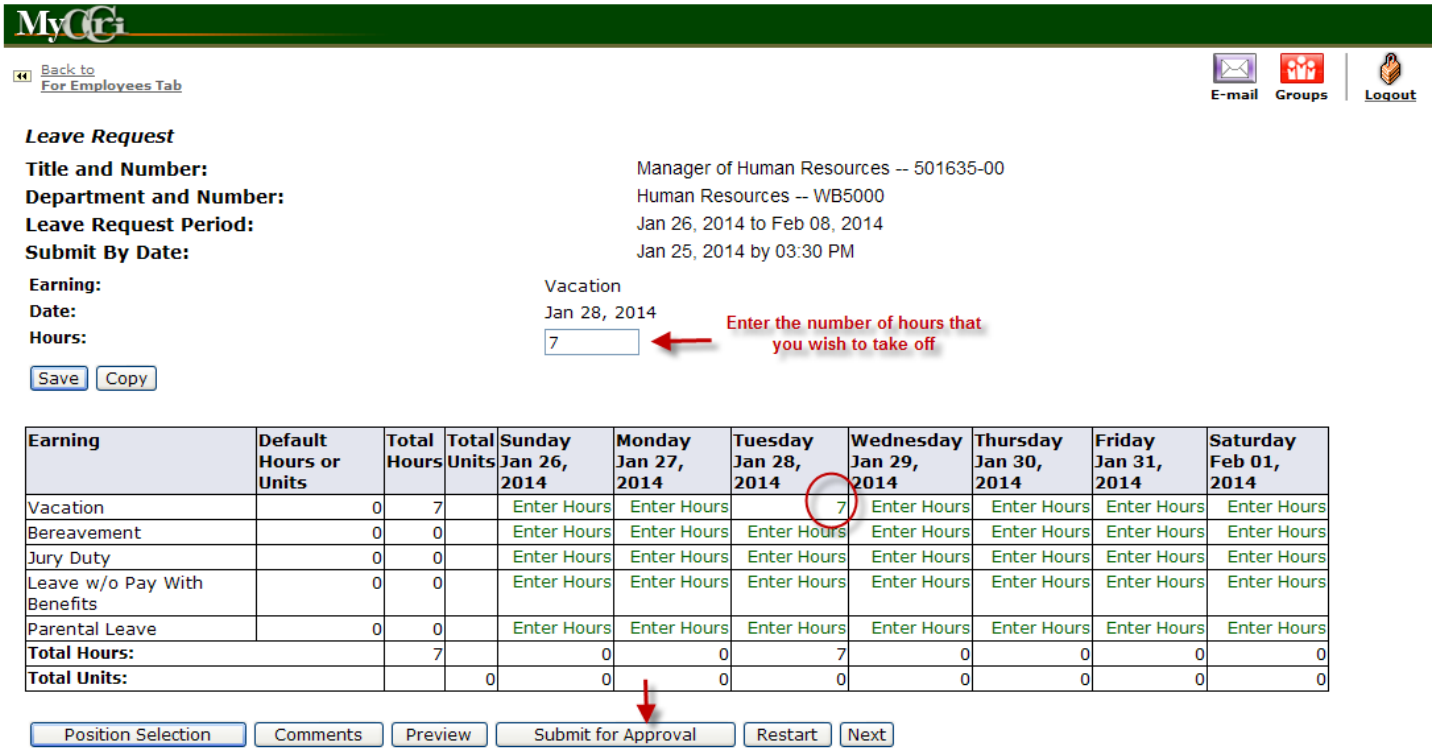
Select "Request Time Off" from the menu



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.)



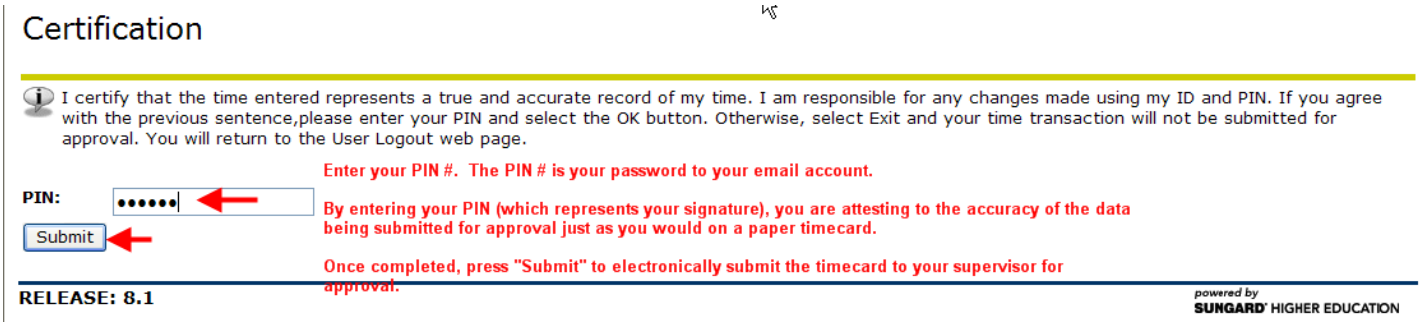
Select the dates and corresponding leave earnings that you wish to take
Enter the number of hours you wish to take and click “save”
Click “submit for approval” (**It is recommended that at this point you send an email to your supervisor indicting that you have submitted a Leave Request so that they will know to go in and approve it.)



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
Total Hours:		7		0	0	7	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

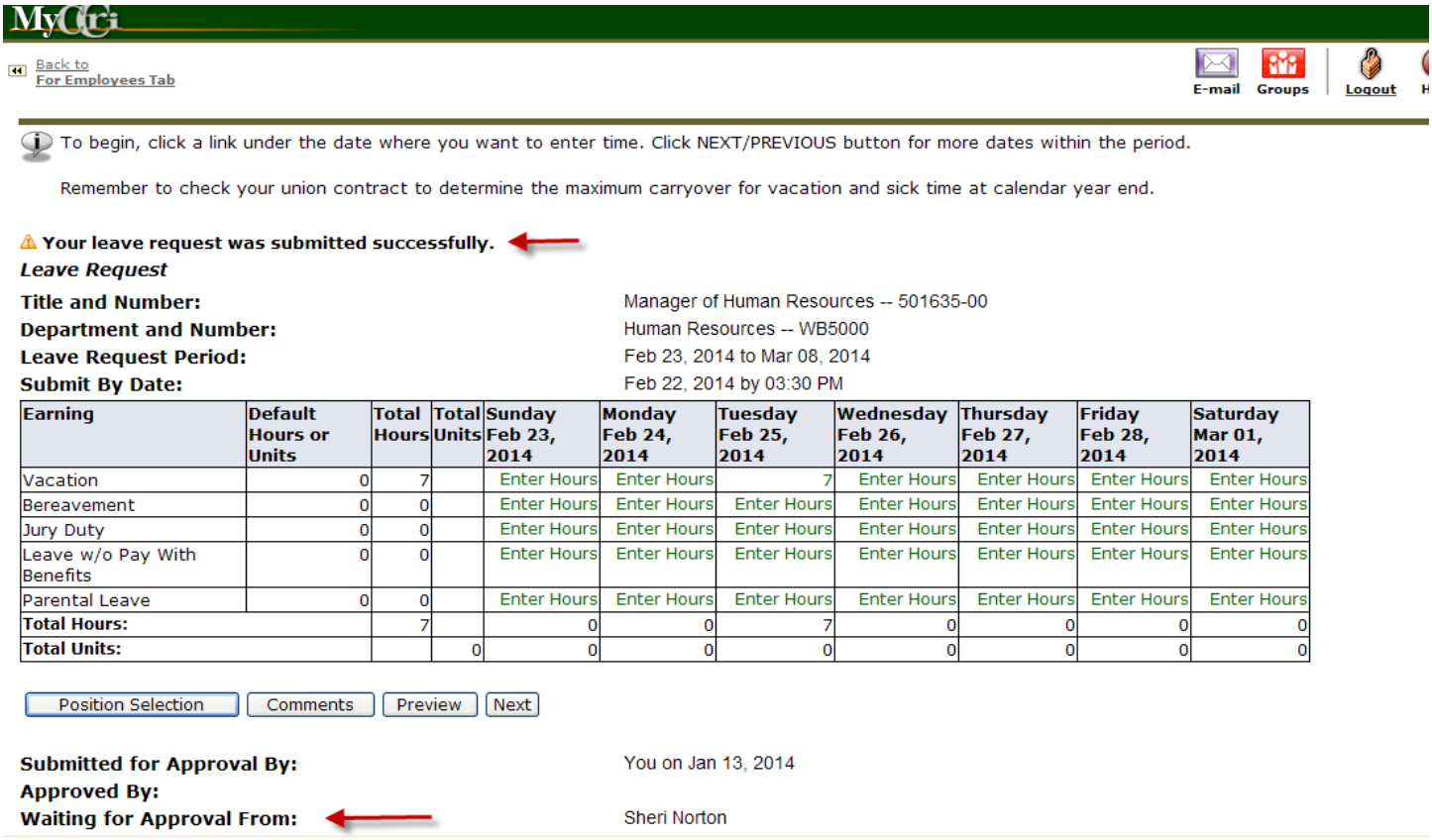
Once you have completed entering the request for leave and click “Submit for Approval” you may not make any changes. You will need to ask your supervisor to return it to you to make changes.

