

Summary of E-Mails to be generated by Faculty Leave and Substitute Pay Report Application

Version 1 – August 14, 2012

Version 2 – March 12, 2013

To	Trigger	Content
Approver	Faculty clicks Submit button on Step 4 – Confirm screen	Subject: Leave Report Submitted for Approval Text: <Faculty Member Name> has submitted a leave report that is waiting for your approval. Please access via your Banner tab in MyPortal.
Substitute	Faculty clicks Submit button on Step 4 – Confirm screen	Subject: Substitute Pay Report Submitted Text: Your substitute pay report for<Name of Instructor> on <Start Date> to <End Date> for <x> hours of teaching has been sent to the Division Dean <Name of Division and Name of Dean> for approval. If this is not accurate, please contact the Dean.
Faculty	Division clicks the Submit button on Step 4 Confirm screen	Subject: Leave Report Created by Division for your Review Text: In accordance with Article 16.36 of the Faculty Agreement, a leave report was created to cover your recent absence. Please sign in to MyPortal and click on Faculty Leave Reporting link to review the report. Please reply to this e-mail with approval and/or comments with in three Working days. No reply will constitute agreement. Below is a summary of the leave report in question: <Start Date> to <End Date> X hours of Sick/Personal Leave will be charged to your leave bank. This report was generated by x division. To review the report submitted, please do
Faculty	Division clicks Reject button on Approver Screen	Subject: Alert Leave Report Returned – Your Immediate Attention Required Text: Your leave report for <Start Date> to <End Date> for X division is being returned to you for correction. <Divisions Comments on rejected report>. To make corrections, please go to the Employees tab on MyPortal and select the Faculty Leave Reporting link. Then select the report for the dates listed, make the requested corrections and click the submit button to re-submit the report. Thank you in advance for your prompt attention to this matter.
Faculty	Division clicks Approve button on Approver Screen	Subject: Faculty Leave Report Approved Text: Your faculty leave report for <Start Date> to <End Date> with X hours of Sick/Personal has been approved by x division and has been forwarded to Payroll for processing.
Substitute	Payroll Approves leave report for processing.	Subject: Substitute Pay Report Approved Text: Your substitute pay report for <Start Date> to <End Date> has been approved for processing by Payroll. Reports approved for processing on or before the 15 th of the month will be paid at the end of the current month. Reports approved for processing after the 15 th of the month will be paid at the end of the following month.