



NEBRASKA
WESLEYAN
UNIVERSITY

Self-Service Guide for Hourly-Paid and Student Employees Time Entry/Approval and *NEW* Leave Request Entry/Approval for Salaried Employees

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Last revised 3.15.2023

Where to locate Self-Service Time Entry

- 1) Employees will be able to access Self Service by going to www.nebrwesleyan.edu, clicking on 'Inside NWU' and clicking on 'SELF-SERVICE'.



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- [Class Schedules and Registration](#)
- [Cochrane-Woods Library](#)
- [Community Engagement](#)
- [Cooper Center](#)
- [ePortfolio Peer Consultants](#)
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- [Disabilities Services](#)
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- [Greek Life](#)
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- [Mail Center](#)
- [Maintenance Request](#)
- [PAWS Events](#)
- [Student Affairs Senate \(SAS\)](#)
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- [University Ministries](#)

Recent news

-  Elder Gallery showcases NWU permanent collection
February 28, 2023
-  Brazil to Nebraska: an unlikely place to meet a future valentine
February 14, 2023
-  A Long Line of McKinney Women world premiere, musical creator comes to Lincoln
February 7, 2023

[More news >](#)

Upcoming events

-  Theatre production: Puddin' and the Grumble
7:30pm

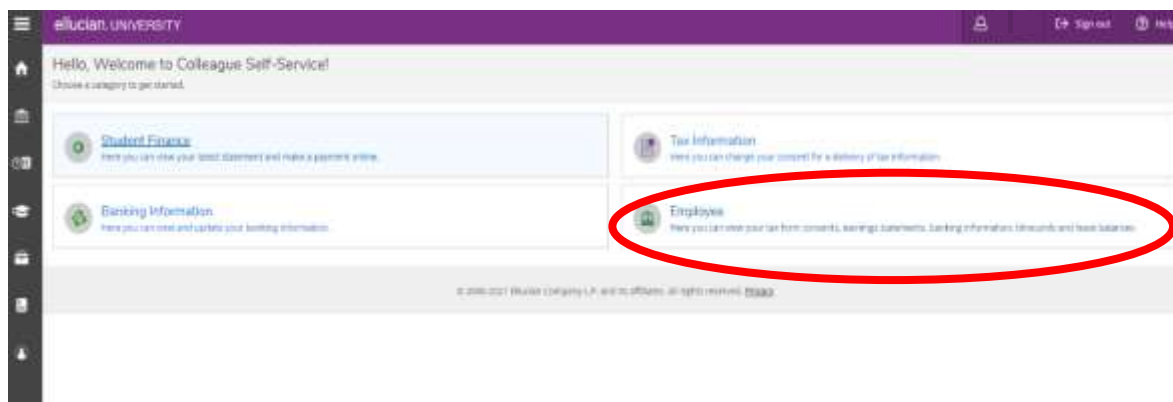
Time Entry for Semi-Monthly (Hourly) Employees

- 1) Begin by entering your Nebraska Wesleyan username and password and then clicking **“Sign In”**. Due to new Single Sign On (SSO) features at NWU, the Employee may be logged in as soon as you have clicked on the Self Service Link.

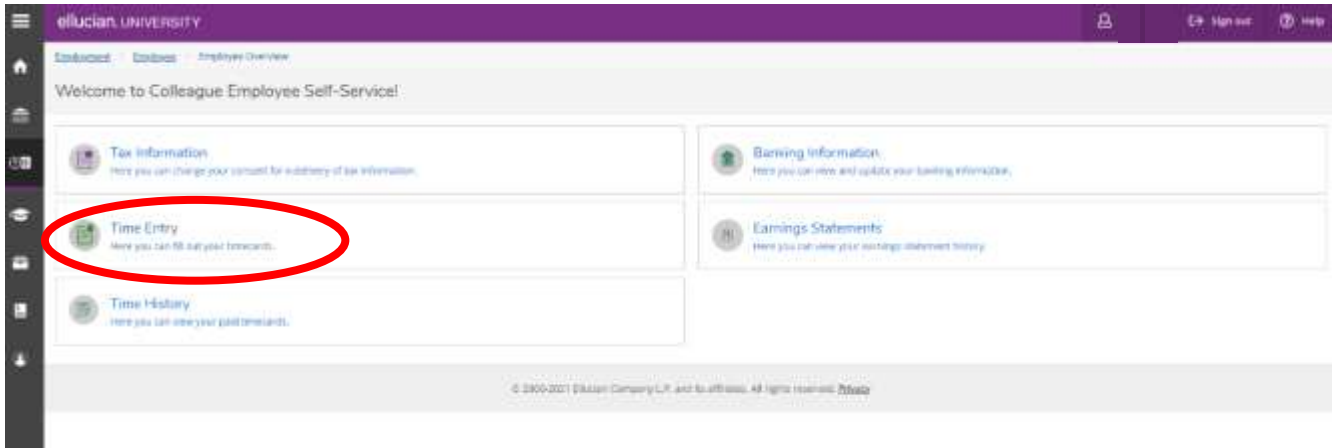


- 2) Once the Employee is on the home page, each employee will have different modules based on the individual and approved access needs. Every employee should have an **“Employee”** module.

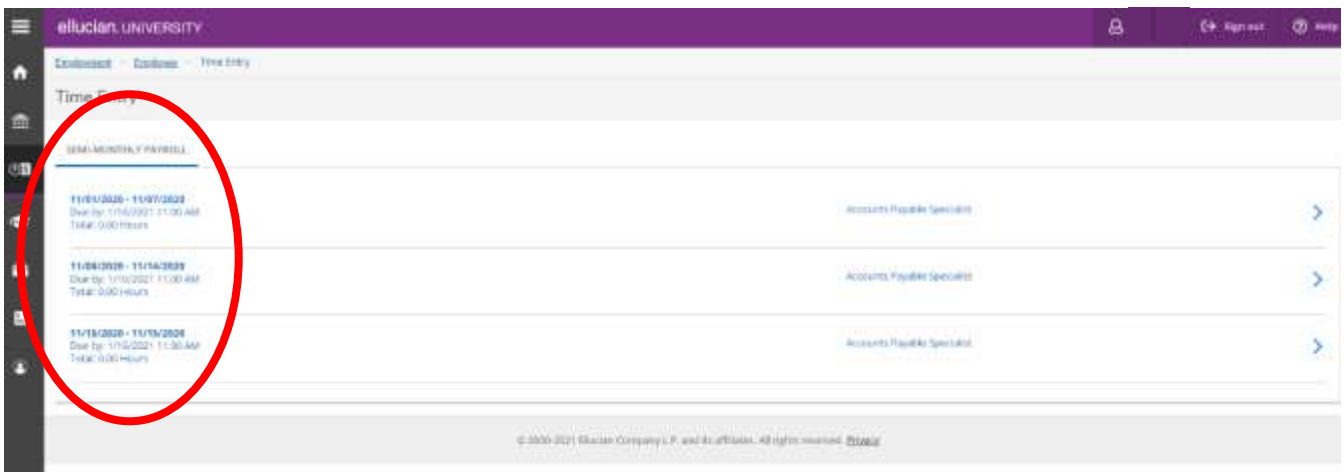
From the Self-Service home screen, click the section of information labeled **“Employee”**.



3) On the next page, the Employee will click the section of information labeled “**Time Entry**”.

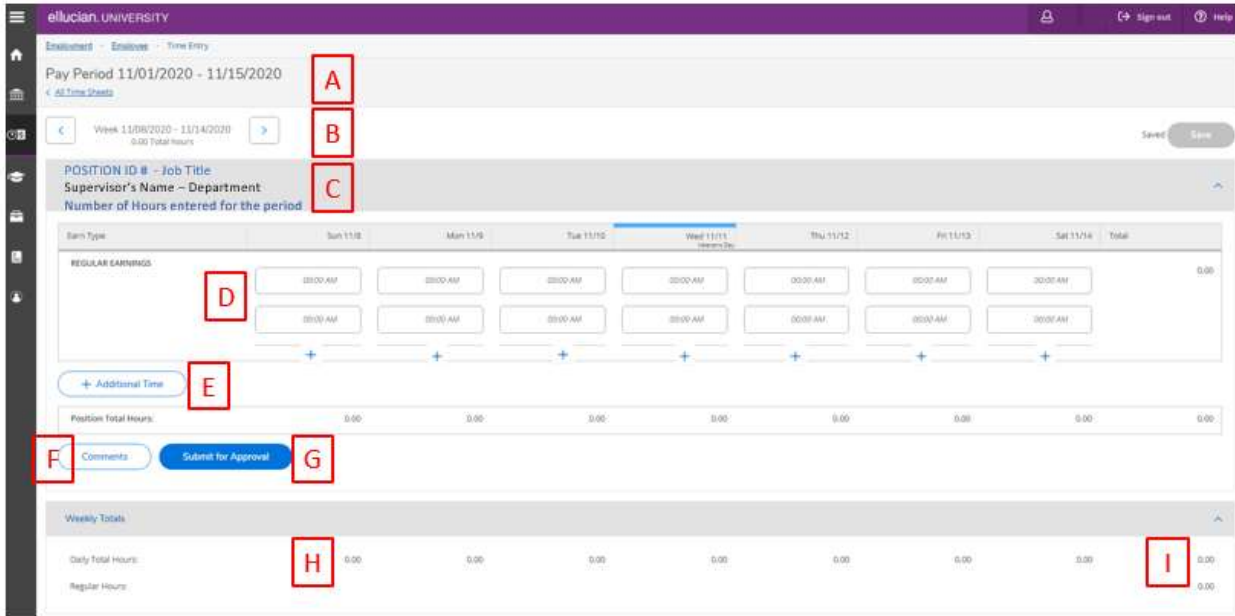


4) On this Time Entry page, the timesheet shows each separate work week included in the pay period. In the example, the pay period is from 11/1/2020 to 11/15/2020. There are three weeks. Each week will need hours entered and each week will need submitted by Employees separately. Click on the date of the specific week to add or log hours for.