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



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.



MyCGi

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

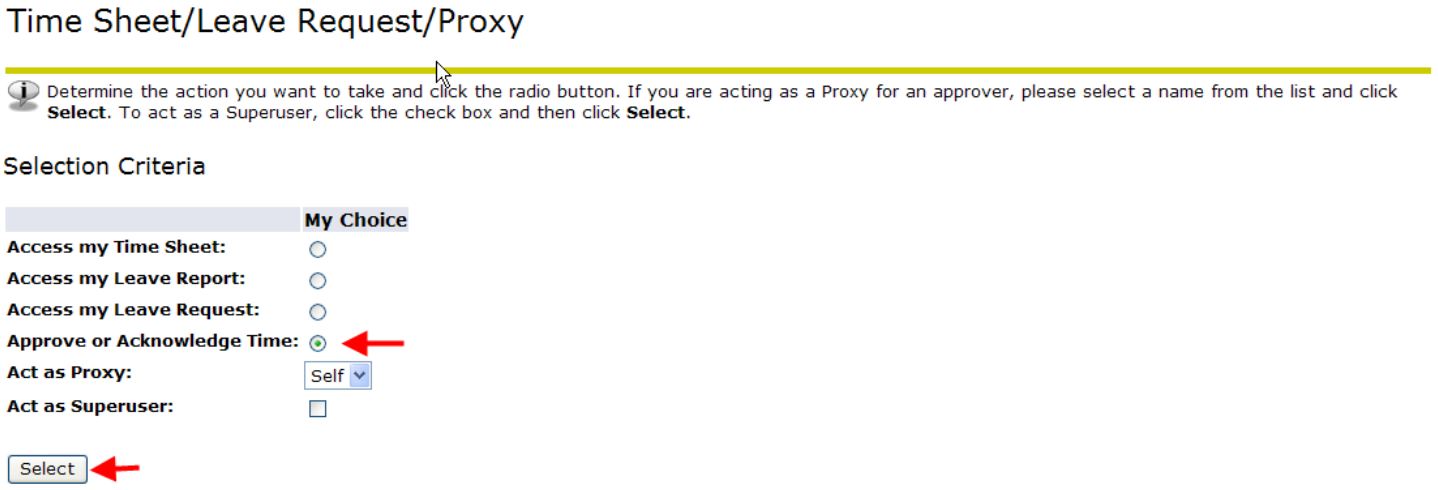
Earning	Default Hours or Units	Total Hours	Total Units	Sunday Feb 23, 2014	Monday Feb 24, 2014	Tuesday Feb 25, 2014	Wednesday Feb 26, 2014	Thursday Feb 27, 2014	Friday Feb 28, 2014	Saturday Mar 01, 2014
Vacation	0	7		Enter Hours	Enter Hours	7	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	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
Total Hours:		7		0	0	7	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Next

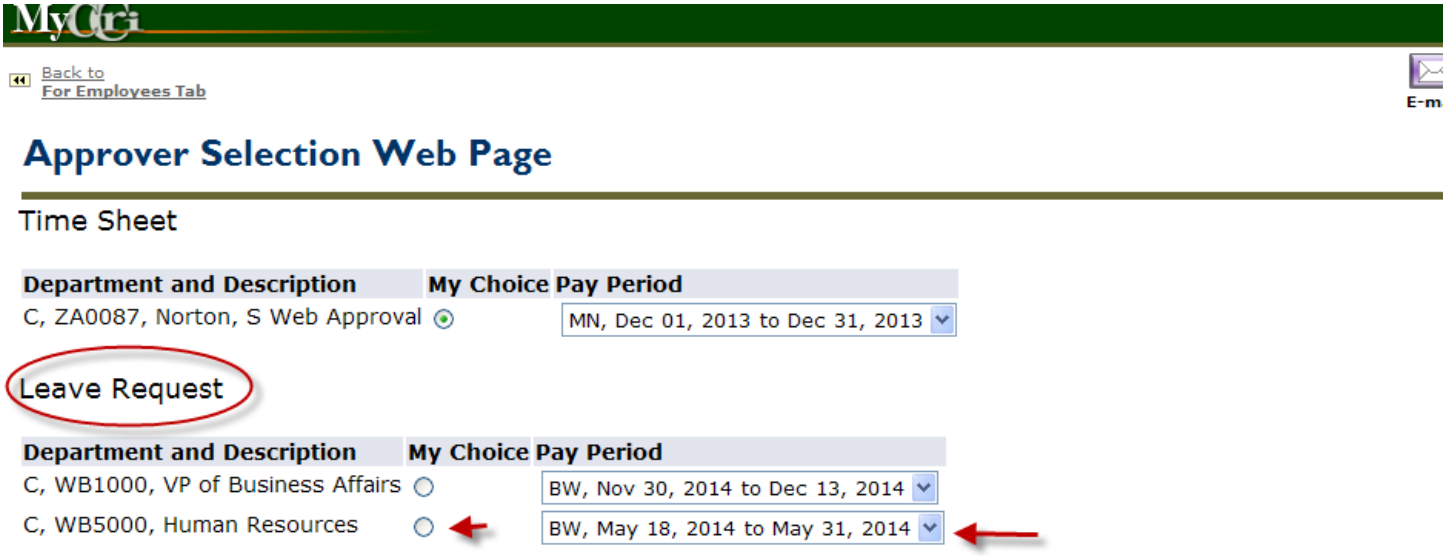
Submitted for Approval By: You on Jan 13, 2014
Approved By:
Waiting for Approval From: Sheri Norton

Supervisor's Approval of Leave Requests:

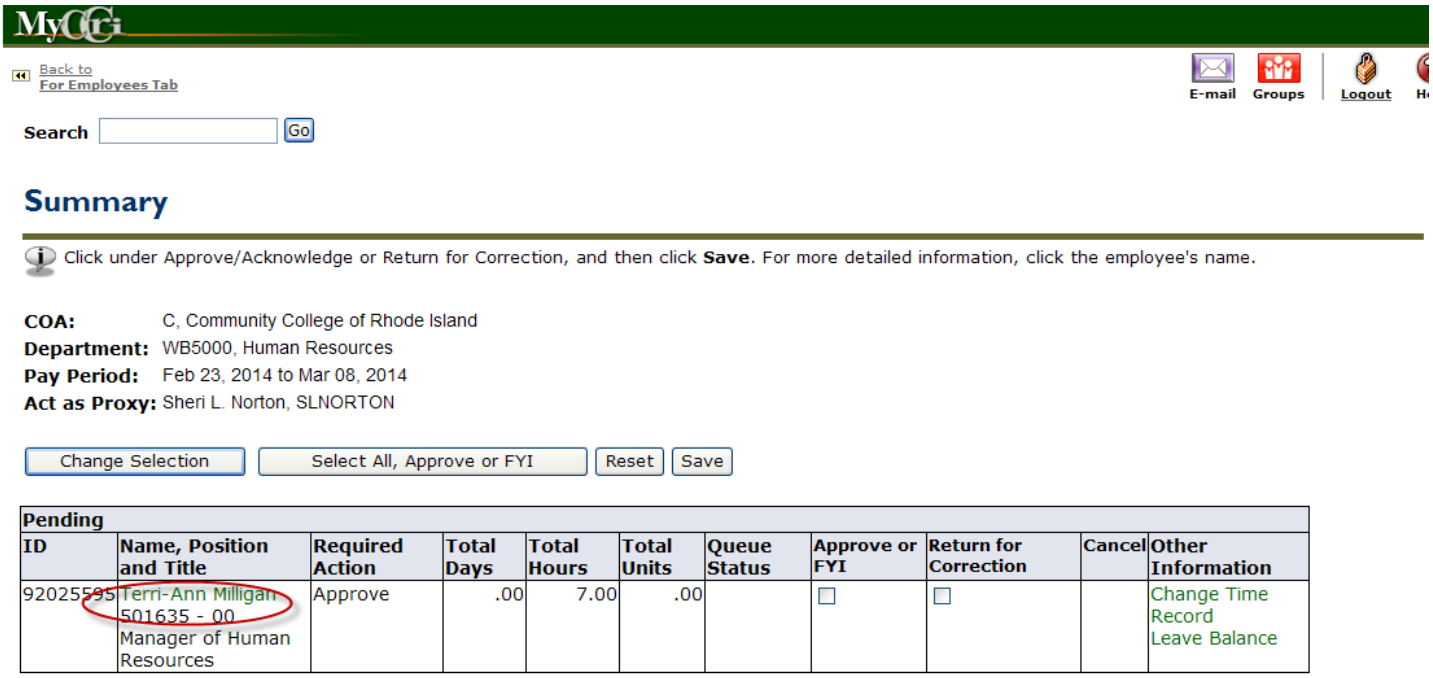
Access the Electronic Timesheets via Self Service by logging into MyCCRI
Click on the "For Employees" tab to access the Electronic Timesheet options
Supervisors will see a host of options; select "Approve or Acknowledge Time"



