

Brief Overview of Leave Request and Approval

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Employee Overview

Tax Information →

Time Entry

Time Approval

Faculty Contracts

Leave ←

Leave Approval

Time History

Welcome to Colleague Employee Self-Service!

Tax Information
Here you can change your consent for e-delivery of tax information.

Time Entry
Here you can fill out your timecards.

Time Approval
Here you can approve or reject timecards for the people you supervise

Faculty Contracts
Here you can view your contract assignment details.

Leave
Here you can view your leave balances and leave requests.

Leave Approval
Here you can approve or reject leave requests for people you supervise.

Time History
Here you can view your paid timecards.

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Self Service now has the ability to handle leave requests. Simply select Leave from either the Home screen or the side menu in self service shown above. You will be taken to the screen below which shows your leave balances. In the top right of the Leave Balances screen you can click the blue button to initiate a request for leave.

Leave

Leave Balance ⓘ

Vacation (Hours)

108.00	253.33
Used	Balance

Sick (Hours)

8.00	507.50
Used	Balance

Leave Requests

Request Leave

Leave Type	Total Hours	Date Range	Approver	Status
Sick	8.00	9/3/2021		Submitted

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Per Page: 4

Leave - As Of 10/6/2021 ⓘ

Description	Starting Balance	Earned	Used	Adjustments	Balance	
Emergency Response	0.00	0.00	0.00	0.00	0.00	... View
Vacation	289.46	119.97	108.00	-48.10	253.33	... View

Leave Request

[Return to Leave Dashboard](#)

Outstanding Leave Requests

Leave Type	Sick
Total Hours	8.00
Date Range	9/3/2021 - 9/3/2021
Approver	
Status	Submitted

New Request

Save Submit Comments Delete

Current Leave Balance: 0.00 hours
Total Requested: 0.00 hours

Leave Type

Select a Leave Type ^

-
- Sick
- Vacation
- Emergency Response
- Personal Business

End Date

Above select the type of leave you want to create a request to use. Once you've select the leave type you can select the date/date range you want request. After you've select your date(s) you can then enter the number of hours for each day shown below.

**** Do not enter a date range that spans more than one pay period. If you would like to request leave that spans more that one period, please separate the request into to two separate requests.**

Leave Request

[Return to Leave Dashboard](#)

Outstanding Leave Requests

Leave Type	Sick
Total Hours	8.00
Date Range	9/3/2021 - 9/3/2021
Approver	
Status	Submitted

Vacation 10/7/2021

Save Submit Comments Delete

Current Leave Balance: 253.33 hours
Total Requested: 0.00 hours

Leave Type

Vacation v

Start Date i

End Date

	SUN	MON	TUE	WED	THU	FRI	SAT
	3	4	5	6	7	8	9
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="text"/>	<input type="text"/>

Leave Request

[Return to Leave Dashboard](#)

Outstanding Leave Requests

Vacation 10/7/2021

Save Submit Comments Delete

Leave Type: Vacation

Start Date: 10/7/2021 End Date: 10/7/2021

Current Leave Balance: 253.33 hours
Total Requested: 4.00 hours

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7 4.00	8	9

Once you've entered your hours requested and clicked the submit arrow on the top right, the leave request will be reflected in the outstanding leave requests on the top left of the screen.

Leave Request

[Return to Leave Dashboard](#)

New Request

Vacation 10/7/2021 Submitted

Save Submit Comments Delete

Outstanding Leave Requests

Leave Type: Vacation

Start Date: 10/7/2021 End Date: 10/7/2021

Current Leave Balance: 253.33 hours
Total Requested: 4.00 hours

SUN	MON	TUE	WED	THU	FRI	SAT
3	4	5	6	7 4.00	8	9

Leave

Leave Balance ⓘ

Leave Requests Request Leave

Leave Type	Total Hours	Date Range	Approver	Status
Sick	8.00	9/3/2021	LeVick, Ronald G.	Approved
Vacation	4.00	10/7/2021	LeVick, Ronald G.	Approved

Vacation (Hours)		Sick (Hours)	
108.00	253.33	8.00	507.50
Used	Balance	Used	Balance

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Leave - As Of 10/6/2021 ⓘ

The main leave screen shows all leave requests and the status of those requests as well as leave balances. (above)

Once the leave is approved by the supervisor, a leave request line appears on the time entry page displaying the requested leave. A second line appears under the request showing the actual leave being used. (below)

Earn Type	Mon 10/4	Tue 10/5	Wed 10/6	Thu 10/7	Fri 10/8	Sat 10/9	Sun 10/10	Total
Work Schedule	8.00	8.00	8.00	8.00	8.00			40.00
Regular Pay								0.00
Leave Request - Vacation				4.00				4.00
Vacation				4.00				4.00
<div style="display: flex; justify-content: space-between; align-items: center;"> Remove Vacation + Additional Time </div>								
Position Total Hours:	0.00	0.00	0.00	4.00	0.00	0.00	0.00	4.00

Supervisors will see all leave requests in the Leave Approval screen. Within the screen supervisors can approve/unapproved, reject/unreject, make comment and view the request. They can also see the employees current leave balances. (below)

Leave Balance
 Leave Request

 Include Employees with no Outstanding Leave Requests

Reset Filters
Apply Filters

Employee Leave - As Of 10/6/2021 (i)

Description	Starting Balance	Earned	Used	Adjustments	Balance	
Personal Business - 100%	0.00	24.00	8.00	0.00	16.00	... View
Sick 100%	143.00	8.00	0.00	0.00	151.00	... View
Vacation 100%-NEW	144.00	24.00	0.00	0.00	168.00	... View
Emergency Response	0.00	0.00	0.00	0.00	0.00	... View

Employee Leave Requests

Leave Type	Total Hours	Date Range	Approver	Status	
Personal Business	4.00	8/13/2021	Moore, Courtney L.	Approved	✓ (i) ... Unapprove Reject Comments View
Personal Business	8.00	8/20/2021	Moore, Courtney L.	Approved	✓ (i) ... Unapprove Reject Comments View
Sick	4.00	8/25/2021	Moore, Courtney L.	Approved	✓ (i) ... Unapprove Reject Comments View
Personal Business	8.00	9/3/2021	Moore, Courtney L.	Approved	✓ (i) ... Unapprove Reject Comments View