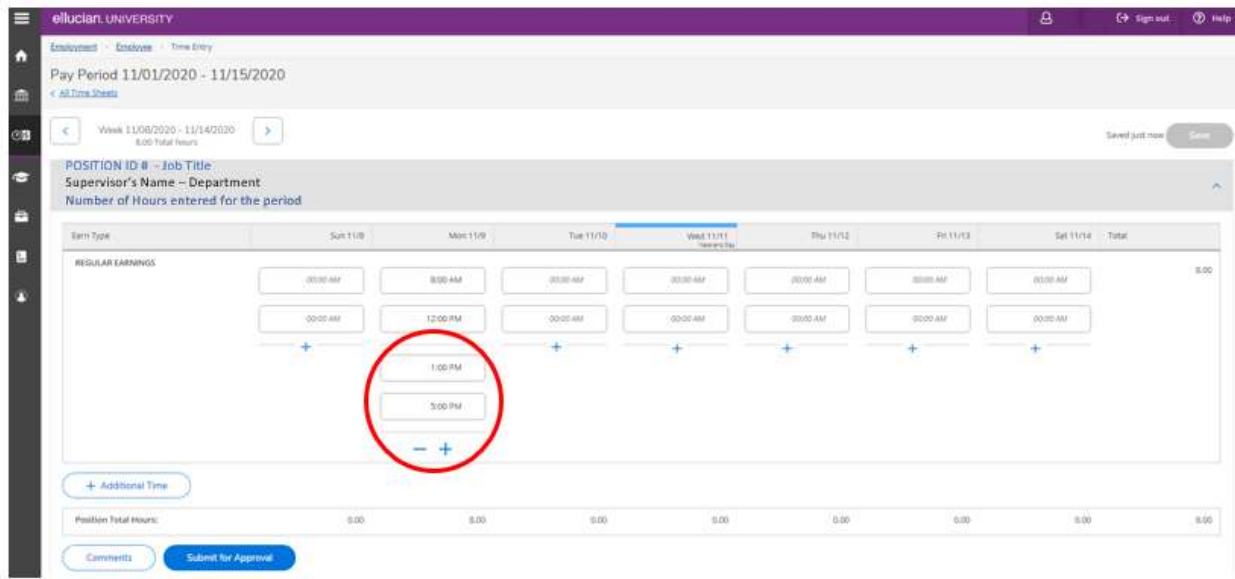


- 5) Once the Employee has clicked on a specific week, there are several pieces of information to help the Employee.
- A. Pay Period Dates
 - B. Dates for Specific Week of Pay Period with arrows to switch between weeks easily
 - C. Employee Personal Information including Position ID, Job Title, Supervisor, Department, Number of hours entered for the week
 - D. Time In / Time Out Section for data entry
 - E. Additional Time Button for adding other types of time or leave

- F. Comments button
- G. Submit for Approval button
- H. Visual Feature - Total of hours entered for the day
- I. Visual Feature - Total of hours entered for the week



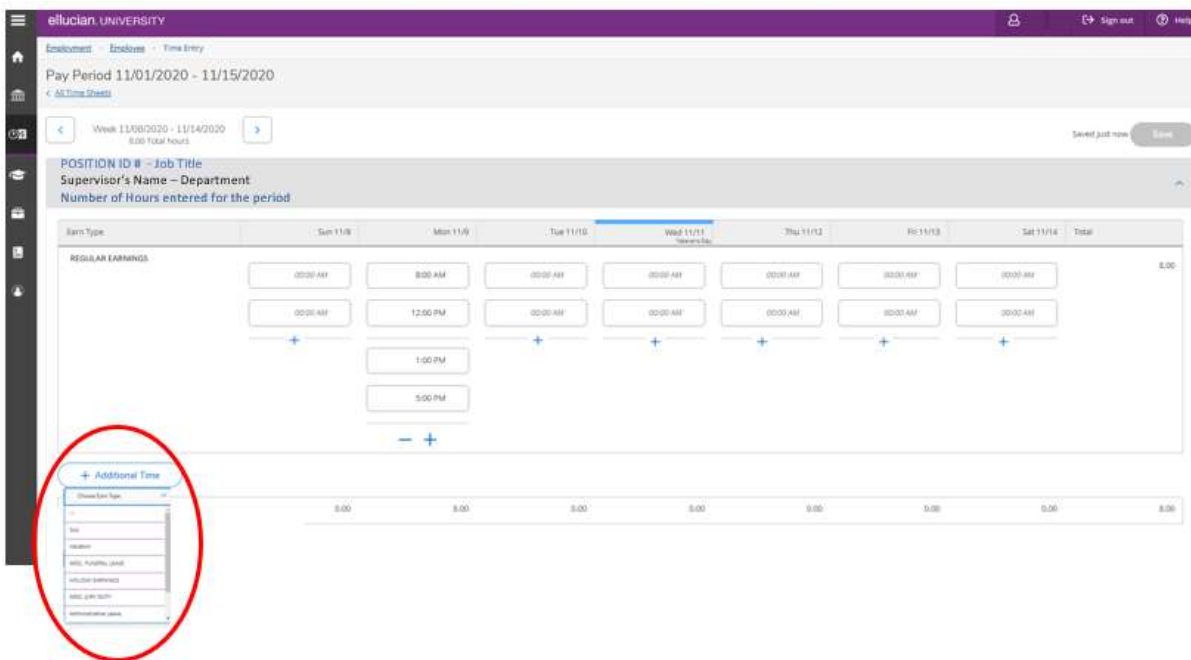
Next, Employees will add daily hours worked for the week in section “D”. The system default shows one set of “Time In / Time Out” fields of entry. To add additional fields for the day, click “+” to add more time entry slots on the same day. The new time entry slots will pop up to allow additional work time to be entered on the same day. (Ex. Time worked after a meal break or a split shift).



Once the Employee has entered all worked hours for the week in the pay period, they can either:

- A. Enter paid time-off that they used during the week (ex. Vacation, Sick, Jury, Bereavement Leave types) using the procedure for “Leave Entry” described in another section of this guide. The procedures discuss using the “+ **Additional Time**” button, or,
- B. Review time entry for accuracy and click “**Submit for Approval**” which is located in the bottom left hand corner of the screen. This action will send the timecard for the one week selected to the supervisor for review and approval.

This action will need to be completed for each week in the pay period.



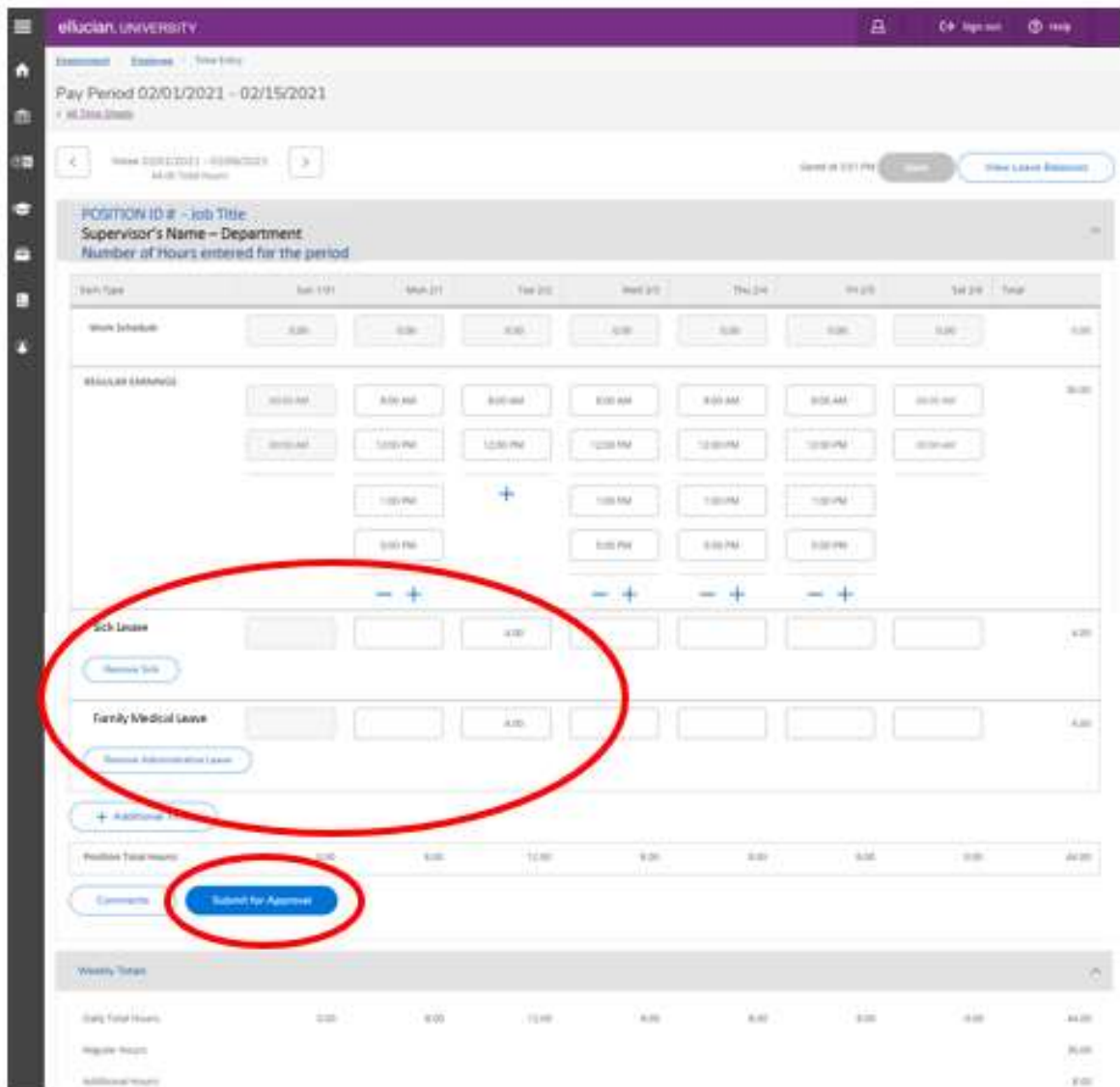
Features to Note:

- **All edits made to time entry are saved automatically**, but there is a SAVE button in the top right-hand corner of the screen as a pre-caution.
- Employees are encouraged to enter worked time on a daily and to submit to your supervisor in a timely manner.
- If the Employee **accidentally** clicks “**Submit for Approval**” and then needs to adjust the hours submitted, the Employee can click the “**Return to Timecard to Edit**” link, make the necessary adjustments and then “**Submit for Approval**” again. This feature is enabled until the Supervisor approves the Employee’s timesheet.
- Employees who have more than one position on campus will have separate timesheets for each position and will need to enter the time worked in each position.

- Supervisors who have an Employee with more than one position will be able to view the timesheet with hours worked for the other positions to ensure the hours are recorded accurately for each position but will only be able to edit or change the information on the timesheet for the position they supervise.

*If an Employee needs to use **Family Medical Leave Act benefits (FMLA)** while simultaneously requesting paid time off, the Employee must:

- Visit with NWU Human Resources to ensure the proper paperwork has been filed, and,
- Enter the type of Paid Leave Benefit and the Request for use of FMLA directly in the timesheet using the “+ **Additional Time**” button and listing both types of leave on the same day. (Example listed below).