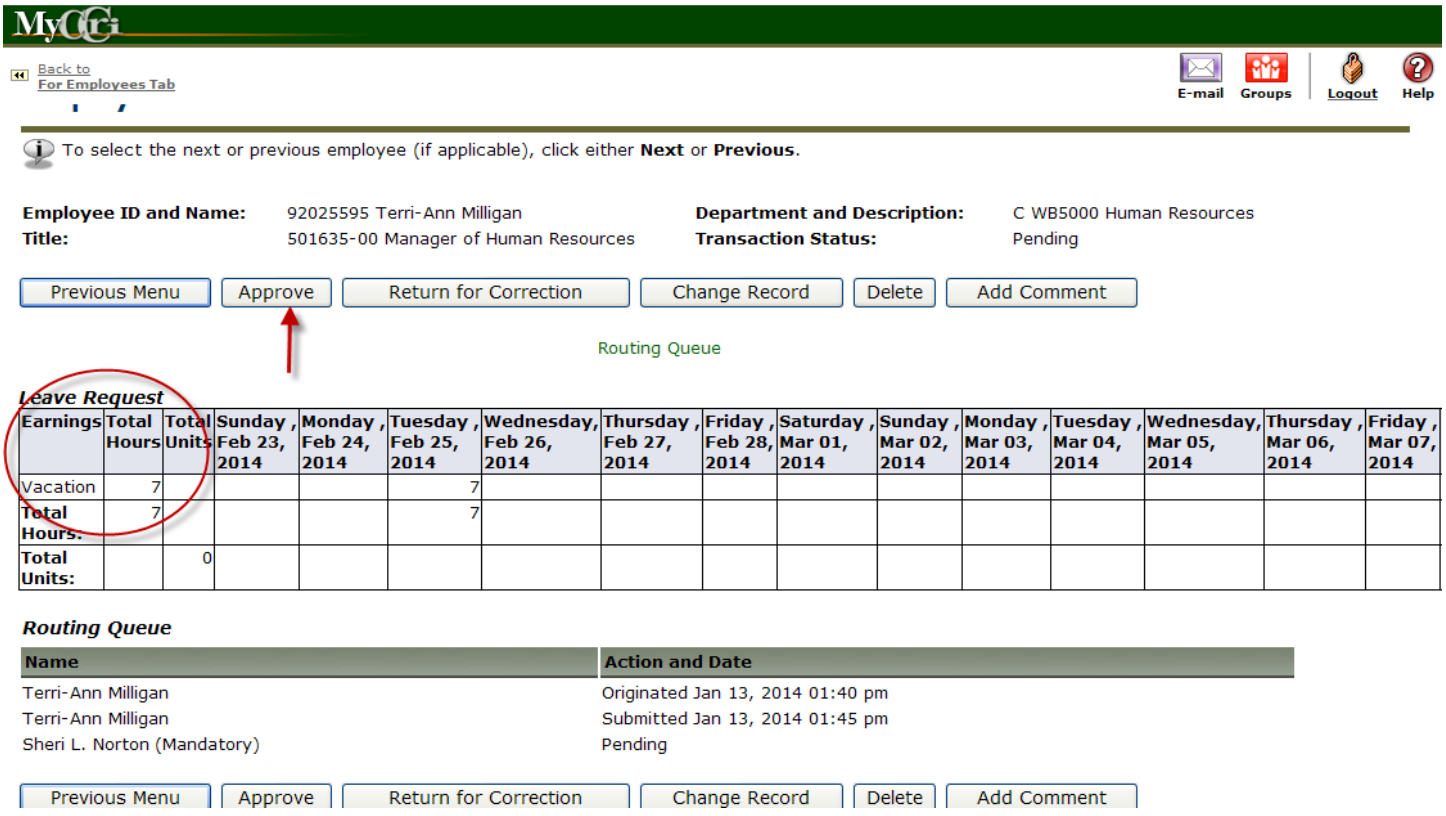
Select the radio button under "Leave Request" and click "Select button at the bottom of the page



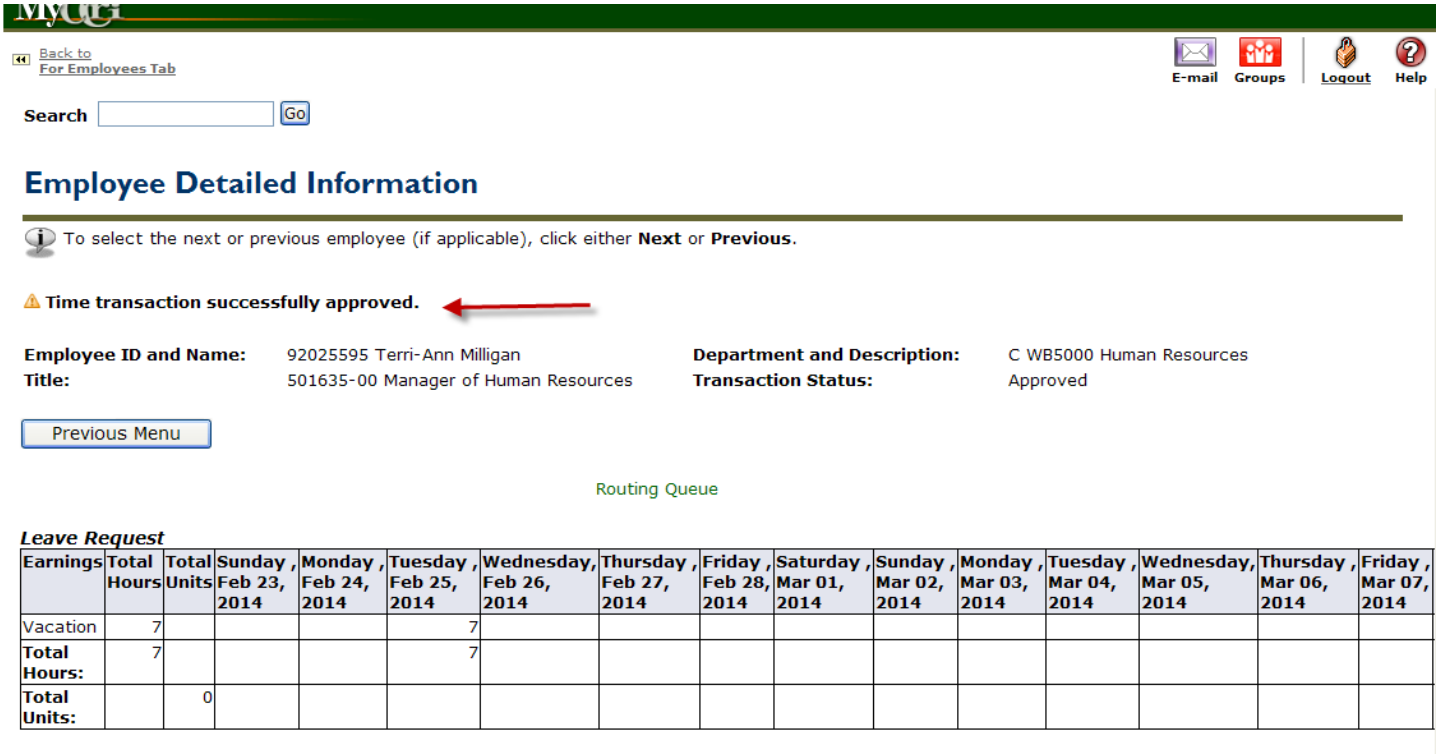
Select the employee's name to see the leave request details



View the leave request detail and click "Approve"



See approval message



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**.

