

From: Chien Shih

Sent: Friday, April 19, 2013 10:59 AM

Subject: Faculty Leave and Substitute Pay System go live - April 22, 2013

Importance: High

Dear Deans and Faculty:

This is to inform you that District HR and ETS will roll out the on-line Faculty Leave and Substitute Pay Reporting System on April 22, 2013. You can access this application from Within MyPortal -> Employee tab to report your leaves on line.

The new system will replace the current paper process for leave reporting by all faculty, and will also allow deans and administrative staff to review and approve the requests on line. Substitutes will also get paid faster in this new system. The system is tightly integrated with the Banner system. Absent dates from all course schedules will be automatically pulled from the Banner faculty schedule, and leave hours will be calculated for the affected classes. There will be no more manual calculations or having to remember class titles and schedules.

For information related to this new system, including instructions for Deans, Faculty, and administrative staff, or frequently asked questions, please visit our project web site at: <http://ets.fhda.edu/facultyleave>

A on line training video has been posted to FHDA YouTube channel here:

<https://www.youtube.com/watch?v=2ffN6LsuLcc>

We would like to extend a special thanks to the deans and faculty of Foothill Kinesiology and Athletic Division, and De Anza Business and Computer Science Division for their early adoption of the system. These departments went live with the system in February and March respectively, and provided many useful suggestions for improvements to the system.

Finally, a big thumbs-up to all the implementation project team members, for their tireless efforts to make all this possible. A list of the implementation team members can be found here:

<http://fhdafiles.fhda.edu/downloads/etsfhda/FacultyLeaveContactList.pdf>

Thank you!

Best regards,

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