

**STEPHEN F. AUSTIN  
STATE UNIVERSITY**

A graphic of a white banner with a black outline, featuring a central rectangular area and two pointed ends that resemble ribbon tails. The word "Banner" is written in a large, bold, black sans-serif font across the center of the banner.

**Banner**

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*Payroll*

**“Web Leave Report Guide”**

*Revised May 12, 2011*  
*Confidential Business Information*

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# SFASU - Web Leave Reporting Guide

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# SFASU - Web Leave Reporting Guide

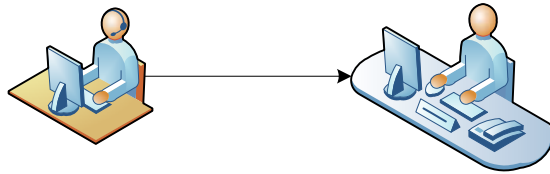
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# SFASU - Web Leave Reporting Guide

## Overview

This document is provided as a resource to assist you with completing your leave report in the Web Leave Report application. As a salaried, exempt employee, you are responsible for completing an accurate leave report for each pay period in which you took time off from your work at Stephen F. Austin State University. The steps within this document will guide you through this process. At any time should you need assistance, feel free to contact your supervisor or one of the individuals listed in the Helpful Contacts section below.



You enter your leave taken into your online leave report. At the end of the pay period, submit the leave report to your supervisor.

Your supervisor will review your leave report. If it is correct, your supervisor will approve it. Incorrect leave reports will be returned to you.

## Helpful Contacts

Should you encounter difficulty in completing your online leave report, contact one of the following individuals for assistance.

### You cannot log into mySFA

Human Resources	John Wyatt	(936) 468-2304	wyattjohn@sfasu.edu
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### You can log into mySFA but have an error message stating that you have no leave report

Payroll	Judy Duffin	(936) 468-2172	jduffin@sfasu.edu
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### You can access your leave report but it displays the wrong supervisor

Payroll	Judy Duffin	(936) 468-2172	<a href="mailto:jduffin@sfasu.edu">jduffin@sfasu.edu</a>
Controller's Office	Dalyce Franks	(936) 468-2382	<a href="mailto:franksdj@sfasu.edu">franksdj@sfasu.edu</a>

### You can access your leave report but have difficulty completing it

Payroll	Judy Duffin	(936) 468-2172	jduffin@sfasu.edu
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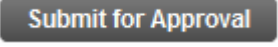
## Web Leave Report Navigation

### Navigation Buttons

As you navigate your online leave report, you will see a variety of navigation buttons. The following guide explains the function of each button.




<b>Cancel</b>	Cancels out of the current screen.
<b>Comments</b>	Accesses the Comments portion of the leave report.
<b>Copy</b>	Copies time from the current day to other days in the same pay period.
<b>Delete</b>	Deletes the time previously entered on a specific day.
<b>Leave Report</b>	Returns you to the pay period leave report view.
<b>Next</b>	Moves forward to the next work week on the leave report.
<b>Next Day</b>	Takes you to the next day's leave report. Used when viewing the leave report for a specific day.
<b>Position Selection</b>	Returns you to the leave report selection screen, where you can select a leave report for a different job assignment or pay period.
<b>Preview</b>	Generates a preview of the leave report before submitting it. The preview function allows you to see the full pay period on one screen, but does not allow you to edit any time.
<b>Previous</b>	Moves backward to the previous work week on the leave report.
<b>Previous Day</b>	Takes you to the previous day's leave report. Used when viewing the leave report for a specific day.
<b>Previous Menu</b>	Returns you to the previous menu or screen.
<b>Restart</b>	Restarts the leave report. Use this button with caution; restarting a leave report will delete all time that has been entered and reset the leave report to its original state.
<b>Save</b>	Saves the data on your leave report. Used when entering time or comments.

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	Submits the information on the current screen. Used primarily when certifying your leave report during the leave report submission process.
	Submits your leave report to your supervisor for approval.

## Keyboard Shortcuts

When entering time on your leave report, you don't always have to reach for your mouse to navigate the system. The following keyboard shortcuts will work to move within a leave report.

	The tab key can be used to move between fields on the leave report.
	The enter key will select the item your cursor is currently on, or allow you to submit the current form.
	The escape key will clear any unsaved data in the current field.