Time transaction successfully approved.

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

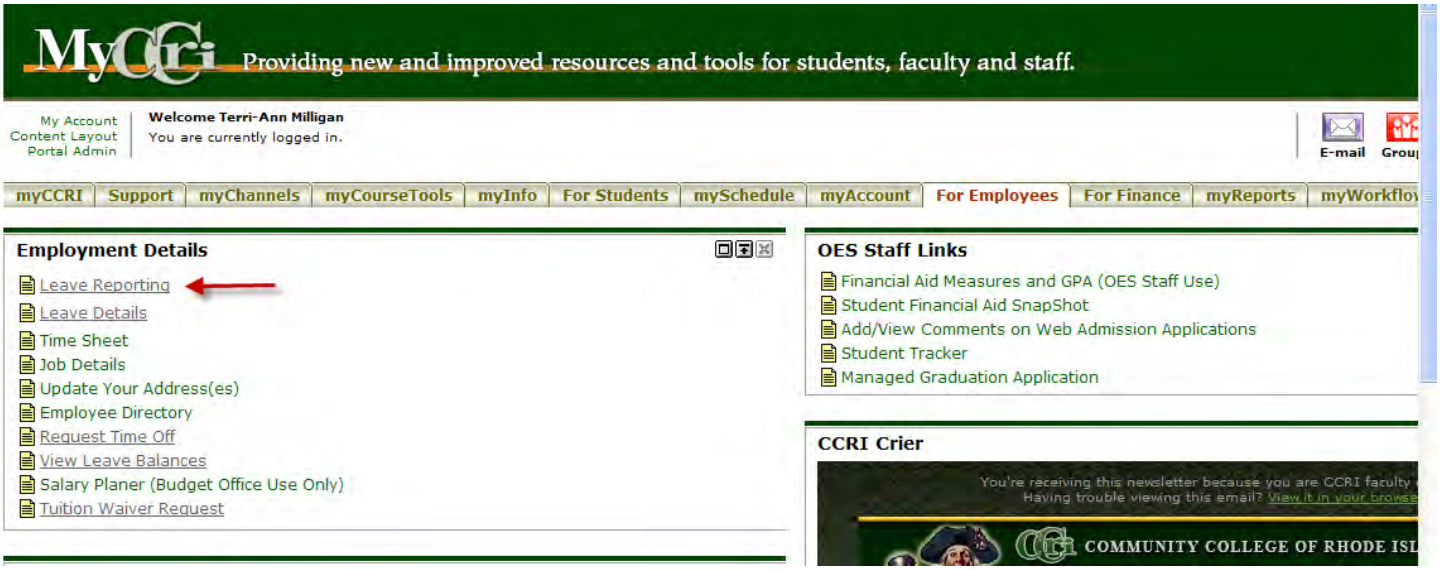
Once a supervisor has approved a leave request, that amount of time is automatically logged on the appropriate leave report

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

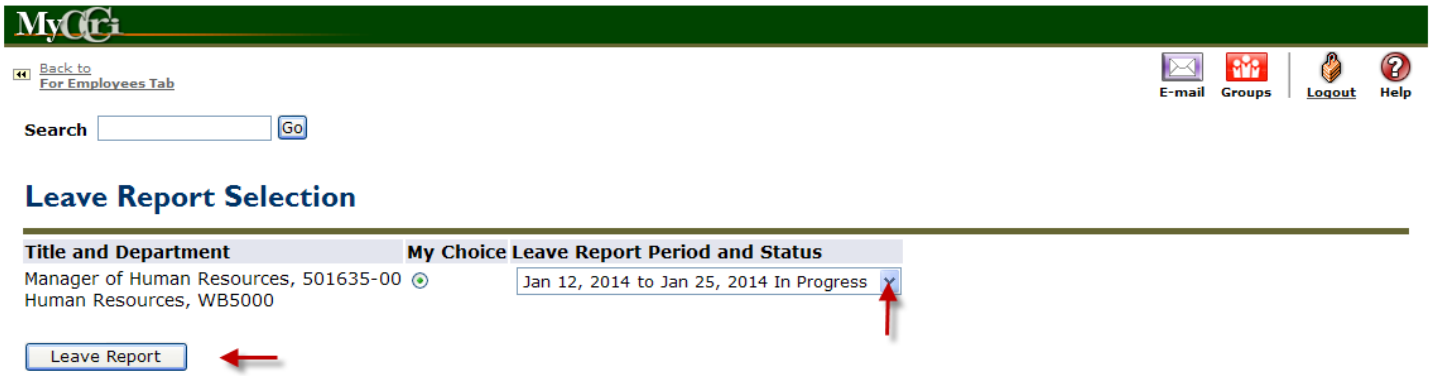
The leave is deducted from your leave balances only when the leave report is submitted & approved

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.



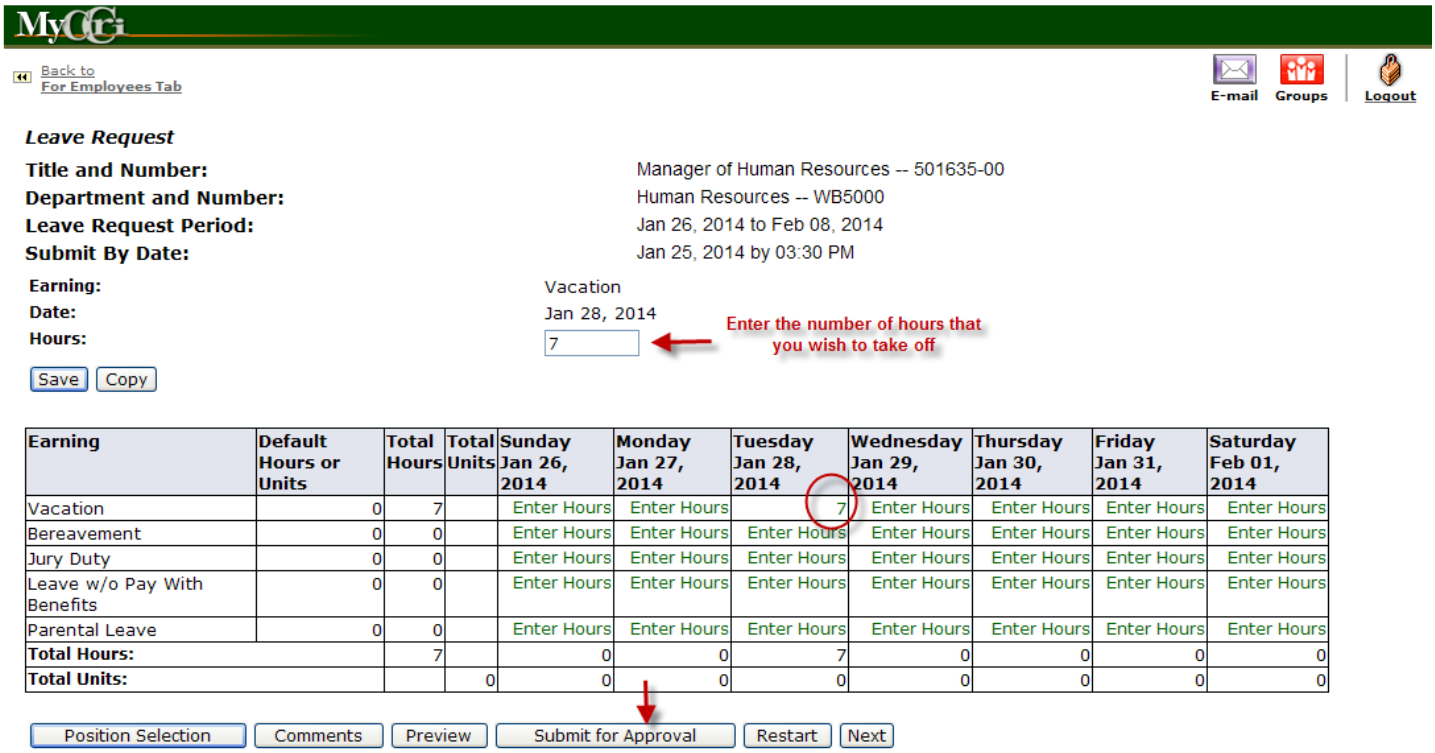
Each leave report will show the status of progression:

- 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 2nd week of that pay period.

