Faculty Leave and Substitute Pay Instruction for Deans

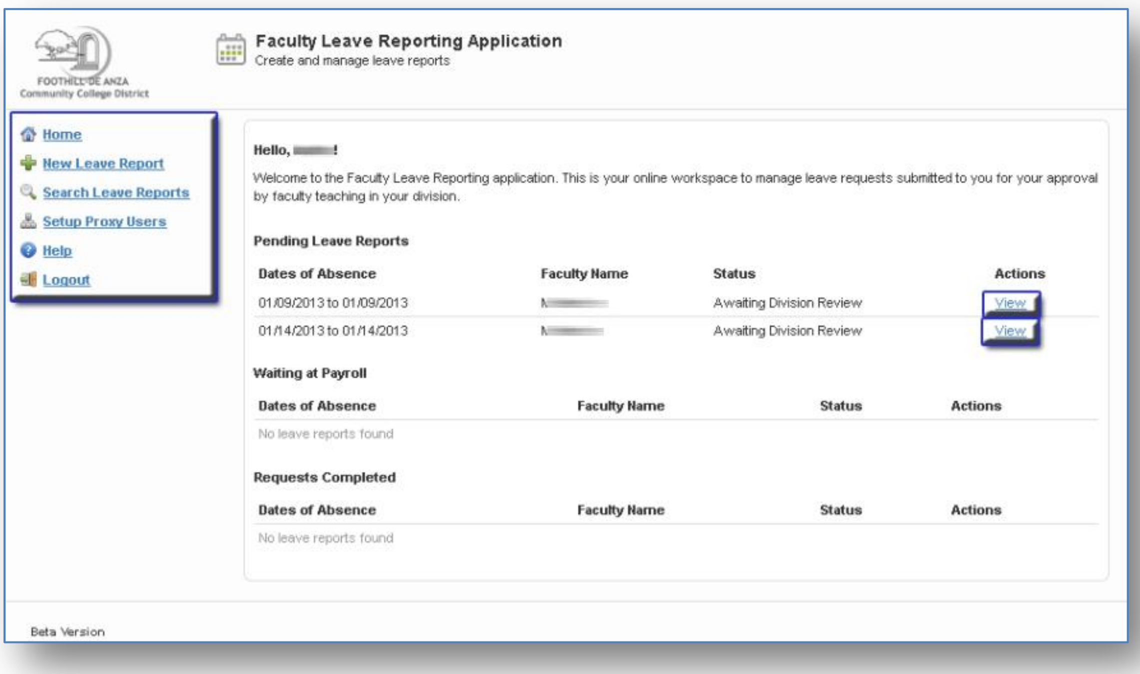
Deans are responsible for two functions:

1. Approve for processing, return for correction or reject Faculty Leave reports submitted by faculty members within their division in a timely manner.
2. Initiate a Faculty Leave report when it is not submitted by a faculty member within ten days after his/her return from an absence as specified in Article 16.36 of the Faculty Agreement (see page 3 of this document).

Note: It is strongly recommended that every Dean set up a "proxy user" who can approve and initiate leave reports in their absence.

Getting Started

Deans will receive an e-mail notification that a Faculty Leave report is ready for approval when the faculty member clicks the submit button. To open the application, go to the Banner tab in MyPortal and click the Faculty Leave icon. The **Home** screen will display:



Each **Pending Leave Request** will be listed in that section of the screen. Reports that have been approved and **Waiting at Payroll** to process are listed below. Requests that have been paid and are considered complete are listed at the bottom of the screen. To review a pending request, click the ***View*** button under Actions. The entire report will display.

The upper left corner of the screen contains the navigation buttons for the application. In addition to approving leave reports, the Dean can also

- Create a new report when a faculty member fails to do so ten days after returning from an absence.
- Search all leave reports submitted using the online system to date.
- Setup users with Proxy privilages of either Reviewer Only, Creator or Approver.