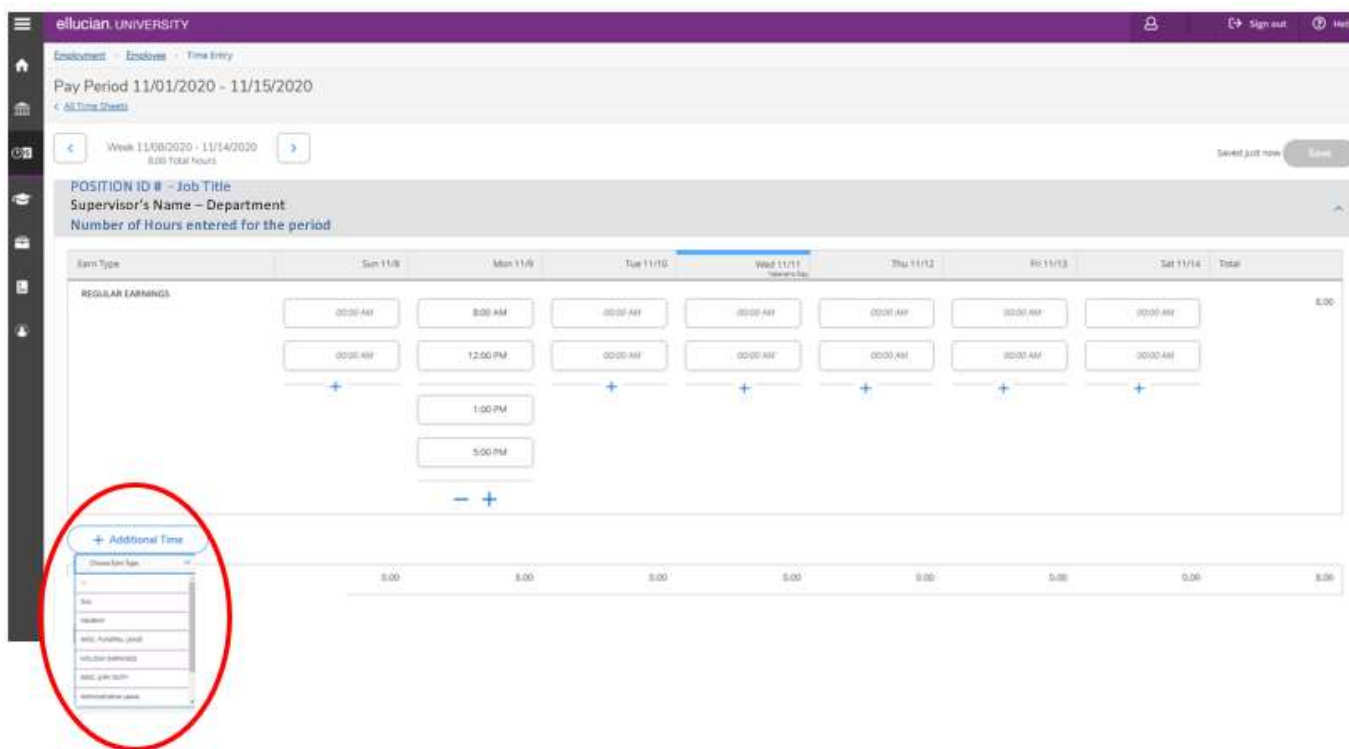


Leave Requests for Hourly-Paid Employees

Employee Leave Entry in the Current Pay Period

There are times when Employees need to take time off during the current pay period that was not anticipated in advance. Each Department and Supervisor have a preferred method Employees should use to notify their Supervisor of their requests to take time off.

In additional to the departmental method of notification, Employees will enter their approved use of paid and unpaid time off directly in the current pay period timesheet. To do so, click the “+ **Additional Time**” button. A drop-down list of leave type options will appear. Click on the leave option being requested.



Employees can enter the number of hours on the correct day when recording time off.

Once the Employee has entered all worked hours and recorded leave hours for the week in the pay period, they should review the time entry for this weekly time sheet for accuracy and click “**Submit for Approval**”, which is located in the bottom left hand corner of the screen. This action will send the timecard to the supervisor for review and approval.

The Employee will need to complete the same steps for each week in the pay period and click “*Submit for Approval*” for each week. (typically 3 weeks)

Self Service Features to Note:

- **All edits made to time entry are saved automatically.**
- If the Employee **accidentally** clicks “**Submit for Approval**” and needs to adjust the hours submitted, they can click the “**Return to Timecard to Edit**” link, make the necessary adjustments and then “**Submit for Approval**” again. This feature is allowable until the Supervisor has approved the timesheet.
- Employees who have more than one position should record leave hours on each time sheet.

Employee Leave Entry for Future Pay Period

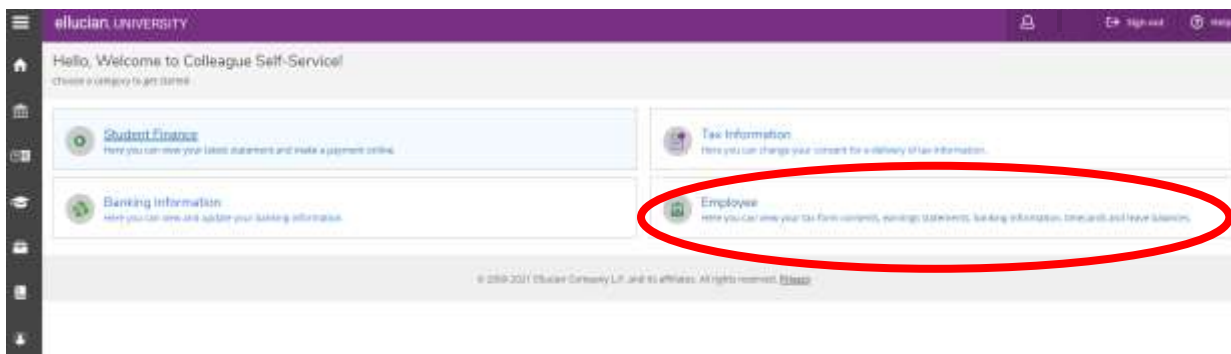
Hourly-paid Employees will be able to submit a request for approval of leave for **future pay periods** through Self Service Leave Requests which will be accessed through your Self-Service homepage. This feature will allow Employees to request time off for better planning and communication between Employees and Supervisors.

Once an Employee creates a request for time off in a **future pay period**, and the supervisor has approved the time off, it will automatically be recorded in the time sheet.

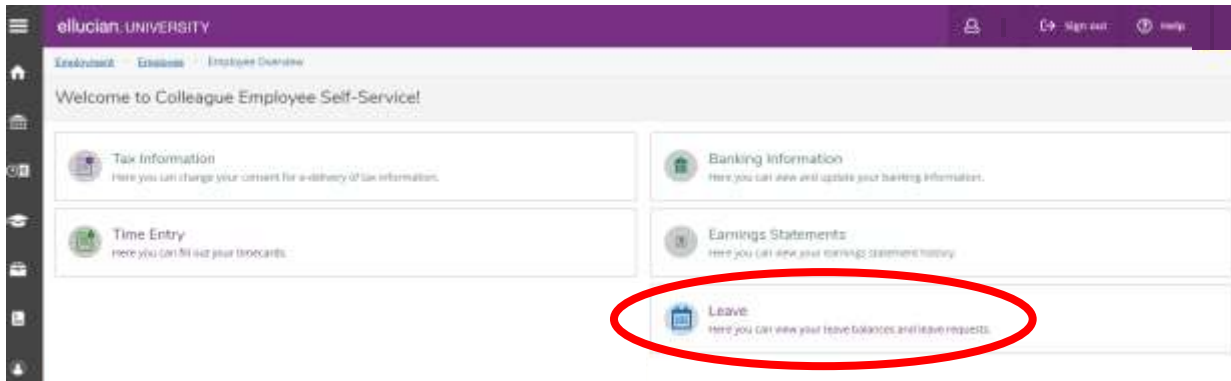
Time Off Requests entered for **future dates cannot be deleted**. If the Employee needs to edit or revise the leave request, they will be able to do so in the timesheet.

*If leave is taken in the **current pay period**, it will need to be recorded in the timesheet directly using the “**+ Additional Time**” button as described in the previous section of this guide.

- 1) From the Self-Service home page, Employees will click the section of information labeled “**Employee**”

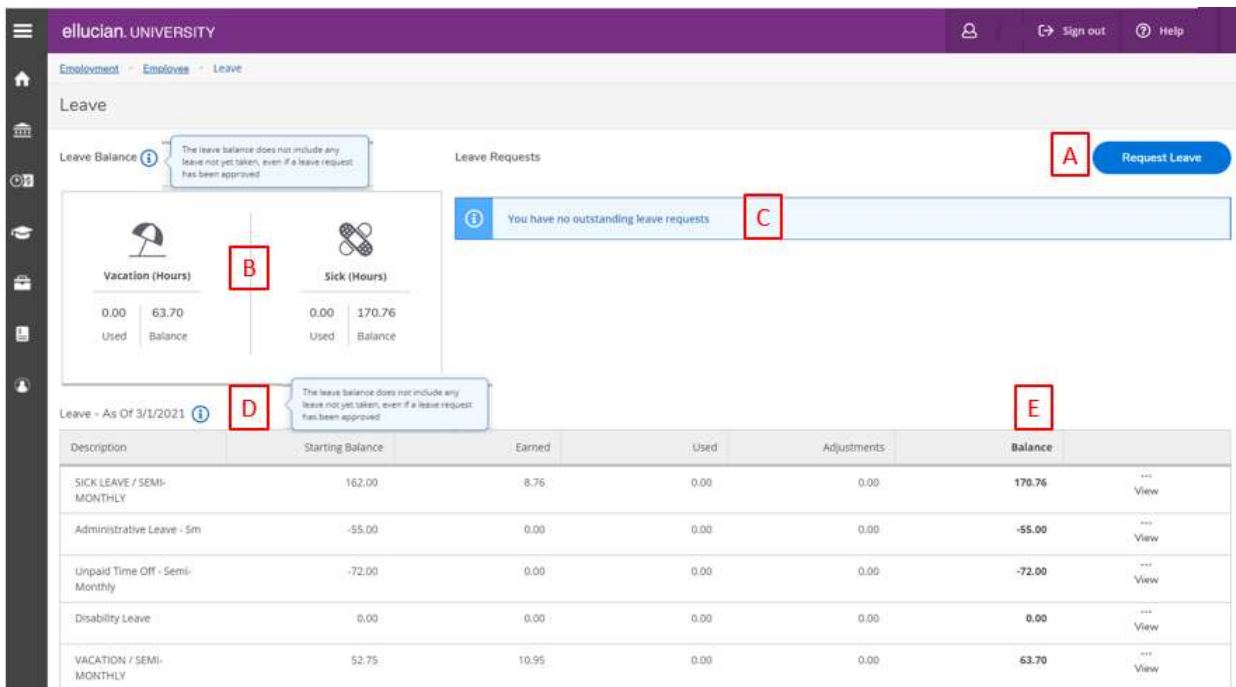


2) On the next page, click the section of information labeled “Leave”.