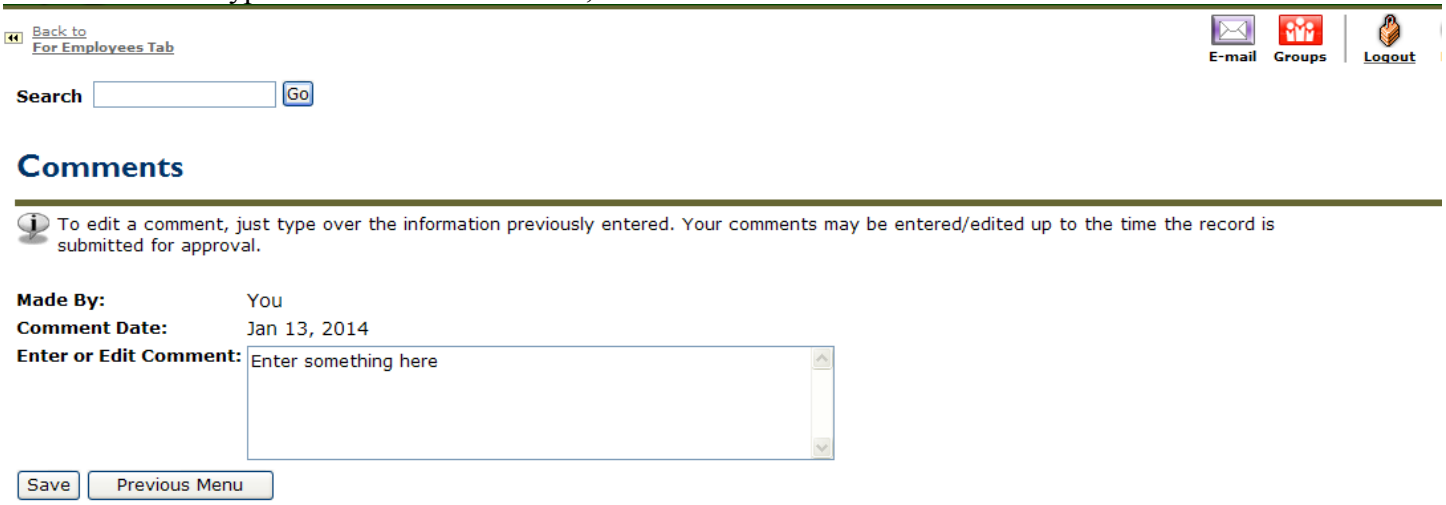
Select the appropriate date column and leave category row and click “Enter Hours”
Enter the appropriate number of hours that you wish to discharge in the “Hours” box. Note: Hours should be discharged in 15 minute increments. For example, you may discharge 5.5 or 2.25 hours
Click “Save”.
Click “Next to see the 2nd 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”



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
Total Hours:		7		0	0	7	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

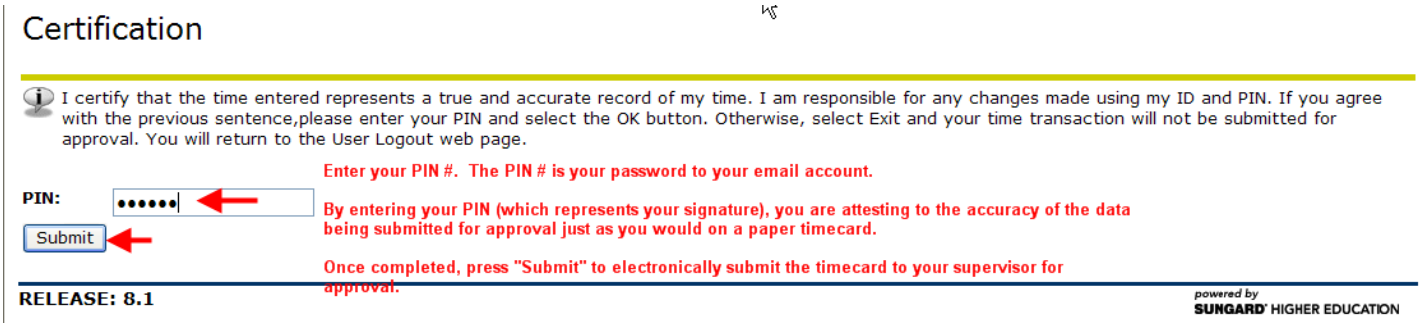
If you wish to enter a comment that can be viewed by your supervisor and the Payroll Department select “Comment” and type the comment in the box, then click “Save”



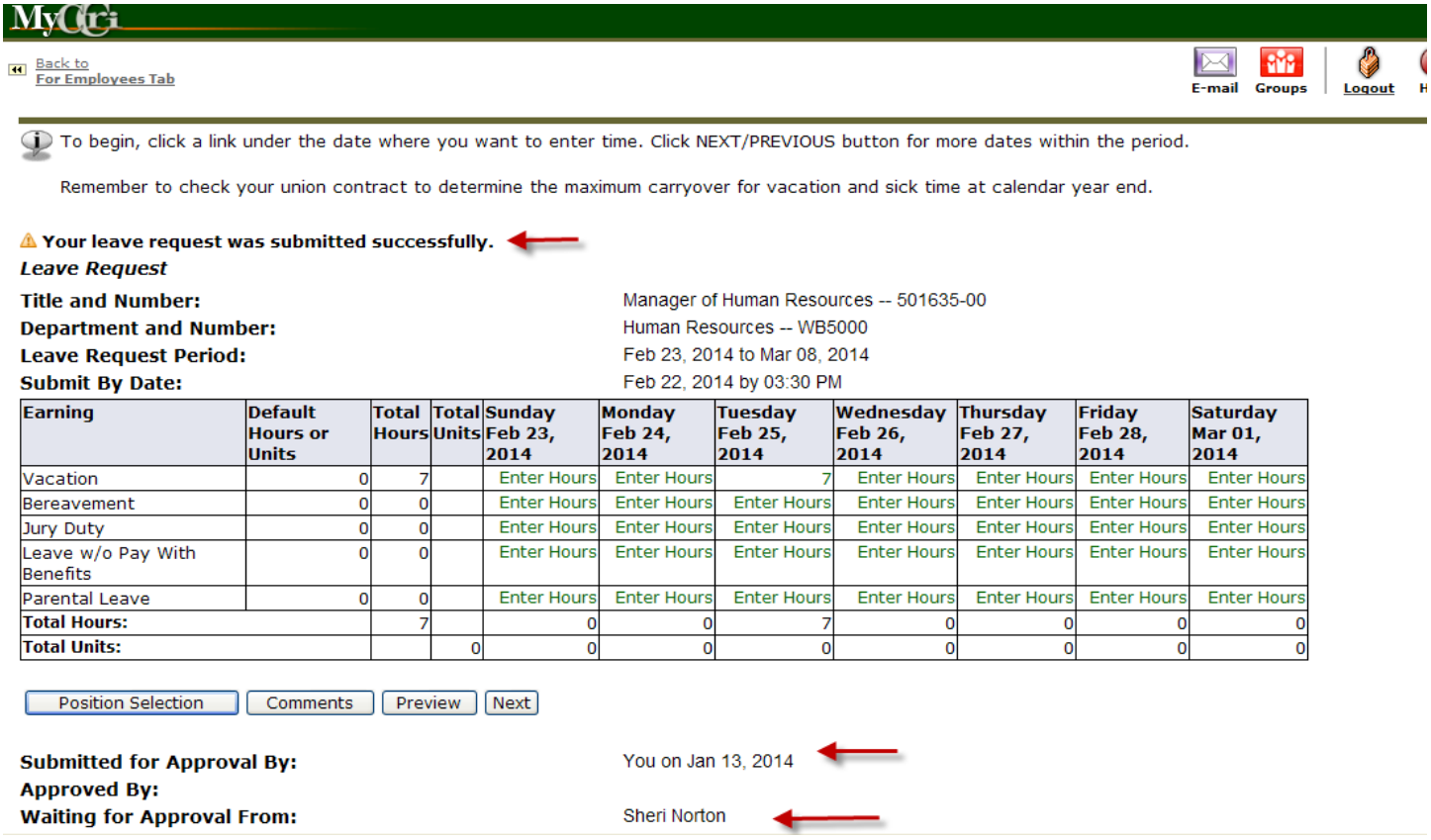
Submitting Leave Report for Approval

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".



