

# **Leave Requests and Reporting**

## **Read Only**

## **Self-Service**

## **Training Manual**



**March 2024**

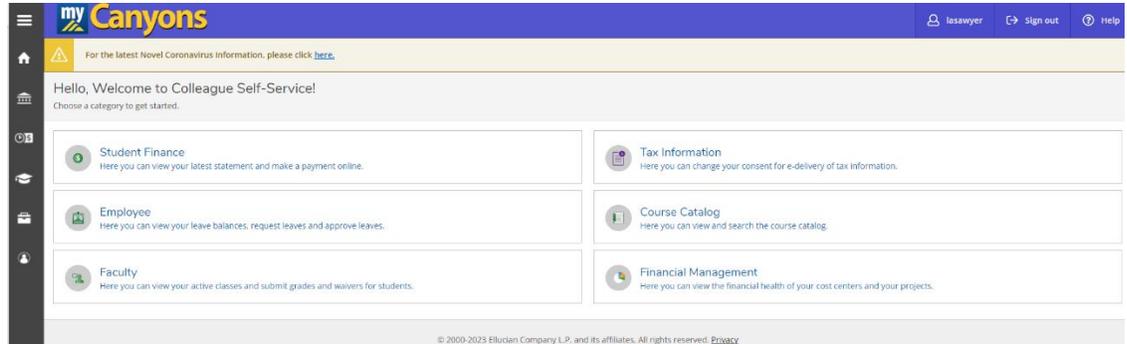
# Contents

- Logging into Self-Service ..... 3
- Navigating to Leave Screen ..... 4
- Viewing your Leave Plan Balances ..... 5
  - View Leave Balances ..... 5
  - Leave As Of Date ..... 6

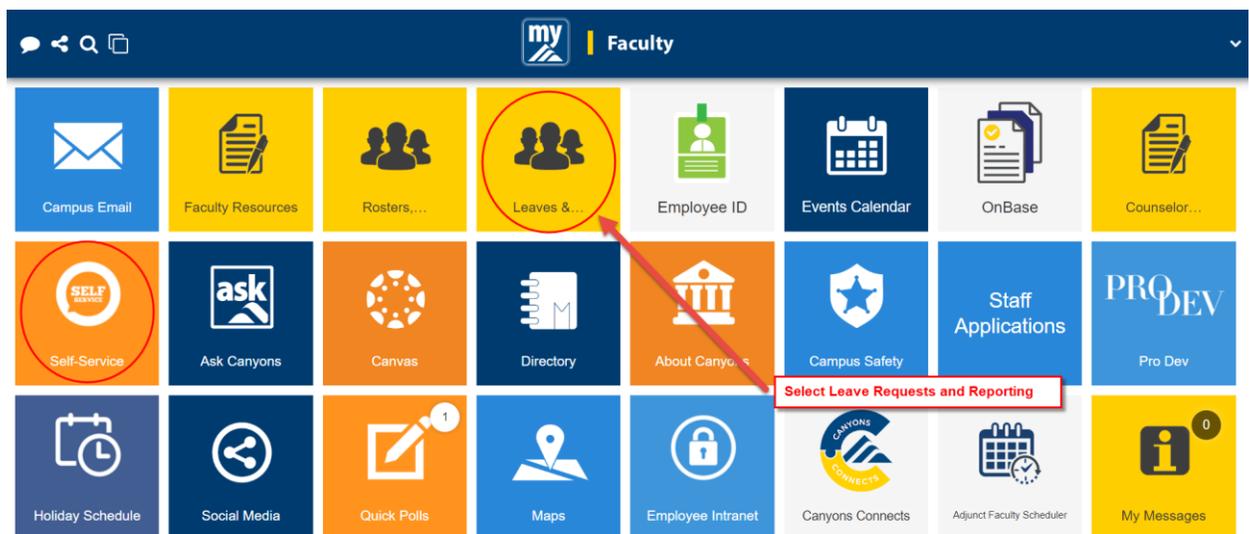
## Logging into Self-Service

There are multiple ways to login into Self-Service to use the Leave Requests and Reporting screen.