3) On this leave entry screen, there are several pieces of information.

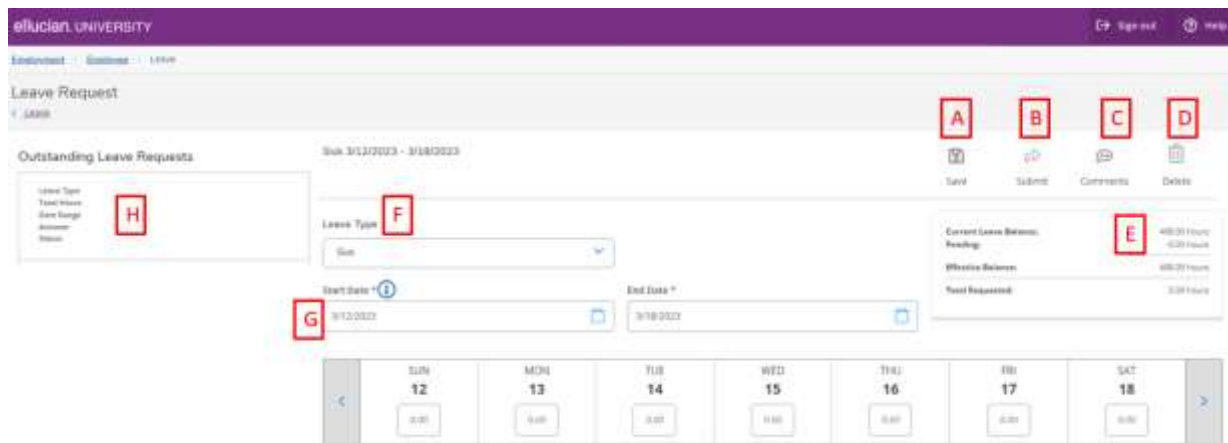
- A. Action Button to “Request Leave”
- B. Current Leave Balances for Employee
- C. Pending Leave Requests Submitted
- D. Today’s Date
- E. Details for Starting Balance, Accrual Rate, Leave Used, Adjustments and Balances for all leave types (which are updated for all adjustments, usage, and accruals at the end of each pay period)



To Request leave **for a future pay period**, click the **“Request Leave”** button (A). Here, the Employee can select the type of Leave from the drop-down box, enter the Start and End Date (s) of leave, and add the total hours requested to the corresponding calendar date.

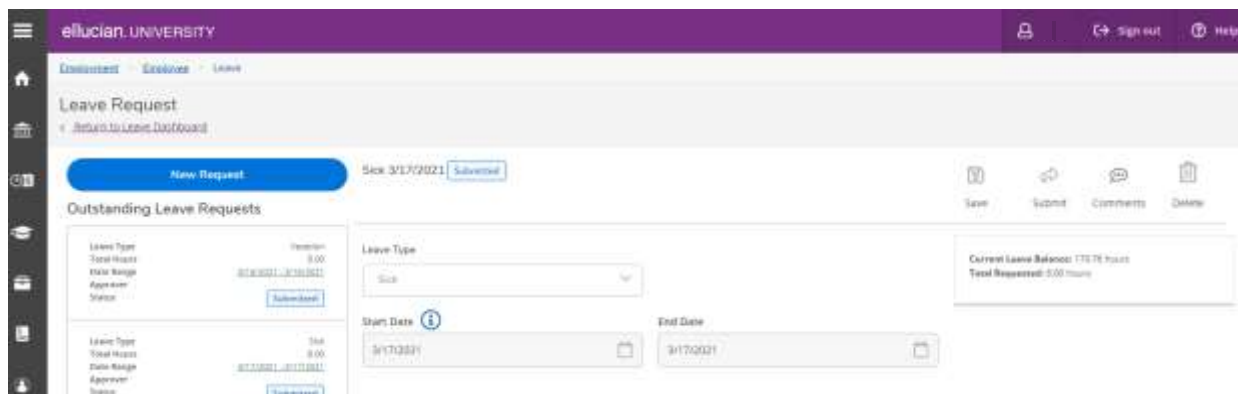
The screen then gives the option to:

- A. Save the request without submitting it to the Employee’s Supervisor
- B. Submit the Request to the Employee’s Supervisor for approval
- C. Add Comments about the Leave Request from the Employee for Supervisor
- D. Delete the leave request
- E. View Leave Balance for type of Leave selected
- F. Leave Type (Sick, Vacation, Funeral, Administration, etc.)
- G. Start and end dates for leave request
- H. Outstanding Leave Requests that have not been approved by Employees Supervisor



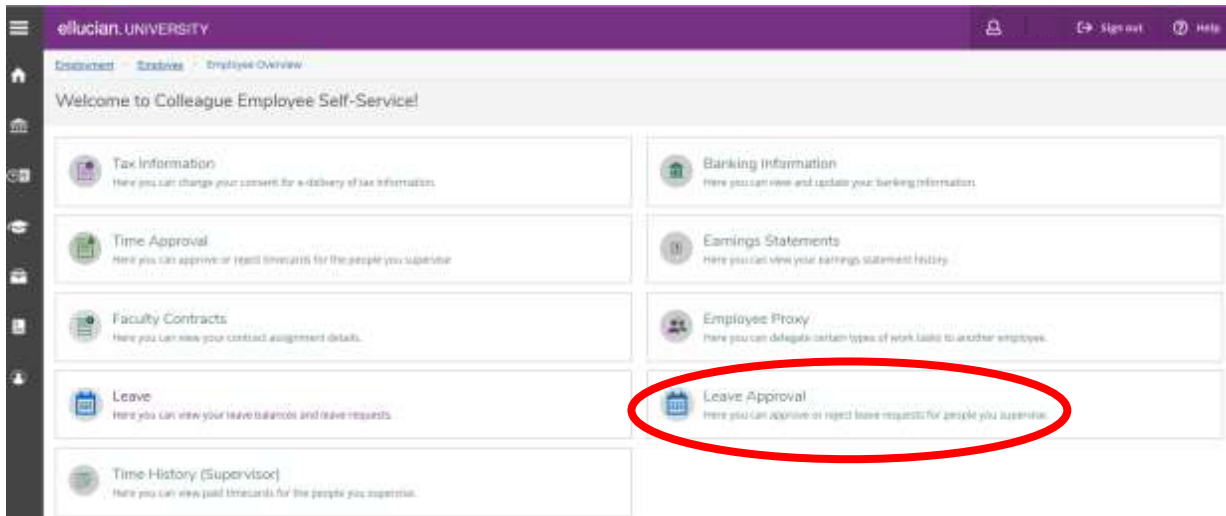
*Leave Requests will remain in a pending status until the Supervisor approves the request.

**Once the Leave Request has been submitted to the Supervisor for approval, the Employee will see the “Outstanding Leave Requests” submitted listed on the screen. At that time, the Employee can log out or submit another request.



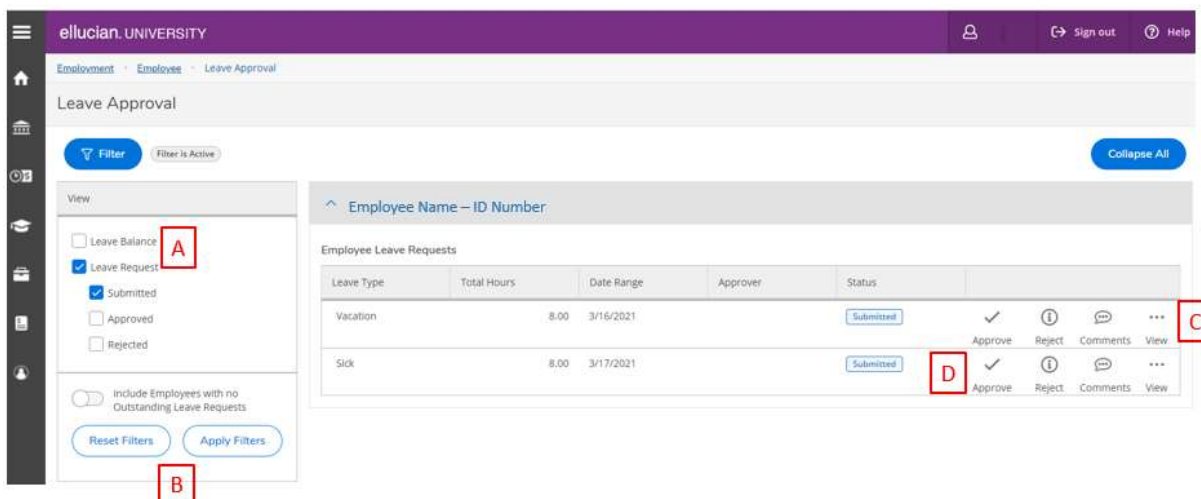
Leave Approval by Supervisors for Hourly-Paid Employees

- 1) From the Self-Service home page, the Supervisor will click the section of information labeled “**Leave Approval**”.



- 2) From the Leave Approval page, the Supervisor has several areas to select from:
 - A. Checkboxes allow Supervisor to select what type of Leave Requests they want to view by using filters.
 - B. Supervisor can easily reset the filters to view different Leave Requests.
 - C. Supervisor should then use the “**VIEW**” button to view individual requests.
 - D. Supervisor can use the “**Approve**” or “**Reject**” buttons from this screen, although not recommended.

***It is highly recommended to use the “... **VIEW**” (C) button from this page.**



- 3) All Outstanding Leave Requests that need approval for an Employee will be listed down the left-hand side of the screen. From the “**View**” Screen, the Supervisor can see the Employee’s leave balance for the leave requested, in date order of Leave Request(s).