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.



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
Total Hours:		7		0	0	7	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

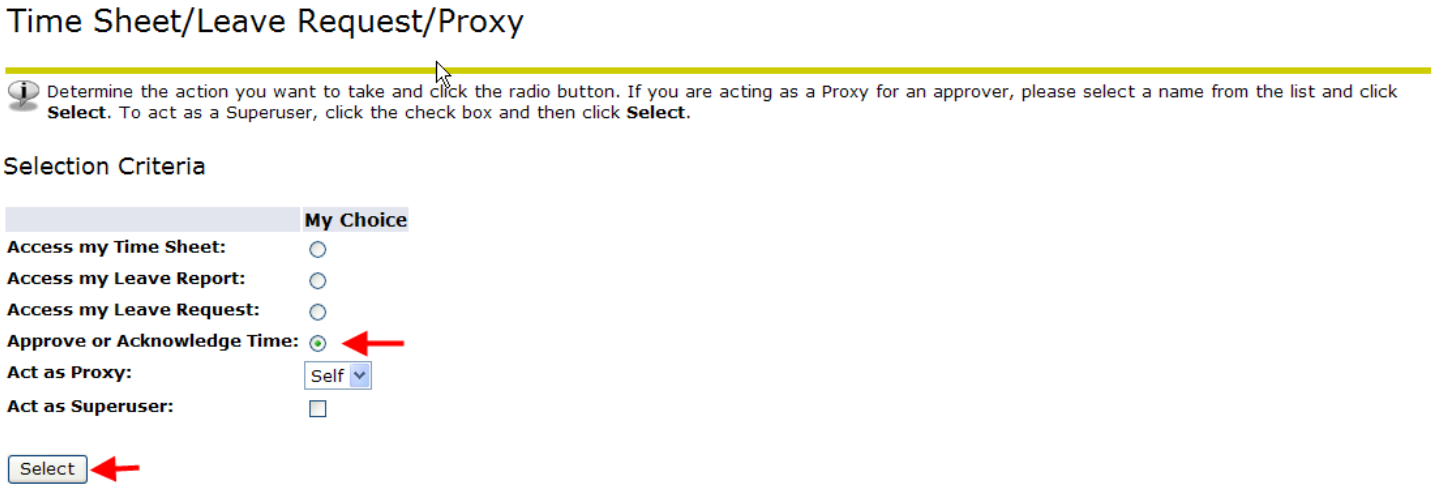
Viewing Approved Leave Reports

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

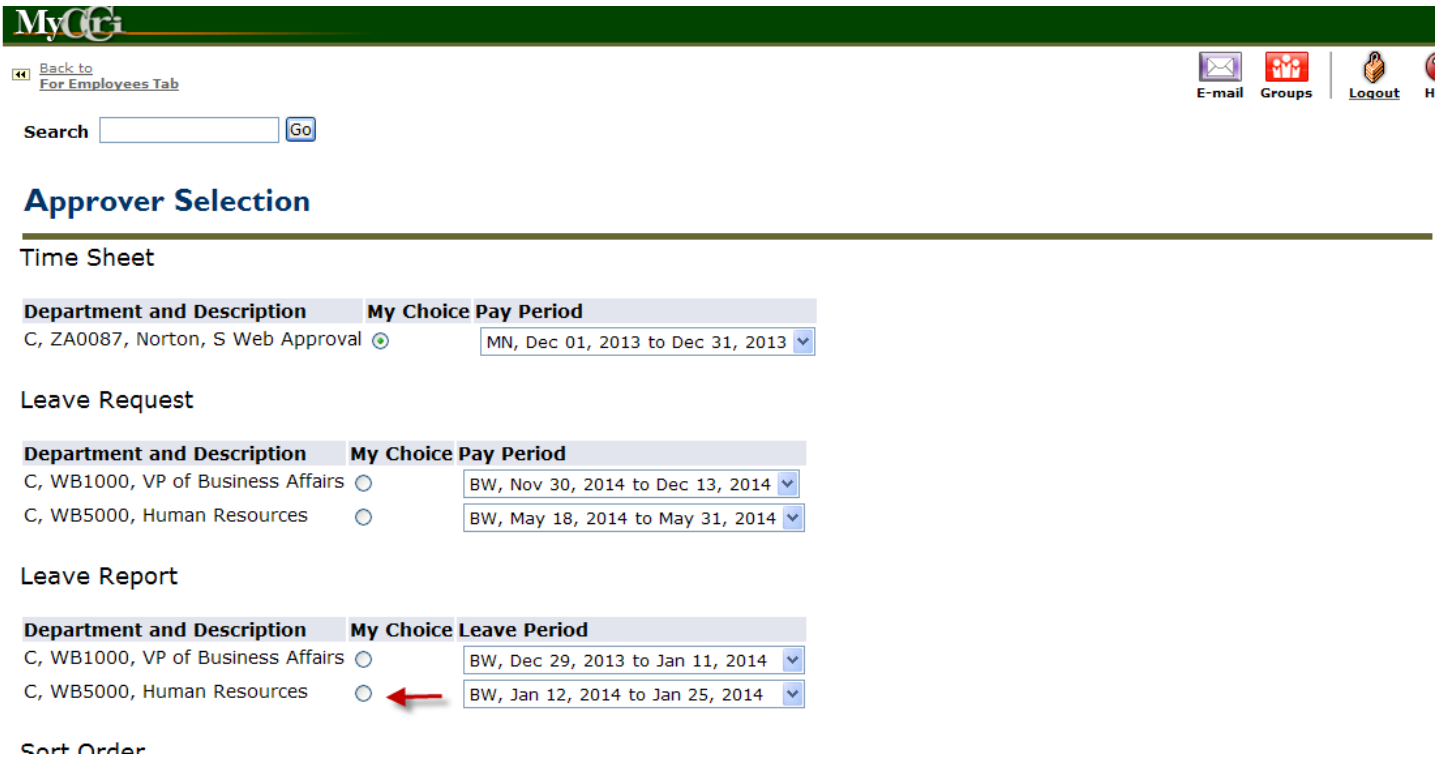
Approved leave reports will remain in the queue for a full calendar year so that employees can view them again in the future

