SAINT MARY'S COLLEGE

GUIDE TO LEAVE REPORTING

ACCESSING THE LEAVE REPORT.

- 1. Type <u>https://inb.saintmarys.edu:444/</u> into your web browser to open PRISM or access PRISM via the Saint Mary's @ home page.
- 2. Click on the Enter Secure Area line.
- 3. In the User ID box, type your Saint Mary's Banner ID.
- 4. In the **PIN** box, type your personal identification number (PIN).
- 5. Click the **Login** button.
- 6. Click the **Employee** tab. You will then see the screen below.



7. Click the Leave Report link on the left side of the window.

8. Under *My Choice*, select the dot for Access my Leave Report.

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Time Reporting Selection Selection Criteria Access my Time Sheet: Access my Leave Report: Access my Leave Request: Approve or Acknowledge Time: Act as Proxy: Self v Act as Superuser: Select Proxy Set Up		

- 9. Click the **Select** button.
- 10. From the **Pay Period and Status** dropdown box, select the pay period.

Leave Report Selecti	on	
Title and Department	My Choice	Leave Report Period and Status
Director - Human Resources, AD9920-00 Human Resources, 703300		Jun 10, 2007 to Jun 23, 2007 In Progress
Leave Report		

11. Click the **Leave Report** button.

ENTERING LEAVE HOURS FOR ONE DAY

1. On the *Time and Leave Reporting* page, click the **Enter Hours** link under on the date worked and in the row for the type of leave (*Vacation, Sick, or Personal*).

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Time and Leav	e Reporti	ng							^
Select the link under	a date to enter	hours or days.	Select Next or	Previous	to navigate th	rough the dat	es within the	period.	
Leave Report									
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Department and Nume	ber:		Human Ke	Sources	/03300				
Submit By Date:			Jul 10, 20	07 by 12	11 23, 2007				
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Administrator - Sick Leave	0	Enter Ent Hours	er H ours Ente	r Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Administrator - Personal Leave	0	Enter Ent Hours	er Hours Ente	r Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
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The following screen will appear. Enter the number of hours taken in the box provided and then click **Save**.

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The following screen will appear with the hours entered under the day and type of leave chosen.

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Department and Numb	er:		Huma	n Resources	703300				
Leave Report Period:			Jun 1	0, 2007 to J	un 23, 2007				
Submit By Date:			Jul 01	, 2007 by 1	2:00 P.M.				
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Date:	Jun 11,	2007							
Hours:	8								
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Earning	Total Total S Hours Units J 2	unday un 10, 007	Monday Jun 11, 2007	Tuesday Jun 12, 2007	Wednesday Jun 13, 2007	Thursday Jun 14, 2007	Friday Jun 15, 2007	Saturday Jun 16, 2007	
Administrator - Vacation Leave	8	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	=
Administrator - Sick Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Administrator - Personal Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:	8	0	8	0	0	0	0	0	
Total Units:	0	0	0	0	0	0	0	0	
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ENTERING LEAVE TIME FOR A WEEK OR PAY PERIOD

If you take the same leave hours each day during a week or a pay period, you can fill out your leave report just once by copying those hours to the end of the week or the pay period.

1. On the *Time and Leave Reporting* page, click the **Enter Hours** link under on the date worked and in the row for the type of leave (*Vacation, Sick, or Personal*).

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Select the link under	a date to enter	hours or days.	Select Next or	Previous	to navigate th	rough the dat	es within the	period.	
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Administrator - Vacation Leave	0	Enter Ent Hours	er Hours Ente	er Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Administrator - Sick Leave	0	Enter Ent Hours	er Hours Ente	er Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Administrator - Personal Leave	0	Enter Ent Hours	er Hours Ente	er Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:	0	0	0	0	0	0	0	0	
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2. The following screen will appear. Enter the number of hours taken in the box provided and then click **Copy**.

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3. The following screen will be displayed.

