

Leave Requests and Reporting Self-Service

Training Manual



January 2024

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Leave Requests and Reporting

This process streamlines your leave request hours entry and reporting.

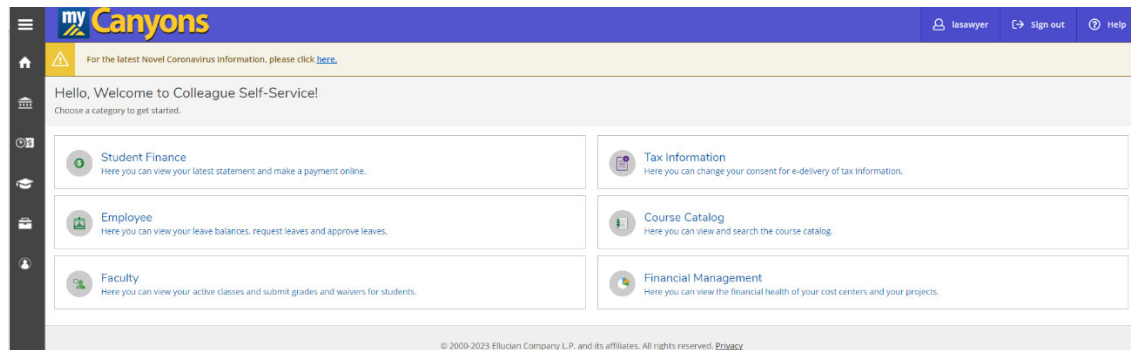
Please reach out to Payroll Services if you have any questions or issues.

- The following are instructions for the new Leave Requests and Reporting process for Classified, Confidential, and Admin employees only.
- You will no longer use WebAdvisor's Online Leave Request screen to request your leave; you will access Self-Service to request leave hours.
- If you are a SUPERVISOR, you will access Self-Service Leave Approval to approve your staff employees' leave request (separate instruction document provided).
- Faculty, Short Term, and College Asst. employees will still need to record all of their hours using their current process.
- All entries and approvals are in real time, which means you will see requests, approvals and rejections instantly.
 - Once your supervisor approves your leave request, the change will be reflected on your balance.
 - Exception: Requests for PN time will be reflected in the PN usage balance once approved, but will not be deducted from your sick leave until an IT process is run.

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.

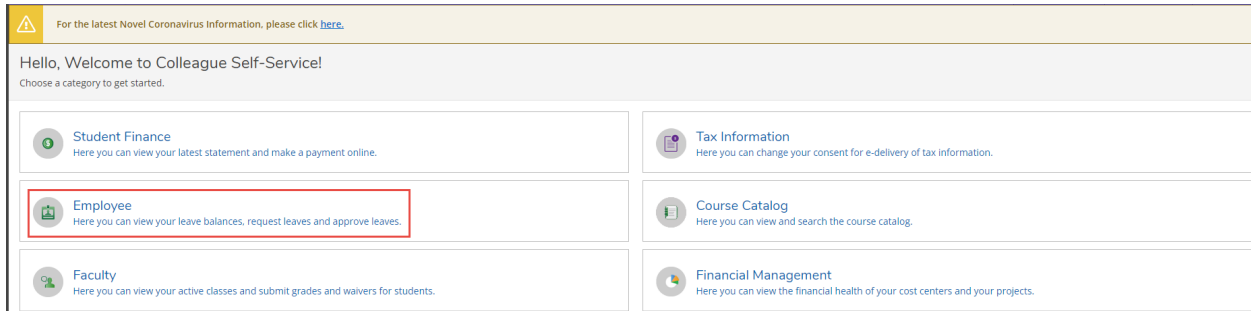


2. Log into myCanyons <https://my.canyons.edu/campusm/home#menu>
 - a. Select your profile (Staff, Student, Faculty, Guest).
 - b. Login with your COC Username and password.
 - c. Select one of two tiles to enter Self-Service.
 - i. Leaves & Contact Info tile, then select Leave Requests and Reporting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

