

Leave Reporting on Self Service Exempt Staff

Leave reporting on Self Service is fairly straight forward. In a nutshell, once you login, you go to the Employee section of Self Service, then to the Report Time Off section. From there you will select the Leave Report Period, enter your time off in full day (1) or half day (.5) increments and SAVE. On the last day of the month, not before, after all your time has been entered and saved, you submit your time off for approval. At that time, you should notify your supervisor, possibly via email, that you have submitted your time for approval.

Below are some screen shots that may be helpful.

https://ssb.sewanee.edu/cis_uoss/twbkwbis.P_WWWLogin

User Login - Windows Internet Explorer

http://ss03.sewanee.edu:7000/cis_dev/twbkwbis.P_WWWLogin

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HELP EXIT

User Login

Please enter your Banner Identification Number (ID) and your Personal Identification Number (PIN).
When completed, click the **Login** button.

Please Note: **PIN** is Case Sensitive.

When you are finished using Self-Service, click **EXIT** and close your browser to protect your privacy.

User ID:

PIN:

Login Forgot PIN?

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Main Menu - Windows Internet Explorer
http://sls03.sewanee.edu:7000/cis_dev/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCO

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Personal Information Employee WebTailor Administration

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, Tracie L. Sherrill, to the Sewanee Campus Information System! Last web access on Nov 02, 2010 at 10:30 am

[Personal Information](#)
Change your pin; Change you security question

[Employee](#)
Time sheets, time off, benefits, paystubs, W2 and W4 data.

[Web Tailor Administration](#)
Customize a web menu or procedure, a graphic element, a set of information text, a set of menu items; Update user roles; Customize a web module, web rules, WebTailor parameters; Customize a login return location; Customize WebTail or overrides, global user interface settings.

[Course Evaluation Management](#)

[Return to Homepage](#)

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Employee Main Menu - Windows Internet Explorer