Supervisors – Approving Leave Reports

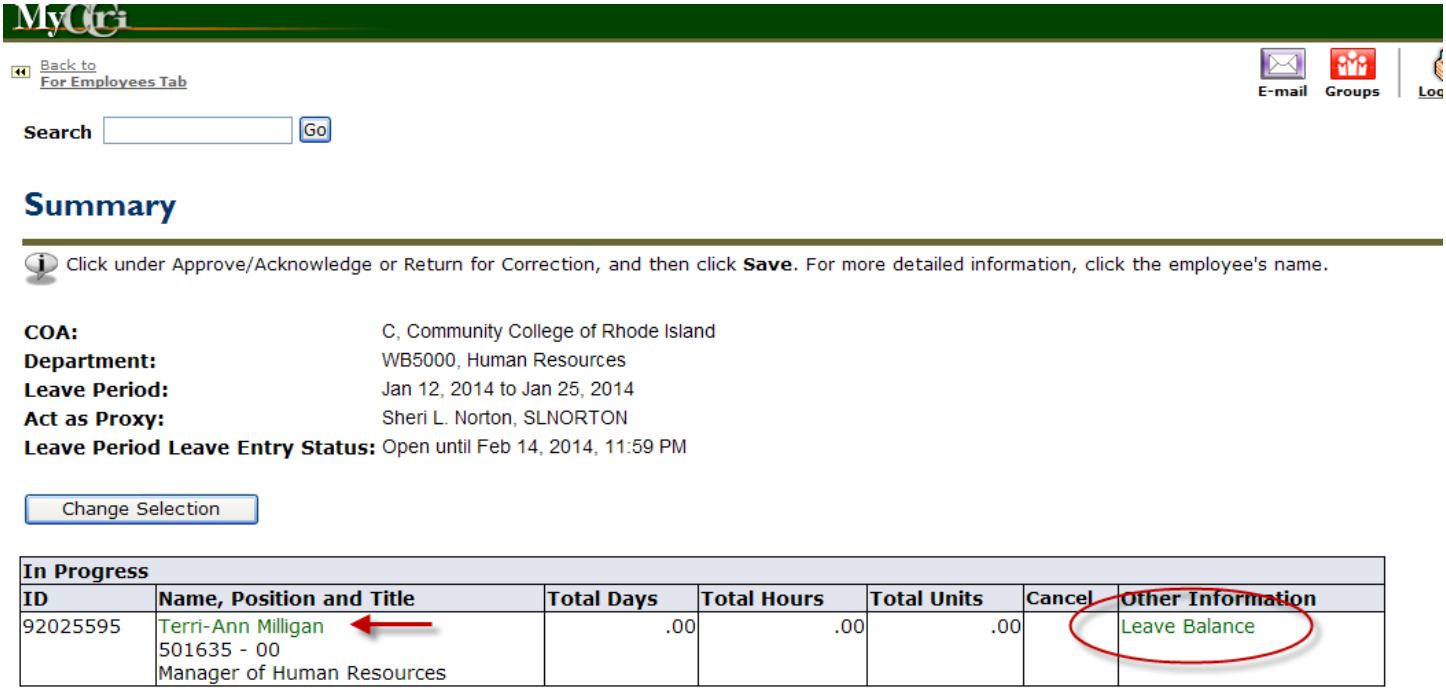
Access the Electronic Timesheets via Self Service by logging into MyCCRI
Click on the "For Employees" tab to access the Electronic Timesheet options
Supervisors will see a host of options; select "Approve or Acknowledge Time"



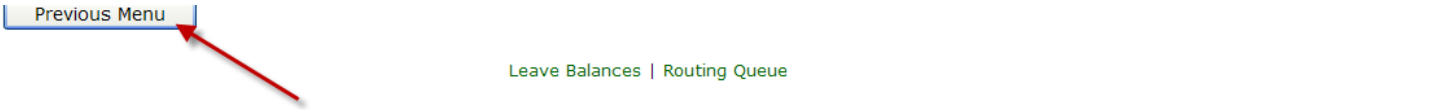
Select the appropriate leave report and click "Select"



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”



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



Leave Report

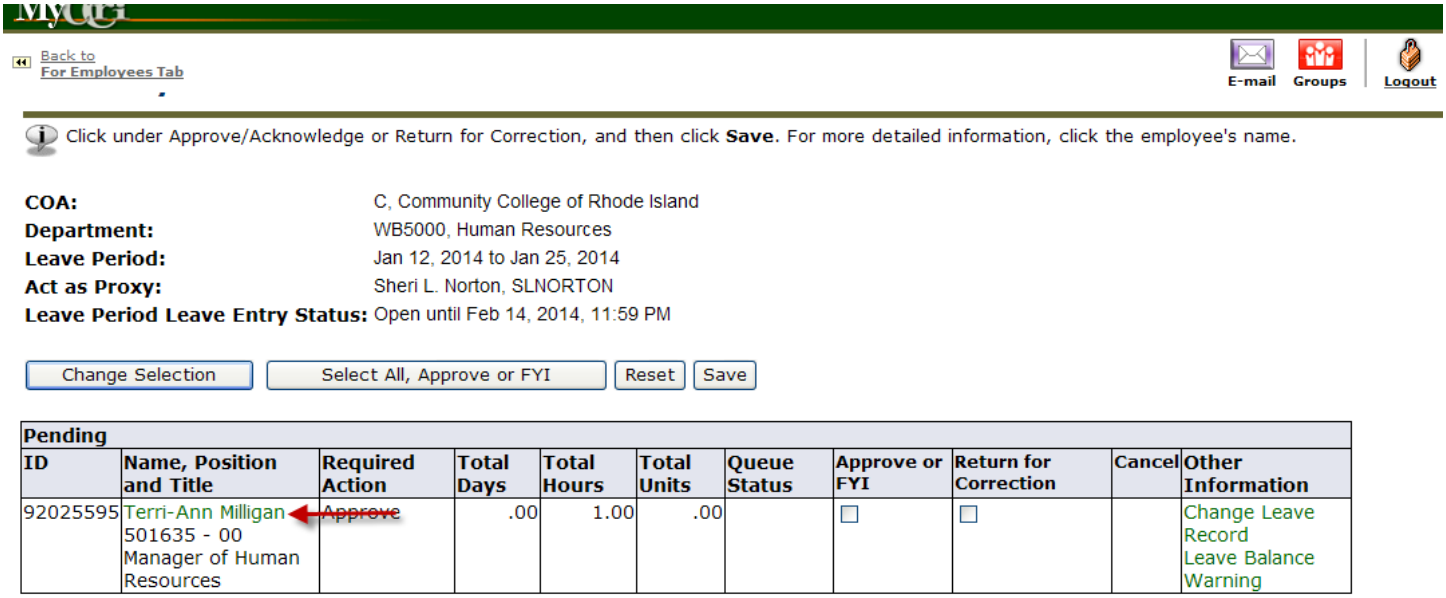
Earnings	Total Hours	Total Units	Sunday , Jan 12, 2014	Monday , Jan 13, 2014	Tuesday , Jan 14, 2014	Wednesday, Jan 15, 2014	Thursday , Jan 16, 2014	Friday , Jan 17, 2014	Saturday , Jan 18, 2014	Sunday , Jan 19, 2014	Monday , Jan 20, 2014	Tuesday , Jan 21, 2014	Wednesday, Jan 22, 2014	Thursday , Jan 23,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