Division Review Options

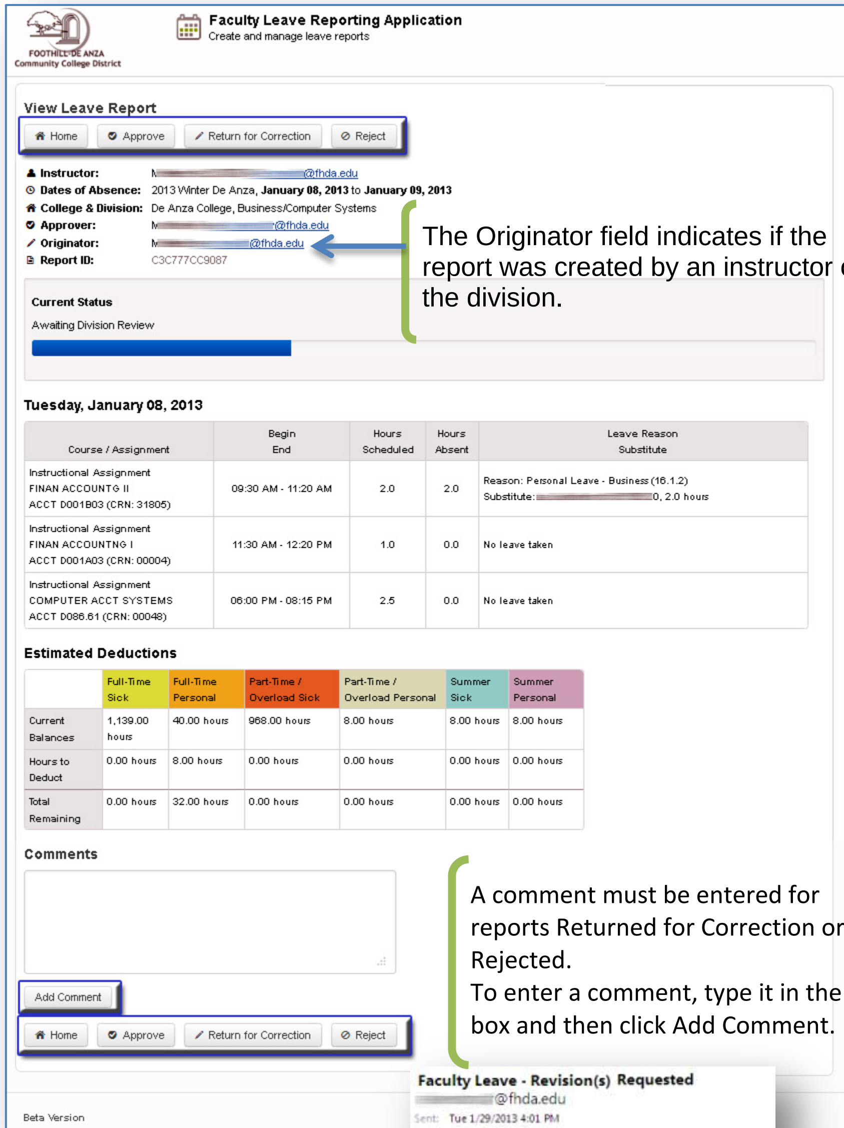
- ***Approve***
- ***Return for Correction****
- ***Reject****

*a comment must be entered before the report will sent to the faculty member. To enter a comment, type the comment in the comments box and then click the Add Comment button. If you attempt to click Return for Correction or Reject and a comment has not been recorded you will receive an error message.

The division cannot change the report, but must click the ***Return for Correction*** button and explain to the instructor what needs to be corrected before it will be approved.

The Current Status is a visual representation of the reports progress through the approval process.

If the ***Home*** button is selected rather than one of the routing buttons, the report will stay on the pending list.



FOOTHILL-DE ANZA Community College District

Faculty Leave Reporting Application
Create and manage leave reports

View Leave Report

Home | Approve | Return for Correction | Reject

Instructor: [redacted]@fhda.edu
Dates of Absence: 2013 Winter De Anza, **January 08, 2013** to **January 09, 2013**
College & Division: De Anza College, Business/Computer Systems
Approver: [redacted]@fhda.edu
Originator: [redacted]@fhda.edu
Report ID: C3C777CC9087

Current Status
Awaiting Division Review

Tuesday, January 08, 2013

Course / Assignment	Begin End	Hours Scheduled	Hours Absent	Leave Reason Substitute
Instructional Assignment FINAN ACCOUNTG II ACCT D001B03 (CRN: 31805)	09:30 AM - 11:20 AM	2.0	2.0	Reason: Personal Leave - Business (16.1.2) Substitute: [redacted]0, 2.0 hours
Instructional Assignment FINAN ACCOUNTNG I ACCT D001A03 (CRN: 00004)	11:30 AM - 12:20 PM	1.0	0.0	No leave taken
Instructional Assignment COMPUTER ACCT SYSTEMS ACCT D086.61 (CRN: 00048)	06:00 PM - 08:15 PM	2.5	0.0	No leave taken