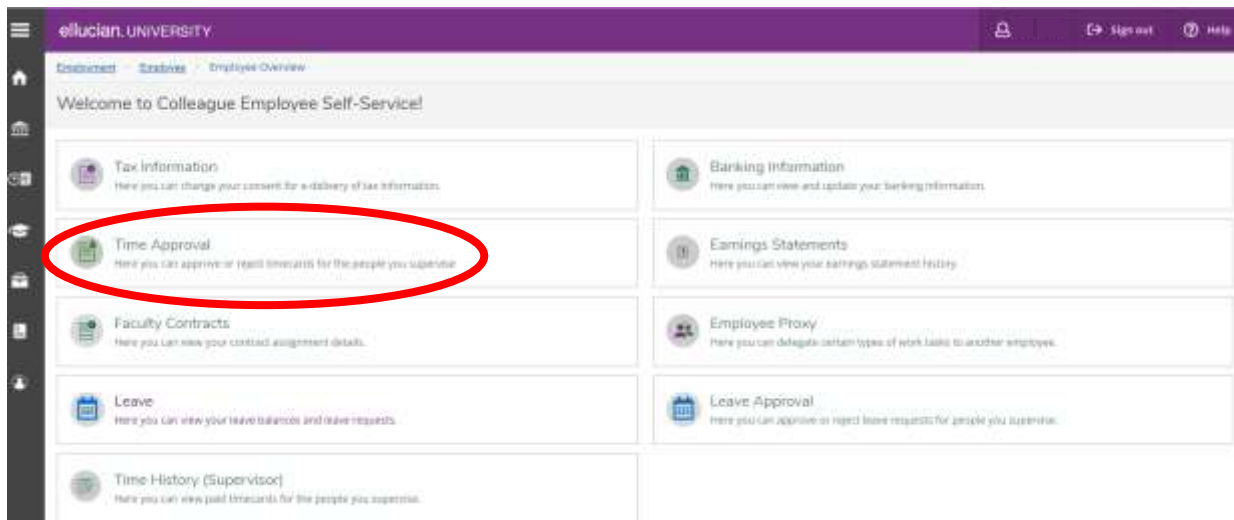
The Supervisor can approve or deny leave request(s) or add comments. Once approved, the leave request will automatically download to the Employee’s timesheet.

Supervisors are encouraged to approve leave requests as Employee’s submit them to enhance communication prior to the Employee being absent from work.

The screenshot displays the 'Leave Approval' interface for an employee. At the top, the header shows 'ellucian. UNIVERSITY' and navigation options like 'Sign out' and 'Help'. The main content area is titled 'Leave Approval' and includes fields for 'Employee Name' and 'ID Number'. Below this, there's a section for 'Employee's Outstanding Leave Requests' with a 'Submitted' status for a 'Vacation' request on 3/16/2021. The interface features a calendar view for the week of March 14-20, 2021, with a highlighted date of 3/16/2021. A summary box indicates 'Current Leave Balance: 63.70 hours' and 'Total Requested: 8.00 hours'. Action buttons for 'Approve', 'Reject', and 'Comments' are visible.

Supervisor's Time Sheet Approval for Hourly-Paid Employees

- 1) From the Self-Service home page, the Supervisor will click the section of information labeled **"Time Approval"**.



- 2) From the Time Approval page, the Supervisor will see all the timesheets for Employees they supervise and have several areas to select from:
 - A. Checkboxes allow Supervisor to select what type of Leave Requests they want to view by using filters.
 - B. Supervisor can easily reset the filters to view different Leave Requests.
 - C. There will be warning symbol if an Employee has not entered any time in their timesheet for the pay period.
 - D. Supervisor should then use the **"VIEW"** button to view individual requests.
 - *The Supervisor can use the "Approve" or "Reject" buttons from this screen, although not recommended.

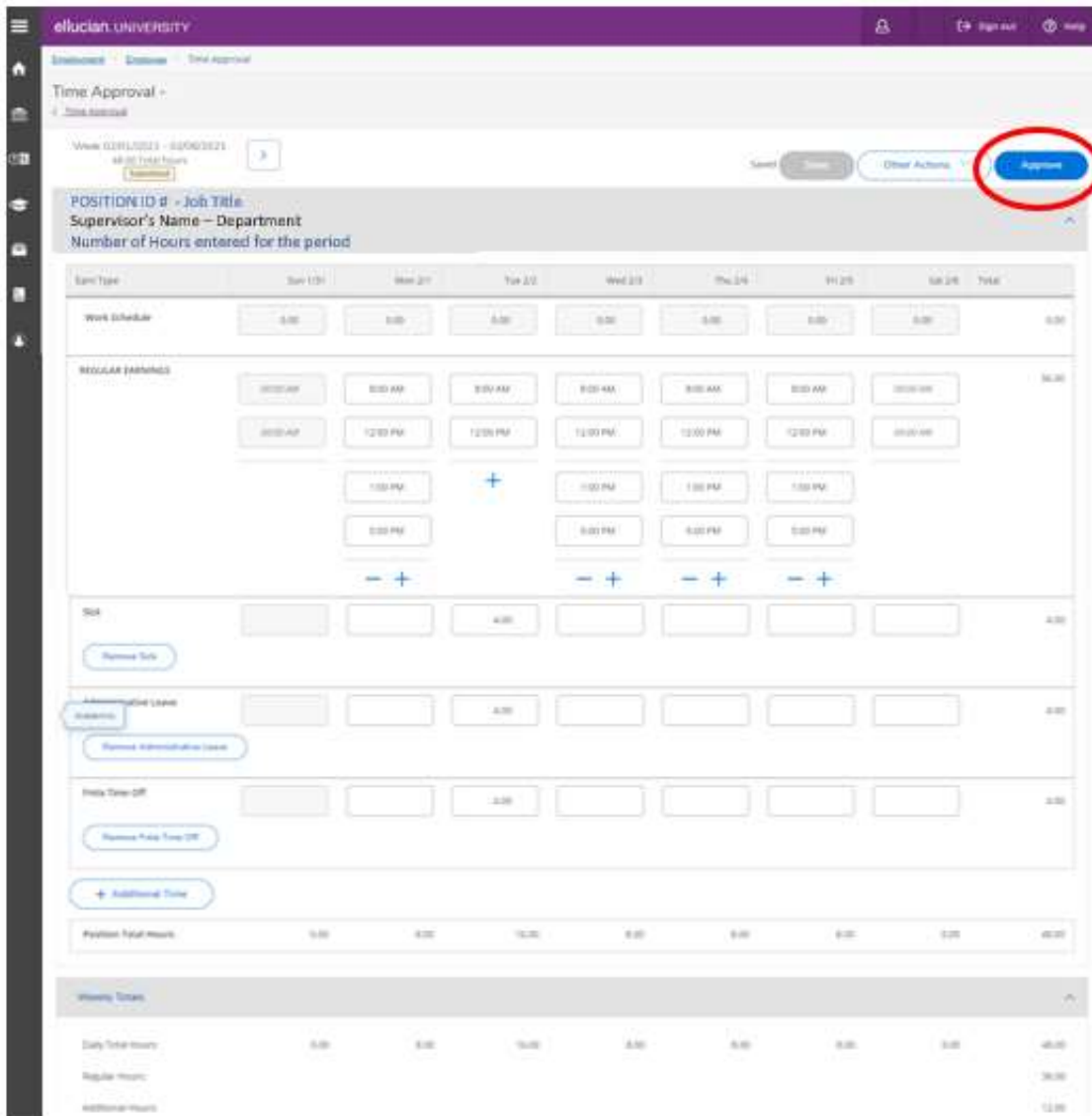
It is recommended to use the "... VIEW" button (D) from this page.

Supervisors should also look to make sure they are opening the correct pay period they want to approve time for.

The screenshot displays the 'Time Approval' page. On the left, there is a sidebar with navigation icons. The main content area includes a search bar for employees, filter sections for 'Pay Cycles' (SEMI-MONTHLY PAYROLL, STUDENT PAYROLL) and 'Status' (Submitted, Not Complete, No Time Entered, Approved, Rejected), and a table of time sheets. The table has columns for Pay Cycle, Pay Period, Due By, Status, Total Hours, Regular Hours, Overtime Hours, and Additional Hours. Four rows are shown, each for a different employee, all with a status of 'No Time Entered'. Action buttons like 'Approve', 'Reject', 'Comments', and 'View' are visible for each row.

3) All Time Sheets that need approval for an Employee will be listed down the left-hand side of the screen. From the “View” Screen, the Supervisor can see the Employee’s leave balance for the leave requested, in order of Leave Request(s).

This screenshot shows a single time sheet entry for an employee. The status is 'Submitted'. The table columns show: Pay Cycle (SEMI-MONTHLY PAYROLL), Pay Period (02/01/2021-02/15/2021), Due By (3/16/2021 4:00 PM), Status (Submitted), Total Hours (36.00), Regular Hours (76.00), Overtime Hours (0.00), and Additional Hours (20.00). A red circle highlights the action buttons: 'Approve', 'Reject', 'Comments', and 'View'.



- **The Supervisor can approve or deny leave request(s) or add comments.**
- If needed, a Supervisor can add hours for an Employee who is unavailable to complete their timesheet.
- **Supervisors will need to approve each of the timesheets that are part of the Pay Period for each Employee. Many times, this will be three weeks, sometimes it may only be two weeks.**
- If a timesheet has been approved in error, a Supervisor can recall the timesheet and make corrections until the deadline provided and Payroll Processes have been started.

- There are warnings built into the system that identify if the time entered is overlapping due to errors with the AM and PM settings, as well as overlapping of hours between multiple jobs.
- The process to approve Work Study or Student Employees timesheets is the same process as approving an hourly-paid Employee's timesheet.

Time Entry for Student Employees

- 1) Student Employees will be able to access Self Service Timesheets by going to www.nebrwesleyan.edu, clicking on 'Inside NWU' and clicking on 'SELF-SERVICE'.



Inside NWU



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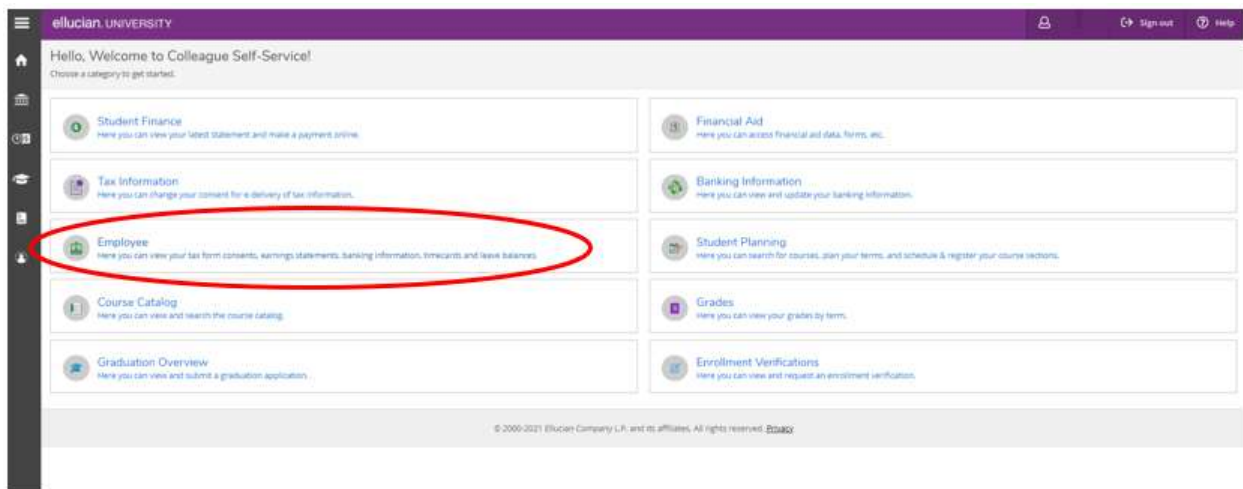
Upcoming events