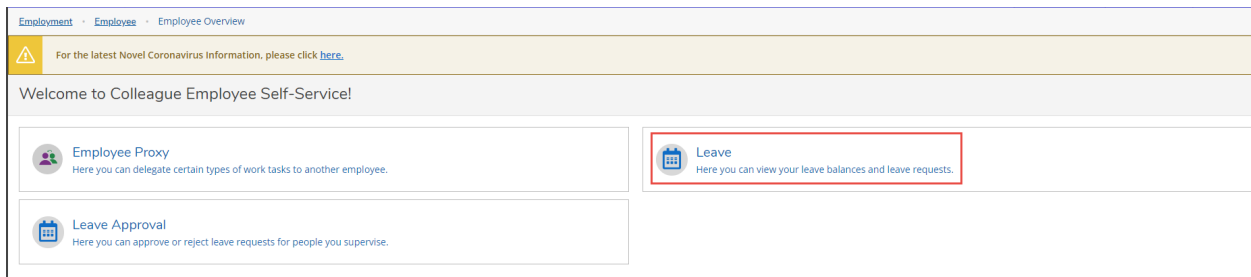


Navigating to Leave Screen

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



2. Click on the Leave tile.



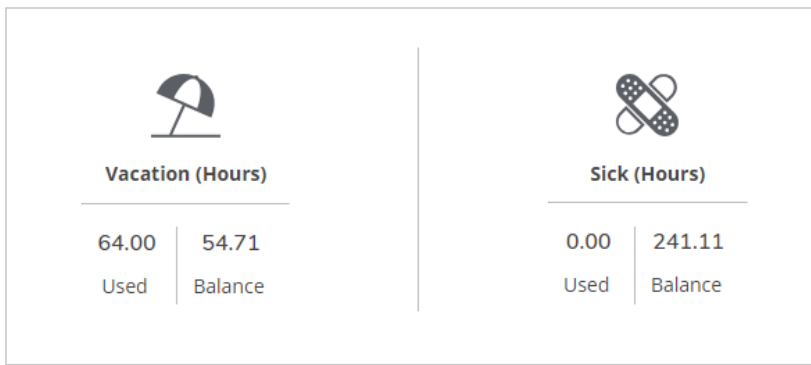
Viewing your Leave Plan Balance and Requests

You will see your leave balances and all activity for the last 365 days for leave requests, broken down into components:

View Leave Balances

- These are your available balances after all approved requests have been deducted.
- 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.

Leave Balance



Leave - As Of 12/15/2023

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

View Leave Requests

- This will show all draft, submitted, approved and rejected leave requests.

[Request Leave](#)

Leave Type	Total Hours	Date Range	Actioner	Status
Discretionary	8.00	3/11/2024	Lisa A. Sawyer	Submitted
Unpaid Absence	64.00	2/13/2024 - 2/20/2024	Lisa A. Sawyer	Submitted
Sick	16.00	1/29/2024 - 1/30/2024	Lisa A. Sawyer	Submitted
Personal Necessity	8.00	1/24/2024	Lisa A. Sawyer	Submitted

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Leave As Of Date

- These are the up-to-date balances through what has been requested and approved to date.

Leave - As Of 12/15/2023

Description	

Note: Leave requests for a future fiscal year will be reflected in your balance once Payroll has completed processing the current fiscal year (in July).

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	Amy.Martinez@canyons.edu
Classified Permanent Part-time Academic Administrators Full-time Faculty	Leila Yahata	(661) 362-3558	Leila.Yahata@canyons.edu
Confidential Classified Administrators Short Term Employees	Lisa Brual	(661) 362-5559	Lisa.Brual@canyons.edu

Classified (Full-time)	Susan Brown	(661) 362-3089	Susan.Brown@canyons.edu
Supplementary Services FLEX	Ashley Bassett	(661) 362-3329	Ashley.Bassett@canyons.edu
College Assistants Full-Time Faculty Overload	Jerica Cross	(661) 362-3028	Jerica.Cross@canyons.edu

Viewing your Leave Request Details

To view the details of an existing Leave Request, click on the leave request in the Leave Requests section.

