

## Leave Requests and Reporting

# **Read Only**

# **Self-Service**

**Training Manual** 



March 2024

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### Logging into Self-Service

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

- 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 <u>https://selfservice.canyons.edu/Student/Account/Login</u>.
  - a. Login with your COC Username and password.

≡	👷 Canyons		<b>A</b> lasawyer	〔→ Sign out	() Help
A	For the latest Novel Coronavirus Information, please click <u>here</u> ,				
ŧ	Hello, Welcome to Colleague Self-Service! Choose a category to get started.				
<u>ون</u>	Student Finance     Here you can view your latest statement and make a payment online.	Tax Information Here you can change your consent for e-delivery of tax information.			
-	Employce Here you can view your leave balances, request leaves and approve leaves.	Course Catalog Here you can view and search the course catalog.			
۲	Faculty Here you can view your active classes and submit grades and waivers for students.	Financial Management Here you can view the financial health of your cost centers and your pro	ects.		
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- 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.

Employment · Employee · Employee Overview					
A For the latest Novel Coronavirus Information, please click here.					
Welcome to Colleague Employee Self-Service!					
Employee Proxy Here you can delegate certain types of work tasks to another employee.	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.					

### **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	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	<u>-8.00</u>	32.00	···· View
Personal Necessity-96hrs Max.	0.00	0.00	0.00	0.00	0.00	 View
Sick - 96 Hours/12 Month	<u>145.11</u>	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	<u>95.38</u>	23.33	<u>64.00</u>	0.00	54.71	 View
Discretionary/Incident Command	4.00	<u>64.00</u>	40.00	0.00	28.00	 View

#### 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	

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