

# Leave Reporting Quick Reference Guide

(Faculty Employees)

## POLICIES AND PROCEDURE

- Record leave accurately.
- Only record in full shift increments, no partial days.
- Select correct pay period before opening time sheet.
- Check leave balances for availability of hours claimed.
- Add Comments as needed.
- Review leave record for accuracy before submitting.
- Submit you leave record prior to deadline.

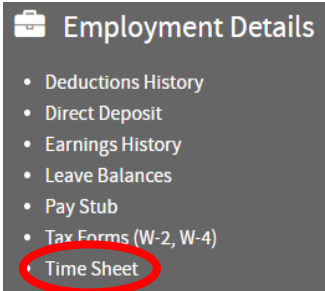


## OPENING LEAVE REPORT

**STEP 1:** Login to **inside.sou.edu**



**STEP 2:** Under **Employment Details**, select **Time Sheet**



**STEP 3:** In **Selection Criteria**, select radio button next to **Access my Time Sheet** and **Select**.

Selection Criteria

**My Choice**

**Access my Time Sheet:** ☒

**Access my Leave Report:** ☐

**Access my Leave Request:** ☐

**Approve or Acknowledge Time:** ☐

**Approve All Departments:** ☐

**Act as Proxy:** ☐

**Act as Superuser:** ☐

**Select**

**STEP 4:** In **Time Sheet Selection**, select radio button next to **job**, **Pay Period** from drop down, and **Time Sheet**

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

**Title and Department** **My Choice Pay Period and Status**

Assoc Dir of Service Center, F98327-00 ☒ Nov 13, 2017 to Dec 12, 2017 In Progress

Service Center, 484000 ☐ Nov 13, 2017 to Dec 12, 2017 In Progress

**Time Sheet** ☐ Oct 13, 2017 to Nov 12, 2017 Approved

**Note:** For **WTE Approvers only**: in Selection Criteria, select radio button for **Approve or Acknowledge Time**: and **Select**

## HOW TO ENTER LEAVE

**STEP 1:** In leave reporting, select **Enter Hours** for the corresponding date (column) and leave type (row)

Time Sheet							
Title and Number:		Sr Instr 1 / Spanish Language -- F98961-					
Department and Number:		World Languages/Literature -- 331400					
Time Sheet Period:		Aug 01, 2020 to Aug 31, 2020					
Submit By Date:		Sep 08, 2020 by 11:59 PM					
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 01, 2020	Sunday Aug 02, 2020	Monday Aug 03, 2020
Furlough Time Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Leave without Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours

**STEP 2:** Enter the total shift hours and select **Save**

Time Sheet Period: Aug 01, 2020 to Aug 31, 2020  
Submit By Date: Sep 10, 2020 by 11:59 PM

Earning: Furlough Time Taken  
Date: Aug 03, 2020  
Shift: 1  
Hours: 8

**Save** **Copy** **Account Distribution**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 01, 2020	Sunday Aug 02, 2020	Monday Aug 03, 2020
Furlough Time Taken	1	0	0	0	Enter Hours	Enter Hours	Enter Hours
Leave without Pay	1	0	0	0	Enter Hours	Enter Hours	Enter Hours

**STEP 3:** Repeat steps 1 and 2 for all dates (columns) and earnings (rows) leave was taken during the pay period. To navigate forward one week, select **Next**. To navigate backward one week, select **Previous**.

Position Selection Comments Preview Submit for Approval Restart **Previous** **Next**

## SUBMITTING FOR APPROVAL

After reviewing the leave hours recorded simply click on the **Submit for Approval** button.

Even if you did not take any leave, please submit the timesheet.

Deadline to submit is five business days after the end of the pay period.

Earning	Shift	Default Hours or Units	Total Hours	Total Units
Furlough Time Taken	1	0	0	0
Leave without Pay	1	0	0	0
Bereavement Pay	1	0	0	0
Military Training Leave Taken	1	0	0	0
Inclement/Closure Paid	1	0	0	0
COVID-19 Two Thirds Leave	1	0	0	0
COVID-19 Related Leave	1	0	0	0
Donated Time Taken	1	0	0	0
Sick Leave Taken	1	0	0	0
<b>Total Hours:</b>			0	
<b>Total Units:</b>				0

Previous Menu Preview Comments **Submit for Approval** Restart Next