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Distribution is also copied.		
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Date and leave time to copy:	Jun 11, 2007, 8 Hours	
Copy from date displayed to end of the leave period:		
Include Saturdays:		
Include Sundays:		
Copy by date:	\frown	
Sunday Monday Tuesday Wednesday Jun 10, 2007 Jun 11, 2007 Jun 12, 2007 Jun 13, 2007	Thursday Friday Jun 14, 2007 Jun 15, 2007	Saturday Jun 16, 2007
Sunday Monday Tuesday Wednesday Jun 17, 2007 Jun 18, 2007 Jun 19, 2007 Jun 20, 2007	Thursday Friday Jun 21, 2007 Jun 22, 2003	Saturday 7 Jun 23, 2007
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- 2. Click in the "**Copy from date displayed to end of the leave period**" checkbox or check each individual check box that applies.
- 3. Click the **Copy** button.
- 4. Look for the verification message that says the hours were successfully copied.



5. Click the Leave Report button.

6. Check to make sure the hours have now been copied for all days in the pay period or as checked individually in the boxes.

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Date:	Jun 11	, 2007							
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Administrator - Vacation Leave	40	Enter Hours	8	8	8	8	8	Enter Hours	
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Administrator - Personal Leave	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
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CORRECTING YOUR LEAVE REPORT

If *Incorrect* hours have been entered into a *Correct* Leave Code:

1. On the leave report, click the incorrect hours for the date that needs to be changed.

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Department and Num	ber:		Human Resource	es 703300				
Leave Report Period:			Jun 10, 2007 to	Jun 23, 2007				
Submit By Date:			Jul 01, 2007 by	12:00 P.M.				
Earning:	Administrato	r - Vacation L	_eave					
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Administrator - Personal Leave	0	Enter Enter Hours	Hours Enter Hou	rs Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:	40	0	8	8 8	8	8	0	
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2. Change the hours to the correct number.

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3. Click the Save button.

If *Correct* hours have been entered into an *Incorrect* Leave Code:

1. Click the link for the hours that have been entered into the incorrect Leave Code.

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Leave Report Period:			Jun 1	0, 2007 to Ju	un 23, 2007				
Submit By Date:			Jul 01	, 2007 by 12	2:00 P.M.				
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Date:	Jun 11	2007							
Hours:	8								
Save Copy									
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Administrator - Vacation Leave	40	Enter Hours	8	8	8	8	8 8	B Enter Hours	
Administrator - Sick Leave	0	Enter E Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	r Enter Hours	
Administrator - Personal Leave	0	Enter E Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	r Enter Hours	
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2. Delete the hours in the box.

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4. Click the link under the correct Leave Code.

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5. Type in the correct hours in the box.

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Your hours will then appear under the correct code.

LEAVING A COMMENT ON YOUR LEAVE REPORT

Sometimes there are special circumstances you'll want to share regarding your Leave Report. You can leave a comment on your Leave Report that will be seen by your supervisor and Human Resources. To leave a comment, do this:

1. Click the **Comments** button near the bottom of the Leave Report page. Note: The Comments box does not have a spell checker.



2. In the **Comments** box, type your message.

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- 3. Click the Save button.
- 4. Click the Previous Menu button to return to your Leave Report. Note: Comments on your Leave Report are only visible to you in Preview mode.

PRINTING YOUR LEAVE REPORT

You may want to print a copy of your Leave Report. To print your report, do this:

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1. Click the Preview button near the bottom of your Leave Report.

- 2. Click File from the browser menu.
- 3. Click Page Setup.
- 4. From the printer settings, select "landscape" for Paper Layout.
- 5. Click the OK button to save your paper layout setting.
- 6. Click the OK button to print your Leave Report.

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7. Back in the Leave Report Preview window, click the Previous Menu button.

SUBMITTING YOUR LEAVE REPORT

When your Leave Report is ready to submit, it's important for you to preview it first. Check over your hours and make sure the days, numbers, and leave codes are all correct. After you've previewed, submit your Leave Report as follows:

1. Click the Submit for Approval button at the bottom of your Leave Report.

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