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## Entering Time on Your Leave Report

### Accessing Your Leave Report

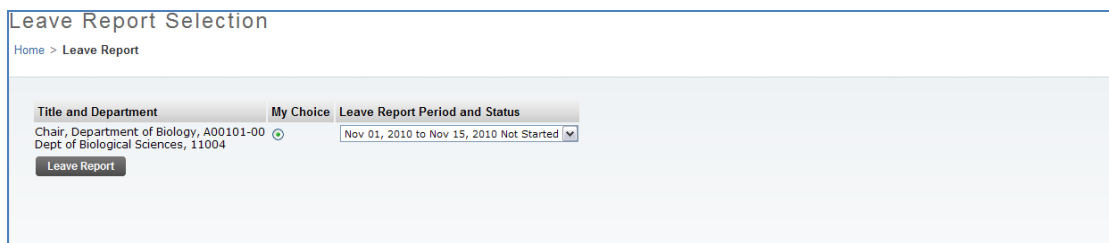
Before creating a leave report or submitting a leave report to your supervisor for approval, you will need to follow the steps below to access your leave report. If your leave report is not accessible, you should contact the Payroll Office using the contact information listed on page 3 of this document.

1. Log into mySFA with your ID and password.
2. Click the myServices tab.
3. Click the Self-Service Banner link.
4. Select the Employee tab.
5. Click on Leave Report.
6. Your Leave Report Channel should display the leave reports you currently have available.



*If you have more than one job assignment, you will see separate leave reports for each job. Be sure you are selecting the correct leave report before proceeding.*

7. Click on the desired leave report.
8. Select the radio button in the **My Choice** column for the job assignment on which you are entering leave.
9. Select the pay period from the **Pay Period** and **Status** column. The current pay period will always be at the top of the pull-down menu.



10. Click the **Leave Report** button to load the selected leave report.

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## Entering Leave

The steps below will guide you through the process of reporting your time off. Keep in mind that depending on your employee classification, you may see different leave types listed on your leave report from the examples below. However, regardless of the type of leave, the process for reporting your leave is the same.

1. Access your leave report.
2. Your leave report should look similar to the image below. Each type of leave will be listed on the left side of the report on each row. The days of the pay period will be listed across the report at the top of each column.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Chair, Department of Biology -- A00101-00  
**Department and Number:** Dept of Biological Sciences -- 11004  
**Leave Report Period:** Oct 16, 2010 to Oct 31, 2010  
**Submit By Date:** Nov 02, 2010 by 12:00 P.M.

Earning	Total Hours	Total Units	Saturday Oct 16, 2010	Sunday Oct 17, 2010	Monday Oct 18, 2010	Tuesday Oct 19, 2010	Wednesday Oct 20, 2010	Thursday Oct 21, 2010	Friday Oct 22, 2010
Vacation Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Comp Time Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

3. To enter leave taken, navigate to the row for the type of leave you are entering, and the column for the day you took the leave. There you will see a link labeled "Enter Hours." Click this link.

Earning	Total Hours	Total Units	Saturday Oct 16, 2010	Sunday Oct 17, 2010	Monday Oct 18, 2010
Vacation Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Comp Time Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	0		0	0	0
<b>Total Units:</b>		0	0	0	0

4. The top of the leave report will now display the type of leave you've selected (Vacation Pay in the example above) and the day (Monday, October 18, 2010 in the example above). A field will also be enabled for you to enter your leave.

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Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Chair, Department of Biology -- A00101-00  
**Department and Number:** Dept of Biological Sciences -- 11004  
**Leave Report Period:** Oct 16, 2010 to Oct 31, 2010  
**Submit By Date:** Nov 02, 2010 by 12:00 P.M.

**Earning:** Vacation Pay  
**Date:** Oct 18, 2010  
**Hours:**

Earning	Total Hours	Total Units	Saturday Oct 16, 2010	Sunday Oct 17, 2010	Monday Oct 18, 2010	Tuesday Oct 19, 2010	Wednesday Oct 20, 2010	Thursday Oct 21, 2010	Friday Oct 22, 2010
Vacation Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

- Key in the hours of leave you took on this day. Hours must be entered to two decimal places.

**Earning:** Vacation Pay  
**Date:** Oct 18, 2010  
**Hours:**

**Earning:** Vacation Pay  
**Date:** Oct 18, 2010  
**Hours:**

- Click the  button to save your time.
  - It is imperative that you do **NOT** click submit until you are completely finished reporting your time for the entire month.
- Your leave report will refresh and display the hours you entered in the appropriate row for the leave type and column for the day on which you reported the leave.
- Only enter time on days where leave is taken. If no time is taken "Enter Hours" will appear as blanks on the completed report.

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Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Chair, Department of Biology -- A00101-00  
**Department and Number:** Dept of Biological Sciences -- 11004  
**Leave Report Period:** Oct 16, 2010 to Oct 31, 2010  
**Submit By Date:** Nov 02, 2010 by 12:00 P.M.