1. Self-Service is the web interface for Colleague. It can be accessed by opening a web browser (Either on or off campus) and going to <https://selfservice.canyons.edu/Student/Account/Login>.
  - a. Login with your COC Username and password.

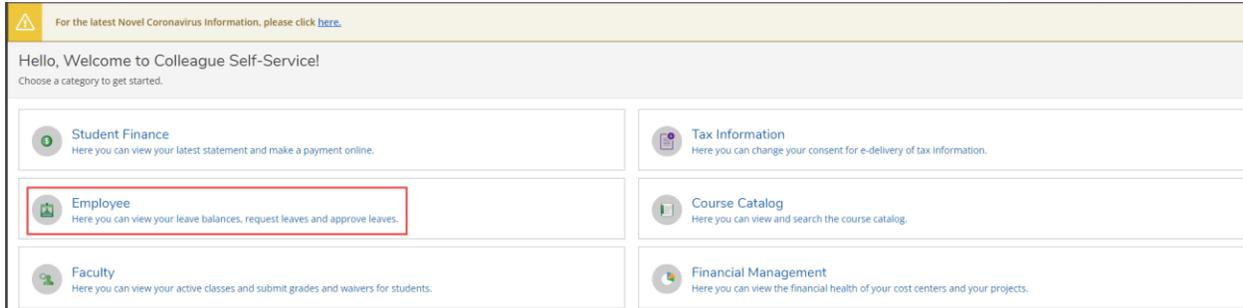


2. Log into myCanyons <https://my.canyons.edu/campusm/home#menu>
  - a. Select your profile (Staff or Faculty).
  - b. Login with your COC Username and password.
  - c. Select one of two tiles to enter Self-Service.
    - i. Leaves & Contact Info tile, then select Leave Requests and Reporting menu.
    - ii. Self-Service tile.

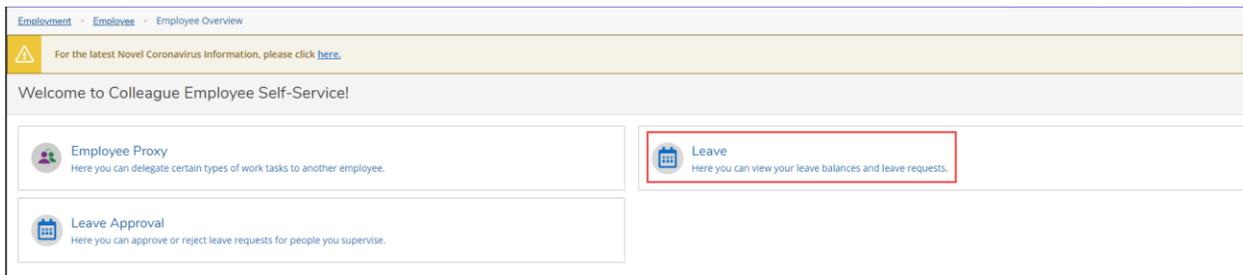


# Navigating to Leave Screen

1. Once you have logged into Self-Service, click on the Employee tile.



2. Click on the Leave tile.



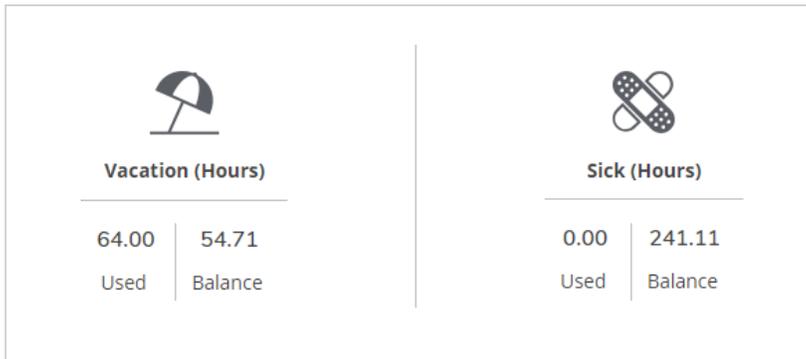
## Viewing your Leave Plan Balances

You will see your leave balances and all activity reported to payroll for the current fiscal year, broken down into components:

### View Leave Balances

- These are your available balances once accruals, leave requests, and adjustments have been entered.
- This is real time, so it will always reflect the most accurate to date balances.
- Please note “Starting Balance” is the ending leave balance from the previous Fiscal Year.
- Click on the hyperlink to view the details of the Starting Balance, Earned, Used and Adjustments.
- Note: Depending on the type of Vacation and/or Sick Leave Types you have, the below Vacation (Hours) | Sick (Hours) box may not be visible.

#### Leave Balance



Leave - As Of 12/15/2023

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
Bereavement	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00	... <a href="#">View</a>
Dock / Unpaid Absence	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00	... <a href="#">View</a>
Jury Duty	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00	... <a href="#">View</a>
Discretionary - 40 Hours	<a href="#">0.00</a>	<a href="#">40.00</a>	<a href="#">0.00</a>	<a href="#">-8.00</a>	32.00	... <a href="#">View</a>
Personal Necessity-96hrs Max.	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00	... <a href="#">View</a>
Sick - 96 Hours/12 Month	<a href="#">145.11</a>	<a href="#">96.00</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	241.11	... <a href="#">View</a>
Cashout Vac - 120 Hrs Max	<a href="#">0.00</a>	<a href="#">0.00</a>	<a href="#">24.00</a>	<a href="#">0.00</a>	-24.00	... <a href="#">View</a>
Vac - 12M0 Admin > 07/01/11	<a href="#">95.38</a>	<a href="#">23.33</a>	<a href="#">64.00</a>	<a href="#">0.00</a>	54.71	... <a href="#">View</a>
Discretionary/Incident Command	<a href="#">4.00</a>	<a href="#">64.00</a>	<a href="#">40.00</a>	<a href="#">0.00</a>	28.00	... <a href="#">View</a>

**Leave As Of Date**

- These are the up-to-date balances through what has been entered to date.

Leave - As Of 12/15/2023

Description	
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**Note:** Leave requests for a future fiscal year will be reflected in your balance once Payroll has completed year end processing for the prior fiscal year (in July for fiscal year ending June 30<sup>th</sup>) and it is now the fiscal year in which the leave request reflects.

Please direct any questions pertaining to your balances to the Payroll Team Member who processes your pay.

Payroll Assignment	Name	Phone Number	Email
Adjunct Faculty Substitute Timesheets	Amy Martinez	(661) 362-3018	<a href="mailto:Amy.Martinez@canyons.edu">Amy.Martinez@canyons.edu</a>
Classified Permanent Part-time Academic Administrators Full-time Faculty	Leila Yahata	(661) 362-3558	<a href="mailto:Leila.Yahata@canyons.edu">Leila.Yahata@canyons.edu</a>
Confidential Classified Administrators Short Term Employees	Lisa Brual	(661) 362-5559	<a href="mailto:Lisa.Brual@canyons.edu">Lisa.Brual@canyons.edu</a>
Classified (Full-time)	Susan Brown	(661) 362-3089	<a href="mailto:Susan.Brown@canyons.edu">Susan.Brown@canyons.edu</a>
Supplementary Services FLEX	Ashley Bassett	(661) 362-3329	<a href="mailto:Ashley.Bassett@canyons.edu">Ashley.Bassett@canyons.edu</a>
College Assistants Full-Time Faculty Overload	Jerica Cross	(661) 362-3028	<a href="mailto:Jerica.Cross@canyons.edu">Jerica.Cross@canyons.edu</a>