Estimated Deductions

	Full-Time Sick	Full-Time Personal	Part-Time / Overload Sick	Part-Time / Overload Personal	Summer Sick	Summer Personal
Current Balances	1,139.00 hours	40.00 hours	968.00 hours	8.00 hours	8.00 hours	8.00 hours
Hours to Deduct	0.00 hours	8.00 hours	0.00 hours	0.00 hours	0.00 hours	0.00 hours
Total Remaining	0.00 hours	32.00 hours	0.00 hours	0.00 hours	0.00 hours	0.00 hours

Comments

Add Comment

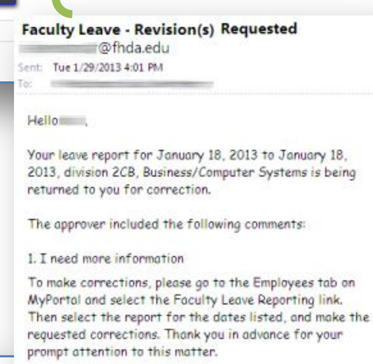
Home | Approve | Return for Correction | Reject

Beta Version

The Originator field indicates if the report was created by an instructor or by the division.

A comment must be entered for reports Returned for Correction or Rejected.
To enter a comment, type it in the box and then click Add Comment.

Each of the three review buttons will cause an e-mail to be sent to the faculty member. The substitute will receive e-mail notification when the faculty member submits a report for the Dean's approval and when payroll releases the report for processing. The substitute will paid at the end of the current month when the report is received by payroll on or before the 15th of the month. Reports received after the 15th will be paid the following month.



Faculty Leave - Revision(s) Requested
[redacted]@fhda.edu
Sent: Tue 1/29/2013 4:01 PM
To: [redacted]

Hello [redacted],

Your leave report for January 18, 2013 to January 18, 2013, division 2CB, Business/Computer Systems is being returned to you for correction.

The approver included the following comments:

1. I need more information

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, and make the requested corrections. Thank you in advance for your prompt attention to this matter.

Faculty Leave - Report Approved
[redacted]@fhda.edu
Sent: Tue 1/29/2013 4:04 PM
To: [redacted]

Hello [redacted],

Your leave report for January 18, 2013 to January 18, 2013, division 2CB, Business/Computer Systems has been approved and forwarded to payroll for processing.

Division: 2CB, Business/Computer Systems
Approver: [redacted]@fhda.edu
Date(s) Absent: January 18, 2013 to January 18, 2013
Total Personal Hours Deducted: 16.00 Total Sick Hours Deducted: 0.00

Faculty Leave - Report Rejected
[redacted]@fhda.edu
Sent: Mon 1/28/2013 2:28 PM
To: [redacted]

Hello [redacted],

Your leave report for January 14, 2013 to January 14, 2013, division 2CB, Business/Computer Systems has been rejected, and will not be approved.

The approver included the following comments:

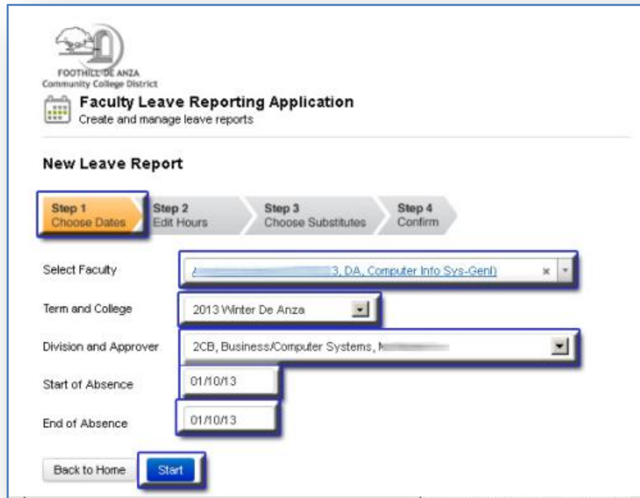
1. I need more information in order to approve this.

2. I need more infomation

Please contact the approving dean for more information.

Sample e-mails:

Dean Initiated Leave Reports



From the Home screen, the Dean (or his/her delegate) can select ***New Leave Report*** to create a Leave Report for an instructor who has not submitted one within ten school days of returning from an absence. To select the faculty, either enter part of the instructor's name or part of the department title. In the example to the right, I entered "computer" to view a list of instructors who report to the Dean signed into the system.