https://ssb.sewanee.edu/cis_uoss/twblkwbis.P_GenMenu?name=pmenu.P_MainMnu

File Edit View Favorites Tools Help

WEB SEARCH

uoss - DO NOT CLOSE THIS ... Employee Main Menu User Login

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Banner self-service

Personal Information **Employee** WebTailor Administration

Search RETURN TO MENU SITE MAP HELP EXIT

Employee

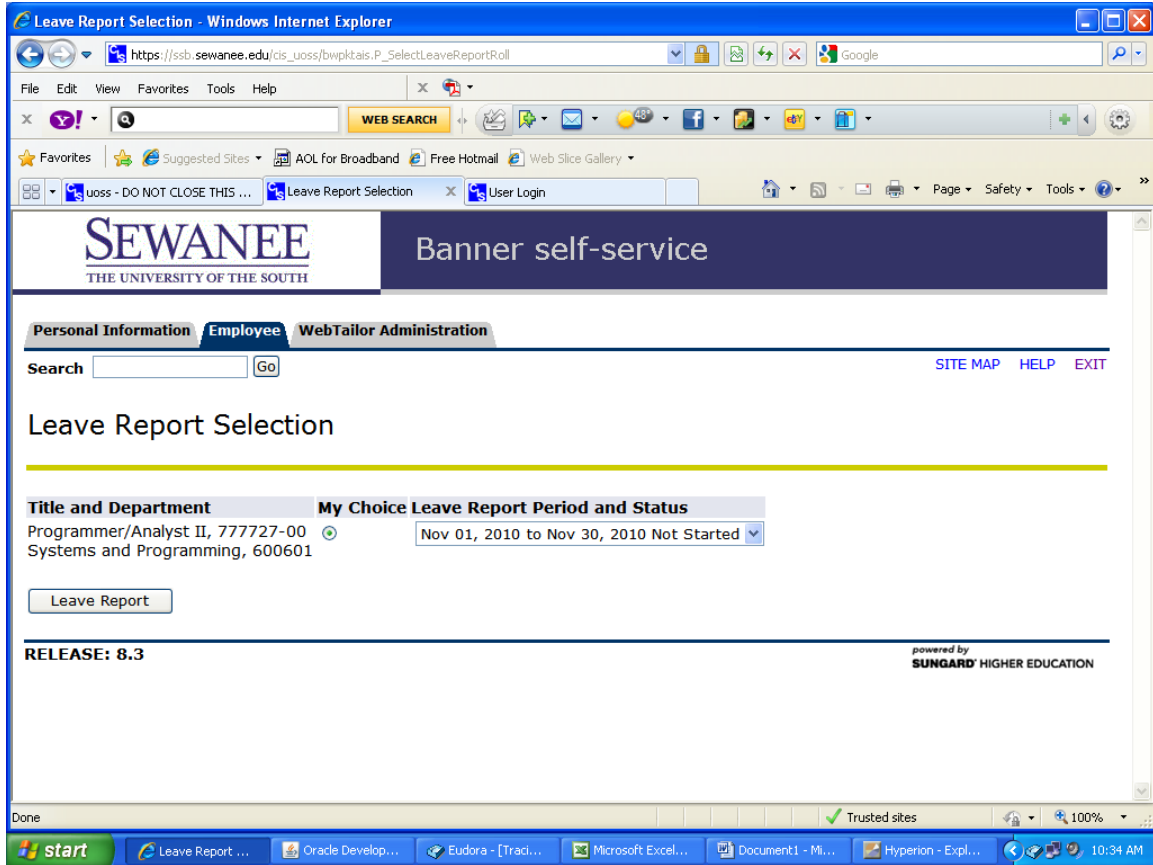
- [Time Sheet](#)
Enter or Approve Time
- [Report Time Off](#)
Leave Reporting
- [Benefits and Deductions](#)
View your health insurance information, flex spending accounts and miscellaneous deductions.
- [Pay Information](#)
View your Direct Deposit bank account distribution, earnings, deductions history and view pay stubs.
- [Tax Forms](#)
View W4 and W2 information.
- [Time Off Current Balances and History](#)
View Leave Balances/History

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After selecting the Leave Report Period, click 'Leave Report' at the bottom of the page. Statuses on the page are 'Not Started', 'In Progress', 'Pending (has been submitted for approval, but not yet approved)', 'Approved', and 'Returned for Correction' is a possibility.



Select 'Enter Days' on the appropriate earning code. To move forward in the month, press 'Next' at the bottom of the page until you get to the date you need. 'Previous' will be an option once past the first page.

Time Sheet

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

Leave Report

Title and Number: Programmer/Analyst II -- 777727-00
Department and Number: Systems and Programming -- 600601
Leave Report Period: Nov 01, 2010 to Nov 30, 2010
Submit By Date: Dec 06, 2010 by 11:59 P.M.

Earning	Total Days	Total Units	Monday Nov 01, 2010	Tuesday Nov 02, 2010	Wednesday Nov 03, 2010	Thursday Nov 04, 2010	Friday Nov 05, 2010	Saturday Nov 06, 2010	Sunday Nov 07, 2010
Vacation Pay	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Sick Pay	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Total Days:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
 Approved By:

Enter your time off in full day or half day, either 1 or .5, then SAVE.

http://sls03.sewanee.edu:7000/cis_dev/bwpktetm.P_EnterTimeSheet?JobsSeqNo=80&TypeEntry=D&LastD - Windows Internet Explorer

http://sls03.sewanee.edu:7000/cis_dev/bwpktetm.P_EnterTimeSheet?JobsSeqNo=80&TypeEntry=D&Li

File Edit View Favorites Tools Help

WEB SEARCH

Y! AOL for Broadband Free Hotmail Web Slice Gallery

uoss - DO NOT CLOSE THIS ... http://sls03.sewanee.ed...