MAR
9
THURSDAY Theatre production: Puddin' and the Grumble
7:30pm

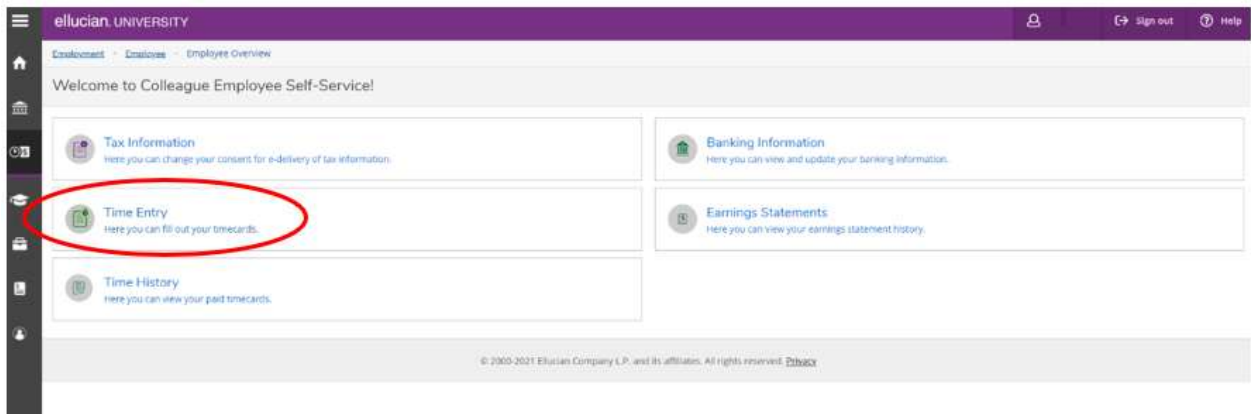
- 2) Students will begin by entering your Nebraska Wesleyan username and password and then clicking “**Sign In**”. Due to new Single Sign On (SSO) features at NWU, the Employee may be logged in as soon as you have clicked on the Self Service Link.



- 3) From the Self-Service home page, the Student Employee will click the section of information labeled “**Employee**”.

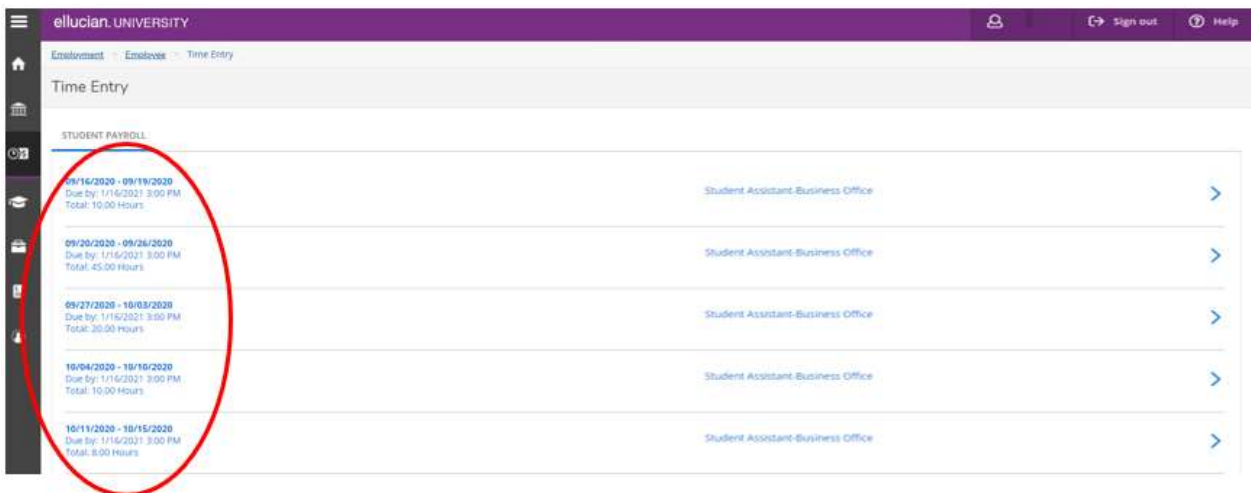


4) On the next page, the Student Employee will click the section of information labeled “Time Entry”.



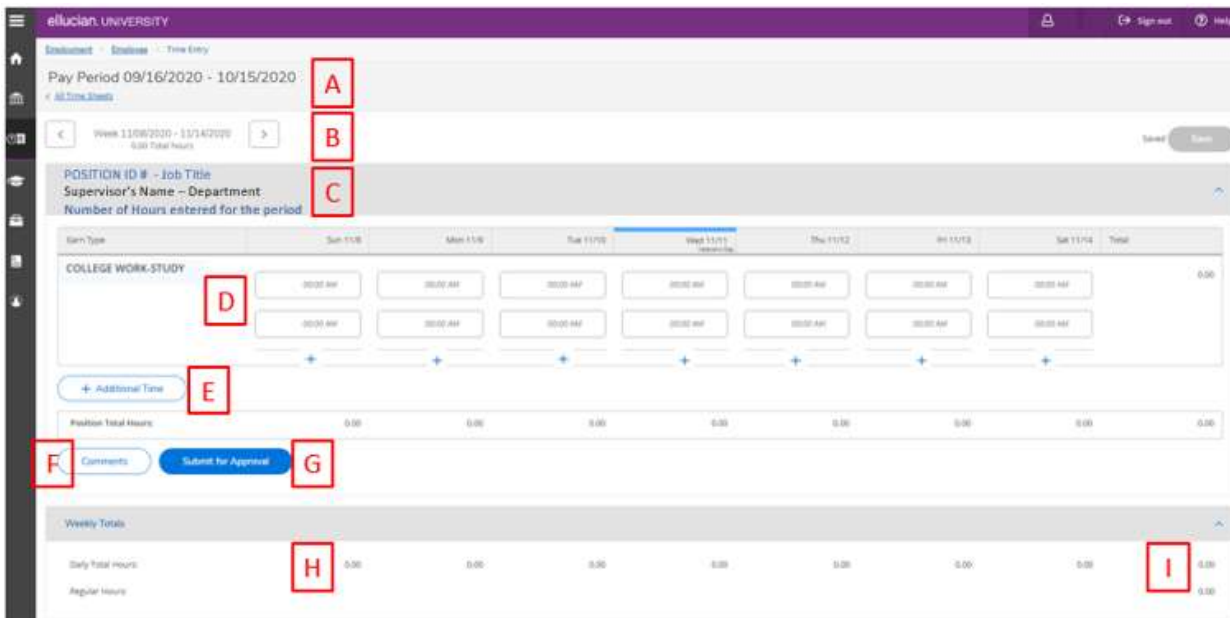
5) On this Time Entry page, the timesheet is broken up by the separate work weeks included in the pay period dates. In the example, the pay period is from 9/16/2020 to 10/15/2020. There are five weeks in the pay period. Each week will need the hours entered and submitted by Student Employee separately.

To do so, the Student Employee will click on the date of the specific week to add or log your hours for.



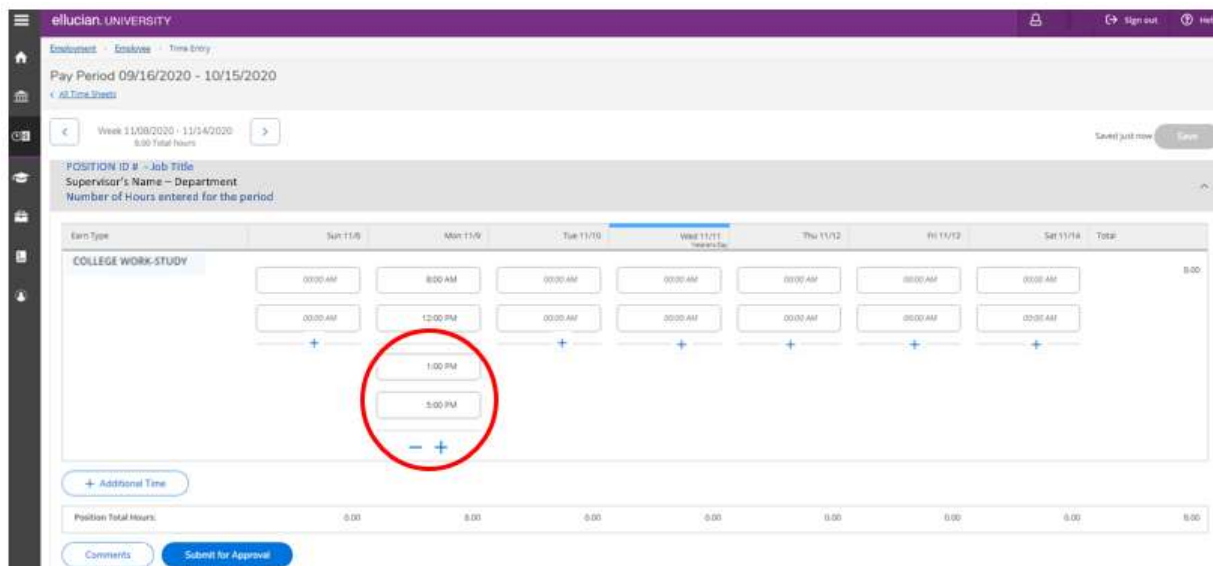
- 6) Once the Student Employee has selected a pay week, the time entry screen has several pieces of information to help the Employee.
- A. Pay Period Dates
 - B. Dates for Specific Week of Pay Period with arrows to switch between weeks easily
 - C. Employee Personal Information including Position ID, Job Title, Supervisor, Department, Number of hours entered for the week
 - D. Time In / Time Out Section for data entry
 - E. Additional Time Button for adding other types of time or leave

- F. Comments button
- G. Submit for Approval button
- H. Visual Feature - Total of hours entered for the day
- I. Visual Feature - Total of hours entered for the week