Leave Requests

[Request Leave](#)

Leave Type	Total Hours	Date Range	Actioner	Status
Discretionary	8.00	3/11/2024	Lisa A. Sawyer	Submitted
Unpaid Absence	64.00	2/13/2024 - 2/20/2024	Lisa A. Sawyer	Submitted
Sick	16.00	1/29/2024 - 1/30/2024	Lisa A. Sawyer	Submitted
Personal Necessity	8.00	1/24/2024	Lisa A. Sawyer	Submitted

On the top right, you will see the following fields:

- **Current Leave Balance:** Your current leave balance for the selected Leave Plan.
- **Pending:** Sums the hours you have submitted to your supervisor that have not yet been approved for the selected Leave Plan.
- **Effective Balance:** Displays the projected balance should the pending leaves be approved.
- **Total Requested:** Displays the hours you have requested for this specific leave request.





Across the screen, you will see the detailed information about the selected Leave Request:

- Leave Type.
- Start Date and End Date.
- Hours for each day that you have requested.

Leaves Pending Approval


Leave Requests pending approval will display with a Submitted status.

Sick 1/29/2024 - 1/30/2024 Submitted

 Save as Draft  Unsubmit  Comments  Delete

Leave Type

Sick

Start Date * 

1/29/2024

End Date *

1/30/2024





Current Leave Balance:	241.11 hours
Pending:	-16.00 hours
Effective Balance:	225.11 hours
Total Requested:	16.00 hours

<	SU 28	MO 29 8.00	TU 30 8.00	WE 31	TH 1	FR 2	SA 3	>
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Leaves Approved


Approved Leave Requests will display with an Approved status.

Vacation Cashout 12/15/2023 Approved

 Save as Draft  Unsubmit  Comments  Delete

Leave Type

Vacation Cashout

Start Date * 

12/15/2023

End Date *

12/15/2023





Current Leave Balance:	-24.00 hours
Pending:	-0.00 hours
Effective Balance:	-24.00 hours
Total Requested:	21.00 hours

<	SU 10	MO 11	TU 12	WE 13	TH 14	FR 15 21.00	SA 16	>
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Leaves Rejected

Rejected Leave Requests will display with a Rejected status.

Vacation Cashout 12/16/2023 Rejected

 Save as Draft
  Submit
  Comments
  Delete

Leave Type
 Vacation Cashout ▼

Start Date * (i) 12/16/2023 📅 End Date * 12/16/2023 📅

	SU 10	MO 11	TU 12	WE 13	TH 14	FR 15	SA 16 70.00	
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Current Leave Balance:	-24.00 hours
Pending:	-0.00 hours
Effective Balance:	-24.00 hours
Total Requested:	70.00 hours

Outstanding Leave Requests

Here you can view all your requests and whether they have been submitted, approved or rejected. If you click on the Date Range, you can view the details of the request.

New Request

Outstanding Leave Requests

Leave Type Total Hours Date Range Actioner Status	Discretionary 8.00 3/11/2024 - 3/11/2024 Lisa A. Sawyer Submitted
Leave Type Total Hours Date Range Actioner Status	Unpaid Absence 64.00 2/13/2024 - 2/20/2024 Lisa A. Sawyer Submitted
Leave Type Total Hours Date Range Actioner Status	Sick 16.00 1/29/2024 - 1/30/2024 Lisa A. Sawyer Submitted
Leave Type Total Hours Date Range Actioner Status	Personal Necessity 8.00 1/24/2024 - 1/24/2024 Lisa A. Sawyer Submitted
Leave Type Total Hours Date Range Actioner Status	Bereavement 8.00 1/15/2024 - 1/15/2024 Lisa A. Sawyer Submitted

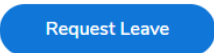
Requesting a Leave

Important Information

- Each leave request can only include one Leave Type. For example, if you need to request two consecutive days off and want to charge one day to Personal Necessity and the second day to Discretionary, you will need to submit two leave requests.
- When requesting leave time on multiple days within a consecutive range, select the Leave Type, then type/use the calendar to enter the 1st date leave time will be used and the last date leave time will be used. Then enter the amount of leave time that will be used on each respective day in that range.
- You must have the appropriate leave available at the time you enter the request even if the request is for a date far in the future. The online system will not allow you to go negative in your leave plan and the system updates your balance as soon as your supervisor approves the leave request.
- DOCK time is available ONLY if you have exhausted all other appropriate leaves.
- Special leave types such as “Extended Illness” or “Workers Comp” will be handled by HR in coordination with your supervisor.
- Leave requests for a future fiscal year will be reflected in your balance once Payroll has completed processing the current fiscal year (in July).

