PROCEDURES FOR REPORTING VACATION AND SICK LEAVE TIME

Entering Your Own Time

1. Go to the Blackboard Yellow Jacket Portal (Intranet) and click on the Resources tab.

2. You will see a header on the left side of the page with a blue background that reads "Vacation/Sick Leave Reporting", immediately below that is a link to your vacation reporting site, click on it.

3. When you get to the vacation/sick leave reporting site, there will be a section that says "Enter Your Own Vacation and Sick Time". A second section will be there ONLY if you approve time-off for other exempt employees, disregard that section for now, we'll get to it later in the instructions. That section is called "Verify Employee Hours for Payroll".

4. Click on "Enter Your Own Vacation and Sick Time" and you will get to last month's calendar.

5. Report any vacation and sick time used by using the drop down menus on the individual days of the month. Please complete even if you did not take time off.

6. After making entries for the full month, check the Employee Approval box and click on Submit Month (it goes to your supervisor).

7. Please submit so that your supervisor has time to review, approve and submit to Payroll by the last working day before the 7^{th} of the month.

8. There is a Quick Card on your calendar that is linked to **Need Help** if you are experiencing technical difficulties.

Approving Time For Direct Reports

1. If you are approving time for direct reports - there is a second section in addition to the "Enter Your Own Vacation and Sick Time" that says "Verify Employee Hours for Payroll". Click on it and all your direct reports will appear on the screen.

2. You will be able to tell if time has been submitted because there will be hours listed, or 0s under the Sick Days and Vacation columns. When someone has submitted time, you click on their name and it takes you to their calendar.

3. If they have not submitted their time, there is a link where you can send a reminder to the employee.

4. You will notice a box in the upper left called Receive Notification that is check marked. By enabling this function you will automatically receive an email when someone has submitted their time. My advice would be to keep it enabled, but you have the option of turning it off if you wish.

5. Next you review the employee's submission (calendar) and if time submitted matches your records, you approve by checking the Time Supervisor Approval box and then clicking on the tab that says Submit to Payroll.

6. A green check mark will appear in the row under the "Submitted to Payroll" column in the "Verify Employee Hours for Payroll" section for the employee which indicates it has been sent to Payroll.

7. Repeat that procedure for all employees for whom you approve sick leave and vacation, and submit to Payroll by the last working day before the 7th and you are done.

8. There is a Quick Card on your calendar that is linked to the **Need Help** if you are experiencing technical difficulties.

To summarize:

All Full-time Administrative Staff:

Submit your time first; remember to do it so that your immediate supervisor has time to review and submit to Payroll by the last working day before the 7th. If you are approving no one else's time, you are done!

All Full-time Administrative Staff who also Approve Vacation/Sick Leave for other Administrative Staff

If you approve the time of others, after submitting your time, make sure that you receive, review, approve and forward to Payroll the time for your direct reports. Please submit to Payroll by the last working day before the 7th.