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Personal Information Employee WebTailor Administration

Search Go SITE MAP HELP EXIT

Time Sheet

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

Leave Report

Title and Number:	Programmer/Analyst II -- 777727-00
Department and Number:	Systems and Programming -- 600601
Leave Report Period:	Nov 01, 2010 to Nov 30, 2010
Submit By Date:	Dec 06, 2010 by 11:59 P.M.
Earning:	Vacation Pay
Date:	Nov 10, 2010
Days:	<input type="text" value="1"/>

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http://sls03.sewanee.edu:7000/cis_dev/bwpktetm.P_UpdateTimeSheet - Windows Internet Explorer

http://sls03.sewanee.edu:7000/cis_dev/bwpktetm.P_UpdateTimeSheet

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

Leave Report

Title and Number: Programmer/Analyst II -- 777727-00
Department and Number: Systems and Programming -- 600601
Leave Report Period: Nov 01, 2010 to Nov 30, 2010
Submit By Date: Dec 06, 2010 by 11:59 P.M.

Earning: Vacation Pay
Date: Nov 10, 2010
Days:

Earning	Total Days	Total Units	Monday Nov 08, 2010	Tuesday Nov 09, 2010	Wednesday Nov 10, 2010	Thursday Nov 11, 2010	Friday Nov 12, 2010	Saturday Nov 13, 2010	Sunday Nov 14, 2010
Vacation Pay	1		Enter Days	Enter Days	1	Enter Days	Enter Days	Enter Days	Enter Days
Sick Pay	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Total Days:	1		0	0	1	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:

Done Trusted sites 100%

If you were out for vacation or sick for several days, you can use the 'Copy' function on the page above or simply enter the days one at a time. But, if you choose to 'Copy' you'll see the page below. Check the days that should be the same as the entry you just made, then click 'Copy'.

The screenshot shows a web browser window with the URL `http://sls03.sewanee.edu:7000/cis_dev/bwpktetm.P_UpdateTimeSheet`. The page content includes:

- Checkboxes for "Include Saturdays:" and "Include Sundays:".
- A section titled "Copy by date:" containing a grid of dates from Monday, Nov 01, 2010 to Monday, Nov 29, 2010.
- Buttons for "Leave Report" and "Copy".
- Text "RELEASE: 8.3" and "powered by SUNGARD HIGHER EDUCATION".

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Nov 01, 2010	Nov 02, 2010	Nov 03, 2010	Nov 04, 2010	Nov 05, 2010	Nov 06, 2010	Nov 07, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Nov 08, 2010	Nov 09, 2010	Nov 10, 2010	Nov 11, 2010	Nov 12, 2010	Nov 13, 2010	Nov 14, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Nov 15, 2010	Nov 16, 2010	Nov 17, 2010	Nov 18, 2010	Nov 19, 2010	Nov 20, 2010	Nov 21, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Nov 22, 2010	Nov 23, 2010	Nov 24, 2010	Nov 25, 2010	Nov 26, 2010	Nov 27, 2010	Nov 28, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday	Tuesday					
Nov 29, 2010	Nov 30, 2010					
<input type="checkbox"/>	<input type="checkbox"/>					

Then click 'Leave Report' to go back to the report.

Your Leave Report should look something like this. Once you're finished, log out.

Title and Number: Programmer/Analyst II -- 777727-00
Department and Number: Systems and Programming -- 600601
Leave Report Period: Nov 01, 2010 to Nov 30, 2010
Submit By Date: Dec 06, 2010 by 11:59 P.M.
Earning: Vacation Pay
Date: Nov 12, 2010
Days:

Earning	Total Days	Total Units	Monday Nov 08, 2010	Tuesday Nov 09, 2010	Wednesday Nov 10, 2010	Thursday Nov 11, 2010	Friday Nov 12, 2010	Saturday Nov 13, 2010	Sunday Nov 14, 2010
Vacation Pay	3		Enter Days	Enter Days	1	1	1	Enter Days	Enter Days
Sick Pay	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
Total Days:	3		0	0	1	1	1	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.3

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It is recommended that you enter your leave time throughout the month as taken, then submit your time for approval on the last day of the month by clicking 'Submit for Approval'. At that time, 'Waiting for Approval From:' will be populated with the person responsible for approving your time. Once you have submitted your calendar you will be forced to reenter your PIN which verifies that what you have entered is a true and accurate account of your leave. You should then notify your supervisor to tell them that your leave report has been submitted for approval.