**Earning:** Vacation Pay  
**Date:** Oct 18, 2010  
**Hours:**

Earning	Total Hours	Total Units	Saturday Oct 16, 2010	Sunday Oct 17, 2010	Monday Oct 18, 2010	Tuesday Oct 19, 2010	Wednesday Oct 20, 2010	Thursday Oct 21, 2010	Friday Oct 22, 2010
Vacation Pay	8		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	8	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Sick Pay	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
Comp Time Taken	0		<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>	8	0	0	0	0	8	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

## Copying Leave Hours to Other Days

You may have periods of time where you take off multiple days. In these situations, the online leave report will allow you to enter the first day you took the leave and then copy that time to other days. The steps below explain how to copy leave hours to other days.

1. Access your leave report.
2. Follow the steps starting on page 6 for entering leave.
3. After you have saved your leave, click the  button. The following form will be displayed.

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

**Leave Code:** Vacation Pay, Shift 1  
**Date and leave time to copy:** Oct 18, 2010, 8 Hours

**Copy from date displayed to end of the leave period:**

**Include Saturdays:**

**Include Sundays:**

**Copy by date:**

<b>Saturday</b> Oct 16, 2010	<b>Sunday</b> Oct 17, 2010	<b>Monday</b> Oct 18, 2010	<b>Tuesday</b> Oct 19, 2010	<b>Wednesday</b> Oct 20, 2010	<b>Thursday</b> Oct 21, 2010	<b>Friday</b> Oct 22, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Saturday</b> Oct 23, 2010	<b>Sunday</b> Oct 24, 2010	<b>Monday</b> Oct 25, 2010	<b>Tuesday</b> Oct 26, 2010	<b>Wednesday</b> Oct 27, 2010	<b>Thursday</b> Oct 28, 2010	<b>Friday</b> Oct 29, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Saturday</b> Oct 30, 2010	<b>Sunday</b> Oct 31, 2010					
<input type="checkbox"/>	<input type="checkbox"/>					

4. This form will allow you to select the days to which you wish to copy the selected leave. At the top of the form, in the **Leave Code** field, you will see the type of leave you have selected (Vacation Pay in the example above). The **Date and Leave Time to Copy** field will display the day and hours from which you are copying.
5. To copy your leave, click the checkboxes for the days to which you wish to copy your leave. You also have the option at the top of the form to copy your leave from the selected date to every day remaining in the pay period. In the example below, the employee is going to copy the vacation leave from Monday, October 18 to the remainder of that week (Tuesday, October 19-Friday, October 22).


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Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Leave Code: Vacation Pay, Shift 1  
 Date and leave time to copy: Oct 18, 2010, 8 Hours  
**Copy from date displayed to end of the leave period:**   
**Include Saturdays:**   
**Include Sundays:**   
 Copy by date:

Saturday Oct 16, 2010	Sunday Oct 17, 2010	Monday Oct 18, 2010	Tuesday Oct 19, 2010	Wednesday Oct 20, 2010	Thursday Oct 21, 2010	Friday Oct 22, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Saturday Oct 23, 2010	Sunday Oct 24, 2010	Monday Oct 25, 2010	Tuesday Oct 26, 2010	Wednesday Oct 27, 2010	Thursday Oct 28, 2010	Friday Oct 29, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday Oct 30, 2010	Sunday Oct 31, 2010					
<input type="checkbox"/>	<input type="checkbox"/>					

- After you have selected the days to copy your leave to, click the  button again. Your leave will be copied. The following confirmation will be displayed.

 **Your hours have been copied successfully.**

- Click the  button to return to your pay period leave report. You should now see the leave you copied on your leave report.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Chair, Department of Biology -- A00101-00  
**Department and Number:** Dept of Biological Sciences -- 11004  
**Leave Report Period:** Oct 16, 2010 to Oct 31, 2010  
**Submit By Date:** Nov 02, 2010 by 12:00 P.M.

**Earning:** Vacation Pay  
**Date:** Oct 18, 2010  
**Hours:**

Earning	Total Hours	Total Units	Saturday Oct 16, 2010	Sunday Oct 17, 2010	Monday Oct 18, 2010	Tuesday Oct 19, 2010	Wednesday Oct 20, 2010	Thursday Oct 21, 2010	Friday Oct 22, 2010
Vacation Pay	40		Enter Hours	Enter Hours	8	8	8	8	8
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	40		0	0	8	8	8	8	8
<b>Total Units:</b>		0	0	0	0	0	0	0	0

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## Adding Comments to Your Leave Report

Your leave report has a comments section that allows you and your supervisor to add notes to the report. You may add comments to your leave report if you need to include a note to your supervisor. Additionally, if your supervisor returns a leave report to you for correction, you should check the comments section for notes on what you need to correct. Follow this procedure to view or update the comments on your timesheet.