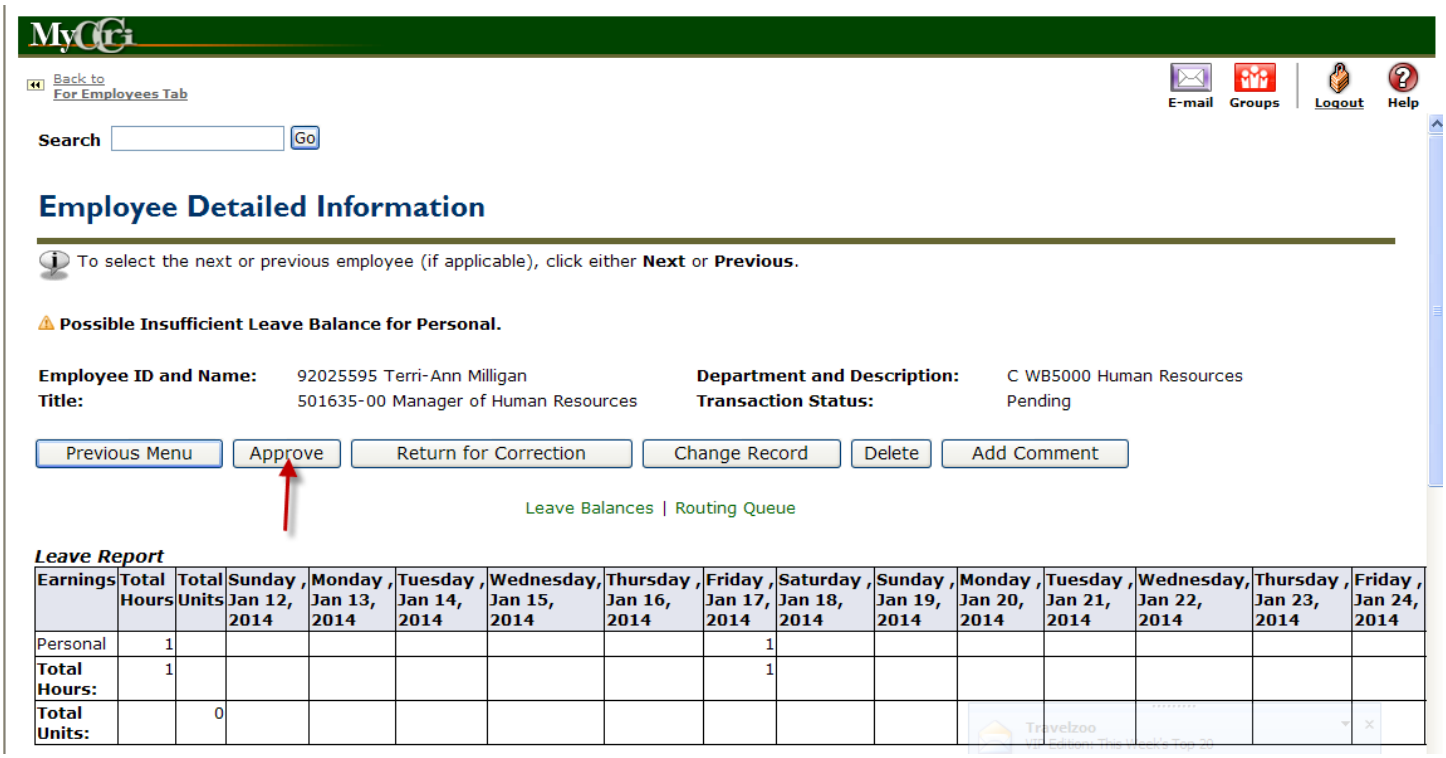
Leave Balances as of Jan 14, 2014

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

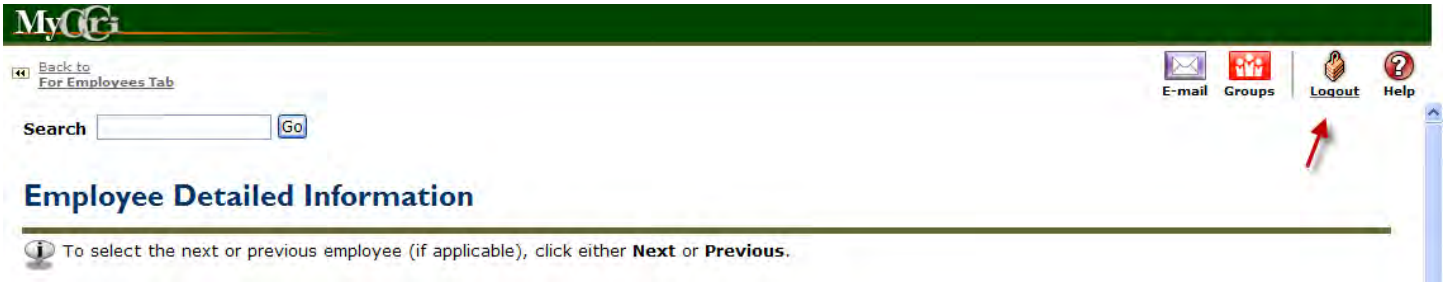
If the timesheet is incorrect, please check "Return for Correction" so that the employee can amend the timesheet to accurately reflect time discharged and re-submit it for approval.





Note that the status will change to "Approved"

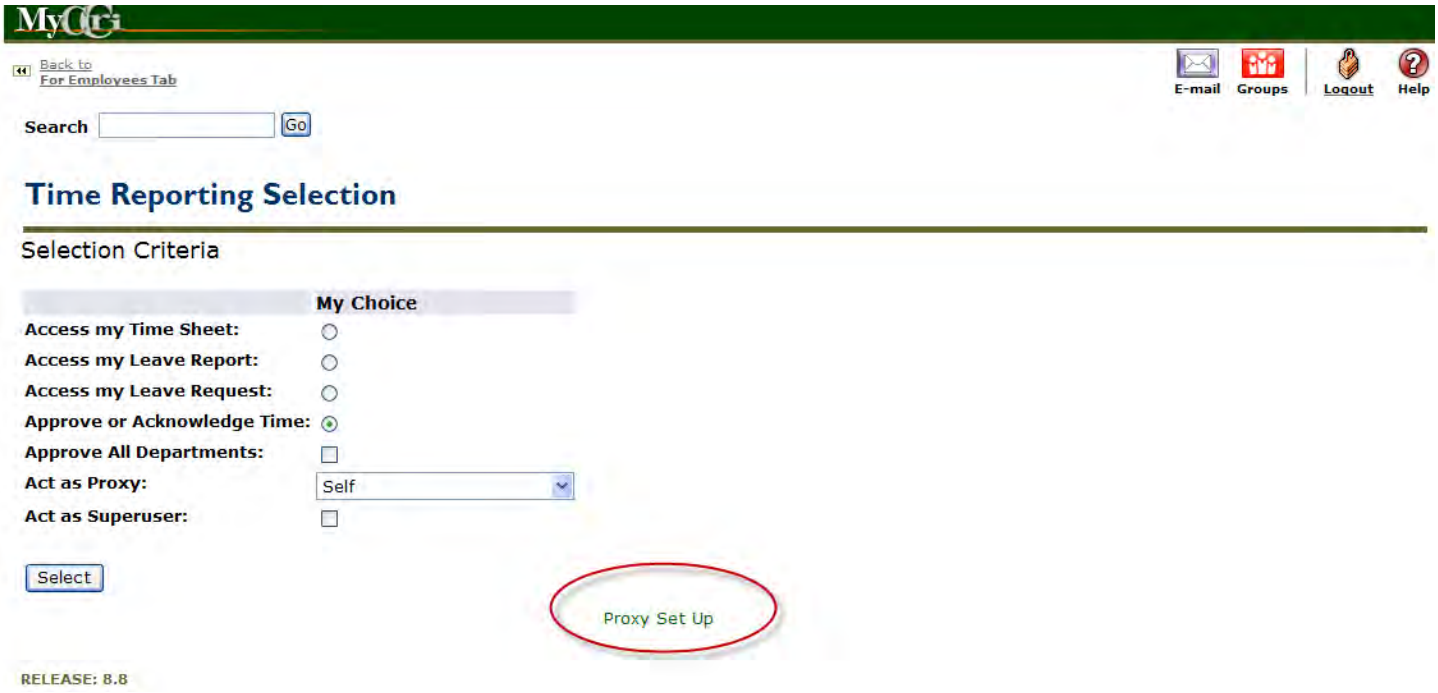
Log out of MyCCRI in the upper right hand corner for the page



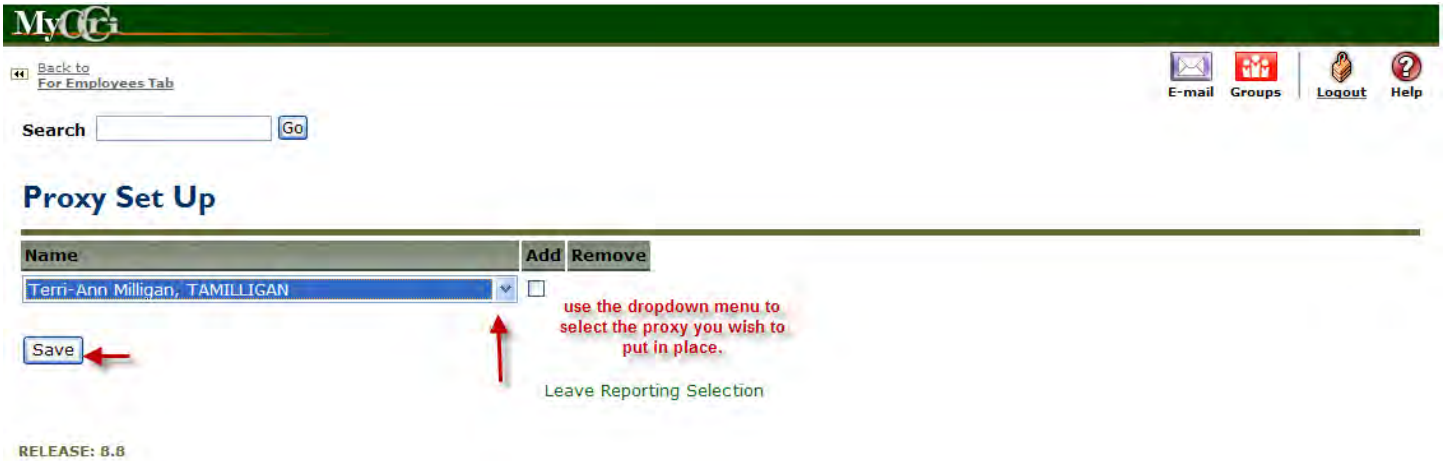
Supervisors – Setting Up Proxies

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"



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



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