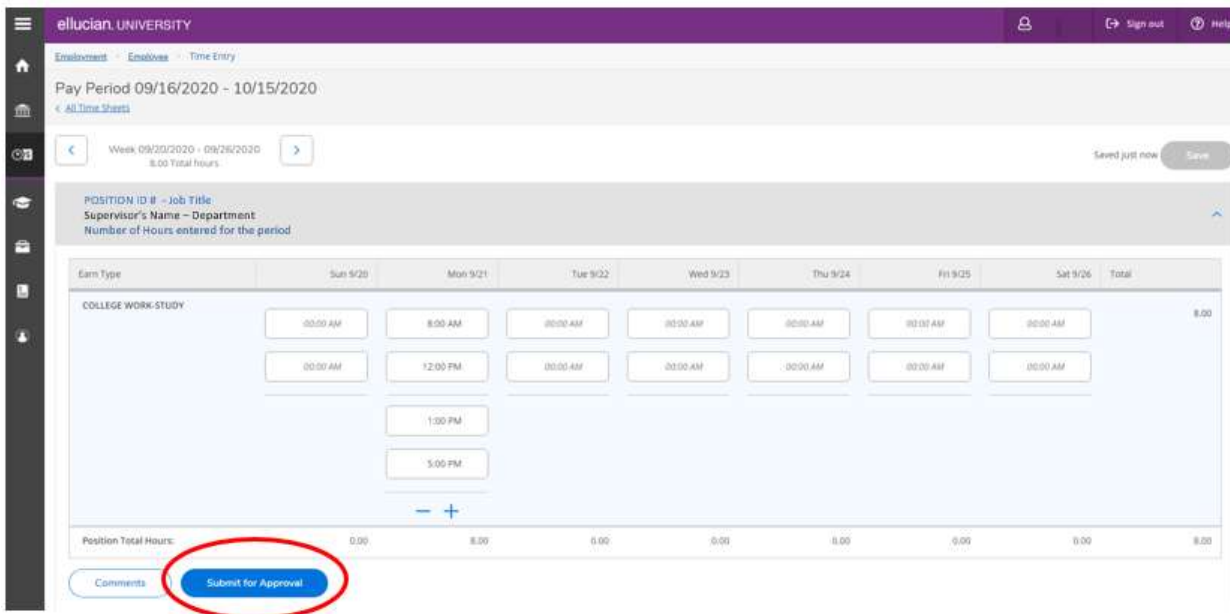


7) Next, Student Employees will add daily hours worked for the week in section “D”. The system default is set for one set of “Time In/Time Out” fields of entry. To add additional fields for the day, click “+” to add more time entry slots on the same day. The new time entry slots will pop up to allow additional work time to be entered on the same day. (Ex. Time worked after a meal break or a split shift).

All edits made to time entry and leave time are saved automatically. Student Employees should enter their worked time on a daily basis.



- 8) Once the Student Employee has entered all worked hours for the week in the pay period, they can:
- Review time entry for accuracy and click **“Submit for Approval”** which is located in the bottom left-hand corner of the screen. This action will send the weekly timecard to the supervisor for review and approval.
 - Select another week in the time period and repeat steps to enter hours worked. **The Student Employee will need to complete the same steps for each week in the pay period and click “Submit for Approval” for each week.**



Self Service Features to Note:

- If the Employee **accidentally** clicks **“Submit for Approval”** and needs to adjust the hours submitted, they can click the **“Return to Timecard to Edit”** link, make the necessary adjustments and then **“Submit for Approval”** again. This feature is allowable until the Supervisor has approved the timesheet.
- Student Employees who have more than one position on campus will have separate timesheets for each position and will need to enter the time worked in each position.

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Employment - Employees - Time Entry

Pay Period 09/16/2020 - 10/15/2020

Week 09/20/2020 - 09/26/2020
0.00 Total hours

Position ID # - Job Title
Supervisor's Name - Department
Number of Hours entered for the period

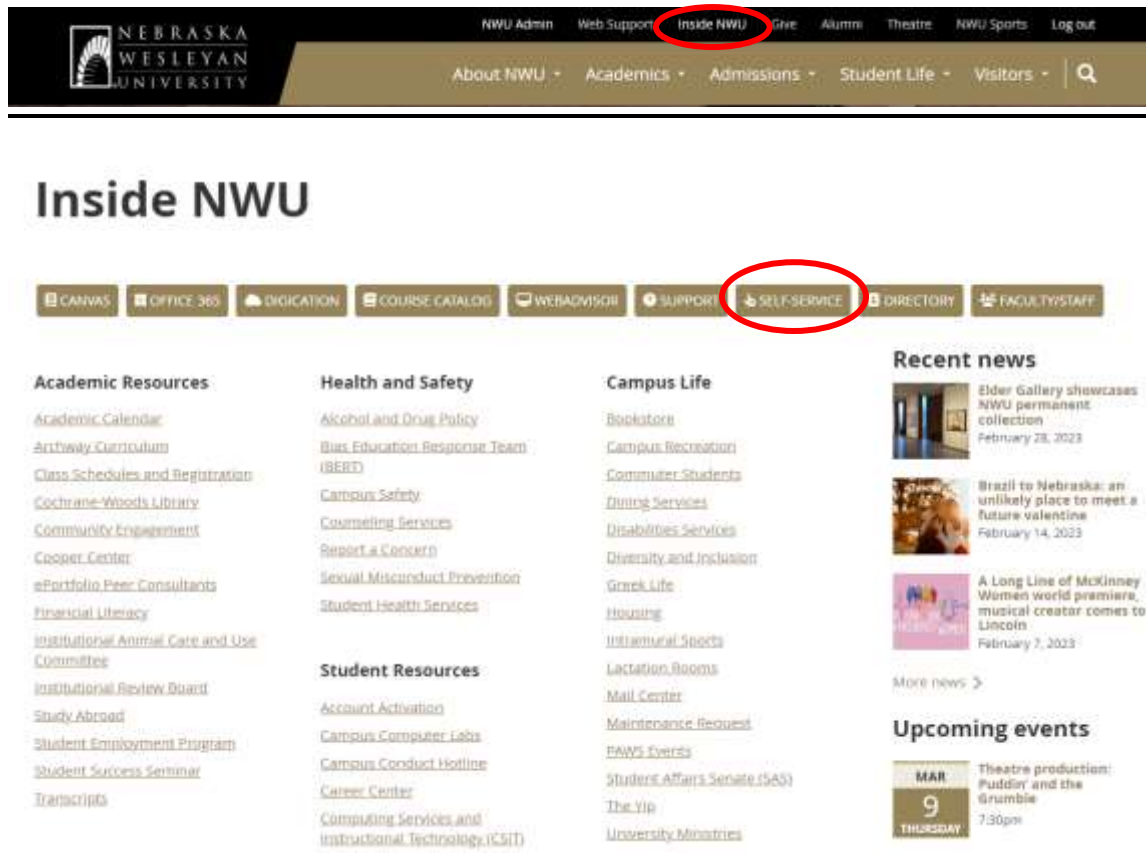
Earn Type	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26	Total
COLLEGE WORK-STUDY	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	0.00
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Comments [Return Timecard to Edit](#)

**Supervisors who have a Student Employee with more than one position will be able to view the timesheets with hours worked for the other positions to ensure the hours are recorded accurately for each position but will only be able to edit or change the information on the timesheet for the position they supervise. Once all timecards are approved, the Supervisor can log out.

Leave Request for Salaried Employees

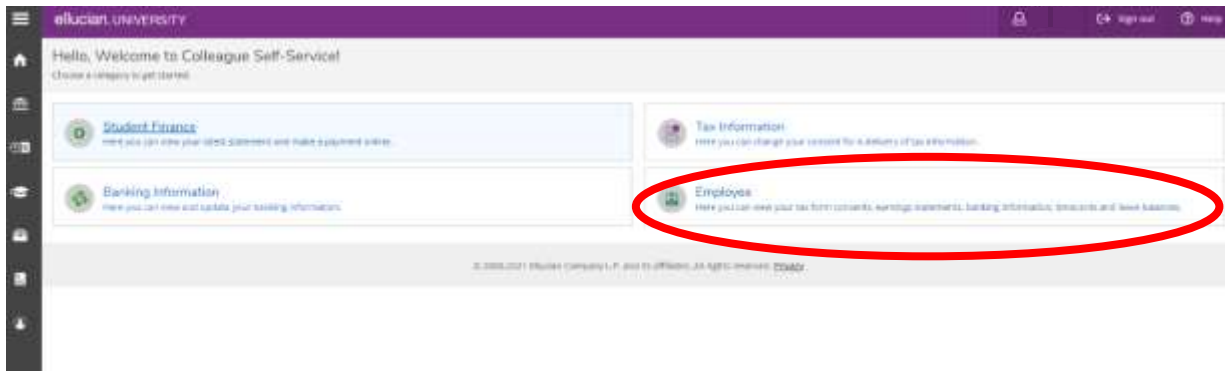
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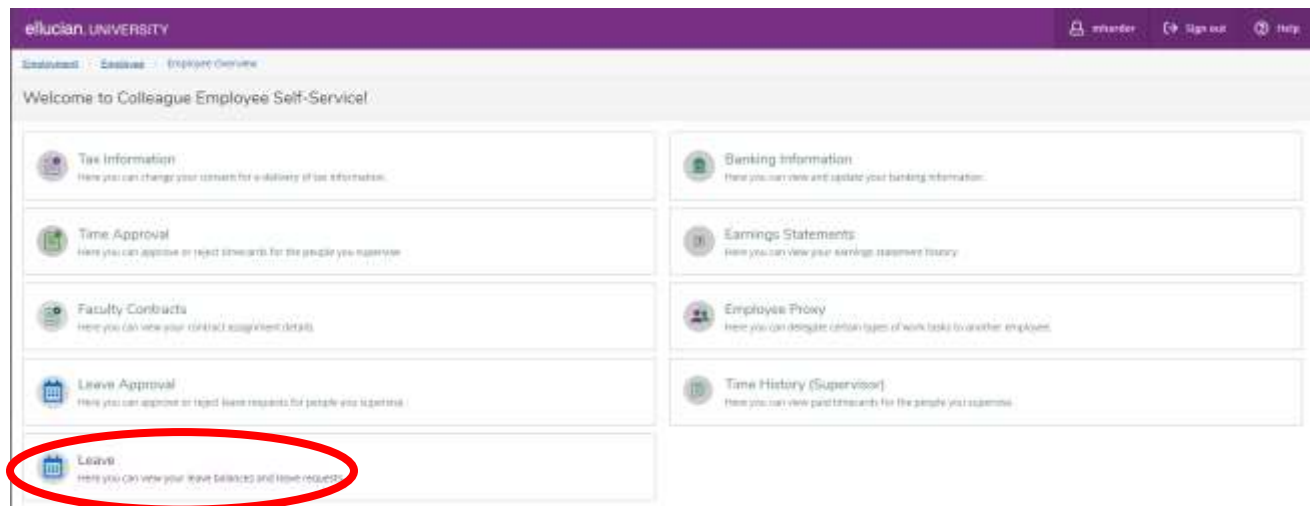
- 2) Begin by entering your Nebraska Wesleyan username and password and then clicking "Sign In". Due to new Single Sign On (SSO) features at NWU, the Employee may be logged in as soon as you have clicked on the Self Service Link.