1. Access your leave report.
2. At the bottom of your leave report, look for a block of navigation buttons like the ones in the image below.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** Chair, Department of Biology -- A00101-00  
**Department and Number:** Dept of Biological Sciences -- 11004  
**Leave Report Period:** Oct 16, 2010 to Oct 31, 2010  
**Submit By Date:** Nov 02, 2010 by 12:00 P.M.  
**Earning:** Vacation Pay  
**Date:** Oct 18, 2010  
**Hours:** 8

Earning	Total Hours	Total Units	Saturday Oct 16, 2010	Sunday Oct 17, 2010	Monday Oct 18, 2010	Tuesday Oct 19, 2010	Wednesday Oct 20, 2010	Thursday Oct 21, 2010	Friday Oct 22, 2010
Vacation Pay	40		Enter Hours	Enter Hours		8	8	8	8
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Comp Time Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>	40		0	0		8	8	8	8
<b>Total Units:</b>		0	0	0		0	0	0	0

3. Click the  button.
4. The Comments section of your leave report will load.

Enter or edit comments until you submit the record for approval.

**Made By:** You  
**Comment Date:** Sep 21, 2010  
**Enter or Edit Comment:**

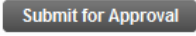
5. Add your comments in the **Enter or Edit Comment** field, and then click the  button.
6. After you have completed editing or viewing the comments on your leave report, click the  button to return to your leave report.

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## Submitting Your Leave Report

At the ***end of the pay period*** you will need to submit your leave report to your supervisor for approval. This must be done in advance of the leave report submission deadline for the pay period. This deadline is displayed at the top of each pay period's leave report. Follow these steps to submit your leave report for approval.

1. Access your leave report.
2. Review your time to ensure that it is accurate.
3. If your time is correct, and you are ready to submit your leave report, click the  button.
4. You will be returned to your leave report. The confirmation below will be displayed on the top of your leave report.

 **Your leave report was submitted successfully.**

Additionally, if you look at the bottom of your leave report, you will see your name and a date stamp in the ***Submitted for Approval By*** field. Your supervisor's name will also appear in the ***Waiting for Approval From*** field. Now that your leave report has been submitted, you may now exit the leave report.

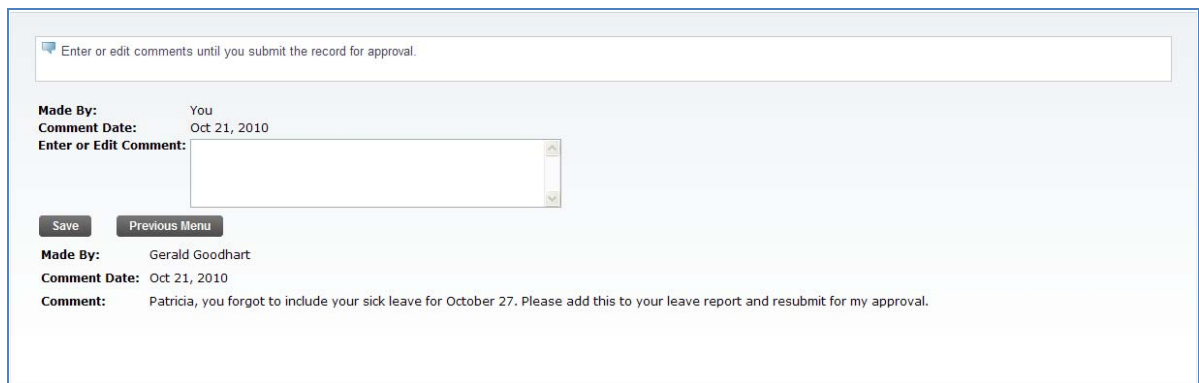
5. Submit for approval to supervisor even if no leave has been taken during the reporting period.

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## Correcting a Submitted Leave Report

Your supervisor will review your leave report after you submit it. If any corrections need to be made, your supervisor will return the leave report to you, and notify you that you need to make corrections. The steps below will guide you in correcting a leave report that has been returned.

1. Access your leave report.
2. Click the **Comments** button to view notes from your supervisor regarding the corrections that need to be made.



The screenshot shows a web interface for adding or editing comments. At the top, there is a text input field with the placeholder text "Enter or edit comments until you submit the record for approval." Below this field, the following information is displayed:

- Made By:** You
- Comment Date:** Oct 21, 2010
- Enter or Edit Comment:** A large text area with a vertical scrollbar.

Below the text area are two buttons: **Save** and **Previous Menu**. Below these buttons, the following information is displayed:

- Made By:** Gerald Goodhart
- Comment Date:** Oct 21, 2010
- Comment:** Patricia, you forgot to include your sick leave for October 27. Please add this to your leave report and resubmit for my approval.

3. Click the **Leave Report** button to exit the comments page and return to your leave report.
4. Make the corrections to your leave report the same way you entered the leave time originally.
5. Once you have completed your corrections, follow the steps for submitting your leave report on page 11.