

First, sign in to <u>MyCCRI</u> with your CCRI ID and Password.



Next, navigate over to the "For Employees" tab and click the green button to enter.

Providing resources & tools for students, faculty & staff.				
My Account Content Layout January 16, 2024	Faculty/Staff	Student	Logout	? Help
MyCCRI Support myChannels myInt For Employees for Finance				
Employee Dashboard Employee Dashboard NEW CCRI has launched Employee Self Service to make key personnel information readily available. CCRI Employees can now find HR and Payroll information in one simple place.				
Use the employee dashboard for:				
submitting time and leave reporting viewing available leave balances				
 viewing and maintaining your employee profile 				
 submitting tuition waivers and remote work agreements 				
Employee Dashboard				



Once in the Employee Dashboard, click "Enter Leave Report" under the "My Activities" section.

# CCi					* (Knight, Drew
Employee Dashboard						
Employee Dashboard						
Knight, Drew	Leave Balances as of 0	1/16/2024				
My Profile	Personal in hours	23.00	Sick in hours	46.00	Vacation in hours	20.37
	Compensatory Time in hours	0.00				
					Full Leave Bala	ance Information
Pay Information				*	My Activities	
Latest Pay Stub: 10/13/2023 All Pay Stubs					Enter Tin	ne
Earnings					Enter Leave F	Report
Job Summary				^ [Request Tim	e Off

Locate the appropriate Leave Period and select "Start Leave Report."

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Employee Dashboard			
Leave Report			
Approvals Timesheet Leave Report Leave Request			
Leave Report	rt Perio	d	~
Leave Period Hours/Days/Units Submitted On Status			
Strategist Digital Content, 502925-00, C, 30005, Office of VP of Admin and Finance		🕚 Pi	rior Periods
01/14/2024 - 01/27/2024 Not Started Start Leave Report			



Select the first day of the leave report that you did not work or discharge any time. For most employees this will be Sunday.

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Employee Dashboard	Leave Report	 Strategist Digital 	Content, 502925-	00, C, 30005, Offic	e of VP of Adı	min and Fi	nance	
Strategist Digital Con	tent, 502925-00	0, C, 30005, Office	e of VP of Admin a	and Finance		🔿 Restart I	eave Repor Balances	rt
01/14/2024 01/27/2024	(i) 🦻				In Progress	Submit By 01	/29/2024,	11:59 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	1	SATURDA	Y
< 14	5	16	17	18	19	20		>
			🕀 Add Earn Code					
Earn Code Select Earn Code	~							Θ

From the "Earn Code" drop-down menu, choose "Sick Bank Donation."

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Employee Dashbo	ard • Leave Report	<u>t</u> • Strategist Digit	al Content, 502925	00, C, 30005, Offi	ce of VP of Admin a	and Finance	
Strategist Digital	Content, 502925-	00, C, 30005, Offi	ce of VP of Admin	and Finance	i) F	estart Leave Report	
01/14/2024 - 01/27/2	024 (i) (s)				In Progress Submi	t By 01/29/2024, 11:59 P	м
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
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			🕀 Add Earn Code				
Earn Code Select Earn Code Union Business	^					Θ	
Parental Leave							
R Days							
Administrative Lea	ve with Pay						
Sick Bank Donation							



Once selected, enter the appropriate number of hours that you are donating in the text field. This will be 7 hours for 35 hour a week employees and 8 hours for 40 hour a week employee.

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<u>Employee</u> Dashboar	rd • <u>Leave Report</u>	 Strategist Digital 	Content, 502925-0	00, C, 30005, Office	of VP of Adn	nin and	Finance	
Strategist Digital C	ontent, 502925-0	0, C, 30005, Office	e of VP of Admin a	and Finance		🕤 Restar 🔊 Lea	t Leave Re ve Balance	port es
01/14/2024 - 01/27/202	4 () 🗩				In Progress S	ubmit By	01/29/202	24, 11:59 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		SATUR	DAY
< 14	15	16	17	18	19	2	0	>
			🕀 Add Earn Code					
Earn Code	Hour 1	s						Θ

After, press "Save" to add those hours to the leave report.



Then, complete the rest of your Leave Report for any other leave, such as sick or vacation.

(Please Note: You may get a message stating "Possible insufficient Leave Balance for Sick Bank Donation." This is normal so disregard the message.)

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Employee Dashboard	• <u>Leave Report</u> • Str	ategist Digital Conter	nt, 502925-00, C, 3000)5, Office of VP of Adı	min and Finance		
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Leave Report Messages	1						^
Possible Insufficien	t Leave Balance for Sick	Bank Donation					
01/14/2024 - 01/27/2024	7.00 Hours i) 🗩				In Progress	Submit By 01/29/2024, 11:	59 PN
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
14 7.00 Hours	15	16	17	18	19	20	;
			🕀 Add Earn Code				
Sick Bank Donation 🔗 7.00) Hours					/ 🗇	Θ
						Total: 7.00 Ho	urs



Once done, press "Preview" to review your Leave Report.



On the final screen, verify that all of the hours entered are correct, click the acknowledgement, and then submit your Leave Report.

Pay Period: 01/14/2024 - 01/27/2024 7.00 Hours Time Entry Detail Date Earn Code 01/14/2024 C Sick Bank Donation Total Other Summary Earn Code 1 7.00 Hours Summary Total Stek Bank Donations 7.00 Routing and Status Name Action Submit By 01/29/2024, 03:14 PM by Knight, Drew Submit By 01/29/2024, 03:14 PM by Knight, Drew Comment (Optional): Add Comment	accountant, 24292	5-00, C, 30005, Office of VP of Adm	in and Finance	Ē
Time Entry Detail Date Earn Code Shift Total 01/14/2024 C Sick Bank Donation 1 7.00 Hours Summary Image: Comparison of the	ay Period: 01/14/2	2024 - 01/27/2024 7.00 Hours	In Progress Submit By 01/29/2024, 11:59 PM	
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Add Comment	omment (Optional):			
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A notification will then appear in the upper right-hand corner, confirming that the Leave Report has been successfully submitted.

