

Faculty Leave Reporting Review

October 19, 2011, 10am-11:30am & 1:00pm-2:30pm

October 20, 2011, 10am-11:30am & 1:00pm-2:30pm

Review Results:

1. Link to substitute pay; make sure matches with faculty leave reporting.
 - Currently substitutes do not submit a form; relies on faculty reporting leave to get paid.
 - **Not adding a separate form at this time.**
2. Lecture/lab classes use same CRN.
 - Will show up with same CRN but with different section numbers just like in the schedule.
 - **Susan will add an example with screen shots to specs.**
3. Substitute reporting; lists only substitutes by department.
 - **Cannot do.**
4. ARGOS report for leave status for division deans and division administrative assistants to view.
5. Need to come up with email subject for emails to faculty.
 - **"Alert: Leave Report Rejected"**
6. Susan will create a flow chart for division deans and administrative assistants once specs are finalized.
 - **Susan has completed the process flow chart.**
 - **Need a logical flow chart.**
7. Susan will facilitate training of the faculty and will create all documentation.
8. Remove division administrative assistants and replace with division dean.
 - Division administrative assistants do not want the responsibility of filling out form for faculty.
 - Some divisions only want faculty to fill out form.
 - **Division Administrative Assistant has been removed and replaced with Division.**
9. Recommend not having substitute box automatically checked; have faculty check if they have a substitute.
 - De Anza does not pay for substitutes unless absent for 2 consecutive days.
 - **Will leave substitute box checked.**
10. Have flags for college assigned business which requires approval ahead of time.
 - **Have a pop up message.**
11. Give deans an option to opt out of receiving approver emails.
 - **Too complicated to do.**
12. Add type of leave to list deans see before approver screen.
 - **Has been added.**
13. More discussion and process needed for medical leave forms that need to be attached to leave report.
 - Alert dean form has been received before approving leave.
 - **Pop up – have submitted medical certificate to campus payroll.**
 - **Need District policy.**
14. Add step into process for when Division may initiate leave reporting after 10 days and faculty can review before submitting to district.
 - **Step 8 on flow chart; will send email to faculty attaching what division will submit.**
 - **Faculty will have to respond through email.**
15. Send email to faculty & substitute when leave has been approved.
16. Have a process for substitute to submit request for pay for subbing to match against faculty request for leave.
17. Notification to deans of faculty who are absent and have not submitted a leave request similar to notification when online contract has not been signed.
 - **Add later.**