Requesting a Leave in Self-Service

1. Click on the blue Request Leave button.



Request Leave

2. **Leave Type:** Under New Request, select the Leave Type from the drop down.
Note: You must have available time remaining in the leave type you choose in order for the request to be processed. DOCK will only be approved if you have exhausted all other leaves appropriate for the request.
3. **Start Date:** Enter the first day of your leave.
4. **End Date:** Enter the last day of your leave.
5. Once you have selected your Leave Type and entered the dates, the screen below will populate.
6. You will see that the date(s) you requested are now “open” with an area to enter the number of hours you want to use.

7. **Hours:** Enter the hours you want to use for each day.

Leave Type
Vacation

Start Date * 5/1/2024

End Date * 5/3/2024

SU	MO	TU	WE	TH	FR	SA
28	29	30	1	2	3	4
			8.00	8.00	8.00	

Current Leave Balance: 54.71 hours
Pending: -4.00 hours
Effective Balance: 50.71 hours
Total Requested: 24.00 hours

8. Click on Comments if you would like to enter comments on this leave request for your supervisor.
- a. Click on Add Comment after entering the comments.
 - b. Click on Close to close the Comments screen.
 - c. **Note:** Although the system will allow you to submit a leave request without comments, it is best practice to list additional information about the leave request for your supervisor.

Comments

Vacation in the Bahamas

Add Comment

Close

9. Click on Save as Draft if you are not ready to submit the leave request to your supervisor, but want to save it.

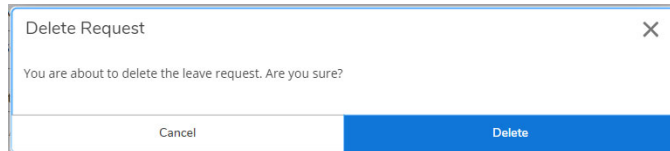
Save as Draft

10. Click on Delete if you would like to delete the leave request. Select Delete when the message appears or Cancel to resume editing.

Note: You cannot delete a leave request that is pending in your supervisor’s queue, has been approved or has been rejected.



Delete



11. Click on Submit if you are ready to submit the leave request to your supervisor.



Submit

12. Once submitted, you can see that the request was submitted in the Outstanding Leave Request screen with a “Submitted” status.

13. The request is now with your supervisor to approve, comment and/or reject. Your supervisor will receive a “Leave Request Submitted “ email to approve your request.

Note: You will no longer receive an email once you submit your leave request.

Note: Once your supervisor approves or rejects, the status will change to Approved or Rejected and you will receive an email (approved or rejected) notifying you that your request has been processed by your supervisor.

14. To unsubmit a leave request that has not yet been approved or rejected by your supervisor, you can click on the Unsubmit button. The leave request will be available for you to modify, resubmit or delete.



Unsubmit

Vacation Cashout

1. Cashout requests are routed to Payroll for approval, not your supervisor.
2. You will receive an email once Payroll has processed your request.
3. Hours to be cashed out can be put on one day in the current month.
 - a. Please note cashout limits and due dates still apply and can be found on the Payroll Services website in the Timesheet Due Dates document.

Please reach out to Payroll Services if you have any questions or issues.

Important Tips

1. **Submitting a leave request** – Be sure to always SUBMIT. If you only SAVE AS DRAFT, it will not submit and will display as a DRAFT.
 - a. **Please note:** A leave request that is in DRAFT status can be edited, deleted, or submitted.
2. **Cancel or modify a leave request that has been submitted but not yet approved** – If you need to cancel or modify a leave request that has not yet been approved, you will need to unsubmit the request and then it will be available for you to amend, submit or delete.
3. **Cancel or modify a leave request that has been approved** – If you need to cancel or modify a leave request that has been approved, you will need to request that your supervisor UNAPPROVE the request. The unapproved request will then be available for you to unsubmit or amend and submit.
4. When selecting dates, be sure to use the calendar, by clicking on the calendar.