3) From the Self-Service home screen, the Employee will click the section of information labeled **“Employee”**.



4) On the next page the Salaried Employee will click **“Leave”**



- 5) Once you are on the Leave screen you will be able to view your available Vacation and Sick hours and other information:
- Action Button to “Request Leave”
 - Current Leave Balances for Employee
 - Pending Leave Requests Submitted
 - Today’s Date
 - Details for Starting Balance, Accrual Rate, Leave Used, Adjustments and Balances for all leave types (which are updated for all adjustments, usage, and accruals at the end of each pay period)

The screenshot displays the 'Leave' management interface for an employee at ellucian UNIVERSITY. The page is divided into several sections:

- Leave Balance:** Shows current balances for Vacation (Hours) and Sick (Hours). Vacation: Used 0.00, Balance 63.70. Sick: Used 0.00, Balance 170.76. A tooltip explains that the balance does not include any leave not yet taken, even if a request has been approved.
- Leave Requests:** A message states 'You have no outstanding leave requests'. A 'Request Leave' button is visible.
- Leave - As Of 3/1/2021:** A dropdown menu is present.
- Table:** A table lists various leave types with columns for Description, Starting Balance, Earned, Used, Adjustments, and Balance. A tooltip also explains that the balance does not include any leave not yet taken, even if a request has been approved.

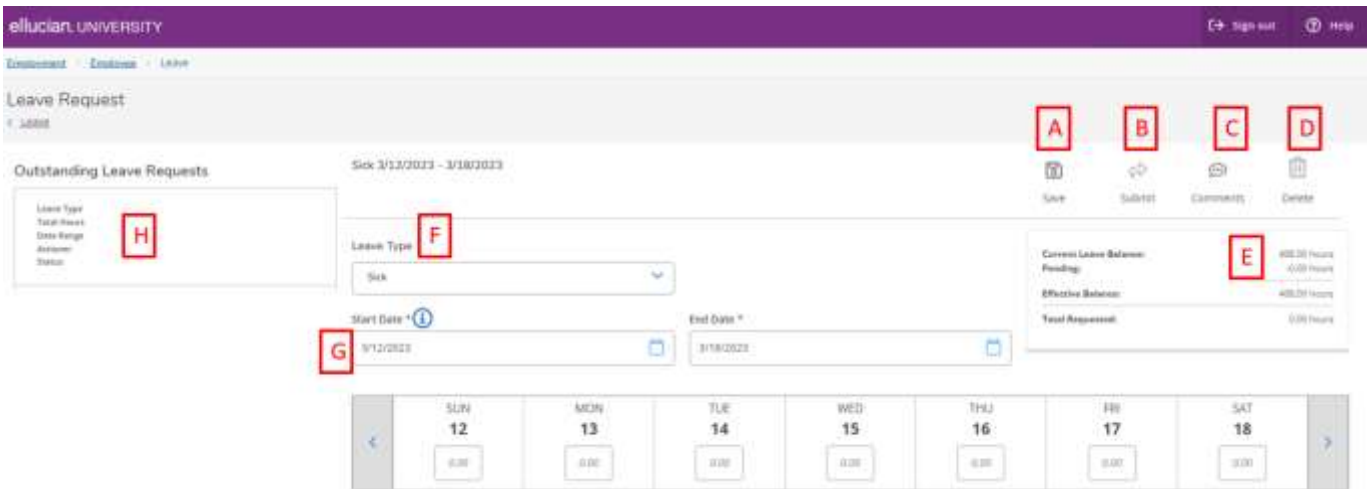
Description	Starting Balance	Earned	Used	Adjustments	Balance	
SICK LEAVE / SEMI-MONTHLY	162.00	8.76	0.00	0.00	170.76	View
Administrative Leave - Sm	-55.00	0.00	0.00	0.00	-55.00	View
Unpaid Time Off - Semi-Monthly	-72.00	0.00	0.00	0.00	-72.00	View
Disability Leave	0.00	0.00	0.00	0.00	0.00	View
VACATION / SEMI-MONTHLY	52.75	10.95	0.00	0.00	63.70	View

To Request leave for a current or future pay period, click the “Request Leave” button (A).

Here, the Employee can select the type of Leave from the drop-down box, enter the Start and End Date (s) of leave, and add the total hours requested to the corresponding calendar date.

The screen then gives the option to:

- Save the request without submitting it to the Employee’s Supervisor
- Submit the Request to the Employee’s Supervisor for approval
- Add Comments about the Leave Request from the Employee for Supervisor
- Delete the leave request
- View Leave Balance for type of Leave selected



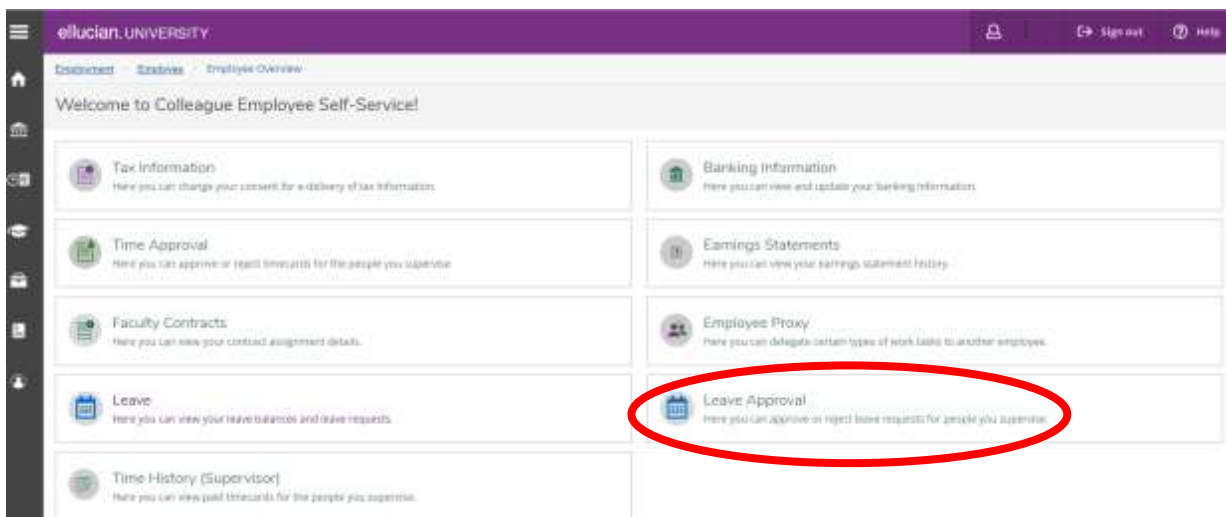
*Leave Requests will remain in a pending status until the Supervisor approves the request.

**Once the Leave Request has been submitted to the Supervisor for approval, the Employee will see the “Outstanding Leave Requests” submitted listed on the screen.

*** Once the Leave Request has been approved by the Supervisor for approval, the transaction will be recorded in real time to the Ellucian Payroll system. Salaried employees are expected to record their use of paid leave no later than the end of each week with leave taken. Employees should not wait until the end of the month to record paid time off.

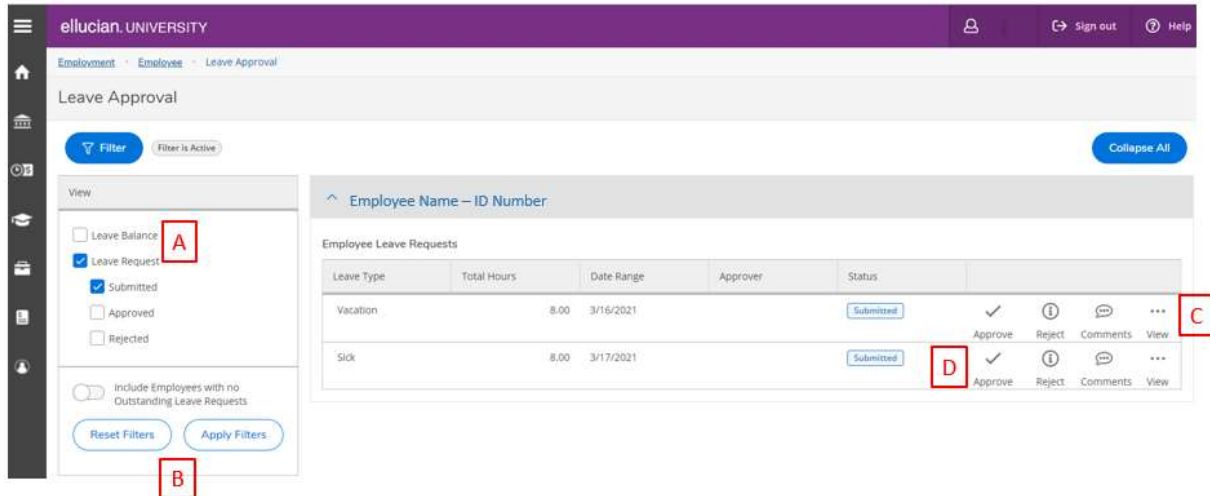
Leave Approval by Supervisors for Salaried Employees

1) From the Self-Service home page, the Supervisor will click the section of information labeled “**Leave Approval**”.



- 2) From the Leave Approval page, the Supervisor has several areas to select from:
 - A. Checkboxes allow Supervisor to select what type of Leave Requests they want to view by using filters.
 - B. Supervisor can easily reset the filters to view different Leave Requests.
 - C. Supervisor should then use the “**VIEW**” button to view individual requests.
 - D. Supervisor can use the “Approve” or “Reject” buttons from this screen, although not recommended.

*It is highly recommended to use the “... **VIEW**” (C) button from this page.



- 3) All Outstanding Leave Requests that need approval for an Employee will be listed down the left-hand side of the screen. From the “**View**” Screen, the Supervisor can see the Employee’s leave balance for the leave requested, in date order of Leave Request(s).

The Supervisor can approve or deny leave request(s) or add comments. Once approved, the leave request will automatically download to the Employee’s timesheet.

Supervisors are encouraged to approve leave requests as Employee’s submit them to enhance communication prior to the Employee being absent from work.

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Employment · Employee · Leave

Leave Approval

[Return to Summary Page](#)

Employee Name

ID Number

Employee's Outstanding Leave Requests

Vacation 3/16/2021 [Submitted](#)

Approve Reject Comments

Leave Type: Vacation

Current Leave Balance: 63.70 hours
Total Requested: 8.00 hours

Start Date: 3/16/2021 End Date: 3/16/2021

SUN	MON	TUE	WED	THU	FRI	SAT
14	15	16 8.00	17	18	19	20

Questions about this system can be directed to Chad Geiger (X7527) or Erin McManus (X2570).