To complete the report, use the same instructions provided for Faculty. The resulting report will appear in the instructor's home page under Open Leave Reports. The instructor will also receive an e-mail notification that the Leave Report needs his/her review. Below is an example of the e-mail the instructor will receive:


Faculty Leave - New Leave Report Created

@fhda.edu

Sent: Tue 1/29/2013 11:21 AM

To:

Hello ,

In accordance with Article 16.36 of the Faculty Agreement, a leave report was created to cover your recent absence from October 08, 2012 to October 08, 2012. Please sign in to MyPortal, and on the Employees tab click Faculty Leave Reporting to view the report. Please accept or revise the report within three working days. No reply will constitute agreement. Below is a summary of the leave report in question:

Division: 2CB, Business/Computer Systems
Approver: @fhda.edu
Date(s) Absent: October 08, 2012 to October 08, 2012
Total Personal Hours Deducted: 16.00 Total Sick Hours Deducted: 0.00

Per FA Agreement Article 16.36,

> *"It shall be the responsibility of each contract and regular faculty employee to notify his or her Division Dean or appropriate administrator when a leave is needed. Within 10 school days* ***after returning from*** *an absence each faculty employee shall sign and file a leave report for the absence, either via paper copy (provided by and submitted to the Division Dean or appropriate administrator) or through the District Portal, in accordance with whichever procedure is required by the District. In some cases, the Division office may initiate the leave report in order to facilitate timely payment for a substitute, if any, but such a leave report shall be subject to review by the faculty employee who may revise and re-submit the report before District action is taken on the leave report."*

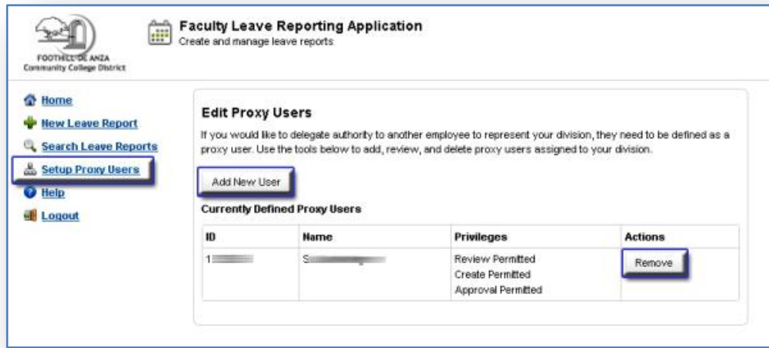
Dean initiated Leave Reports that are not submitted by the instructor within three days will be sent automatically to the Dean for approval at the end of the three day period.

Exception

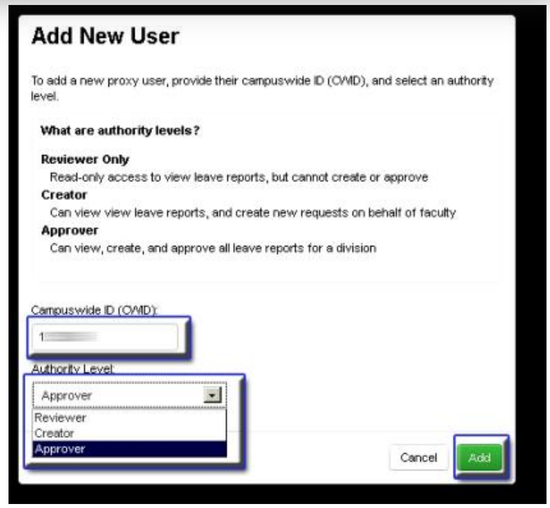
Reports for Online Classes - will be handled using a manual process. This process has been designed and documented by District Human Resources and Payroll. The link to the manual will be posted on District HR Forms page.

Leaves longer than two weeks – will not be reported using the faculty Leave Reporting application. The instructor should work with the division to make the arrangements. This process has not changed and is the same as before the implementation of the Faculty Leave Processing application.

Setup Proxy Users



1. On the Home screen click the Setup Proxy Users button.
2. Click the ***Add User*** button to bring up the Add New User Screen.
3. Enter the 8-digit Campuswide ID number for the person who will be added.
4. Select the Authority Level.
   a. Reviewer Only – is for read-only access to view leave reports.
   b. Creator can view reports and create new reports on behalf of faculty.
   c. Approver can view, create and approve leave reports for the division.
5. Click ***Add*** to save the proxy.

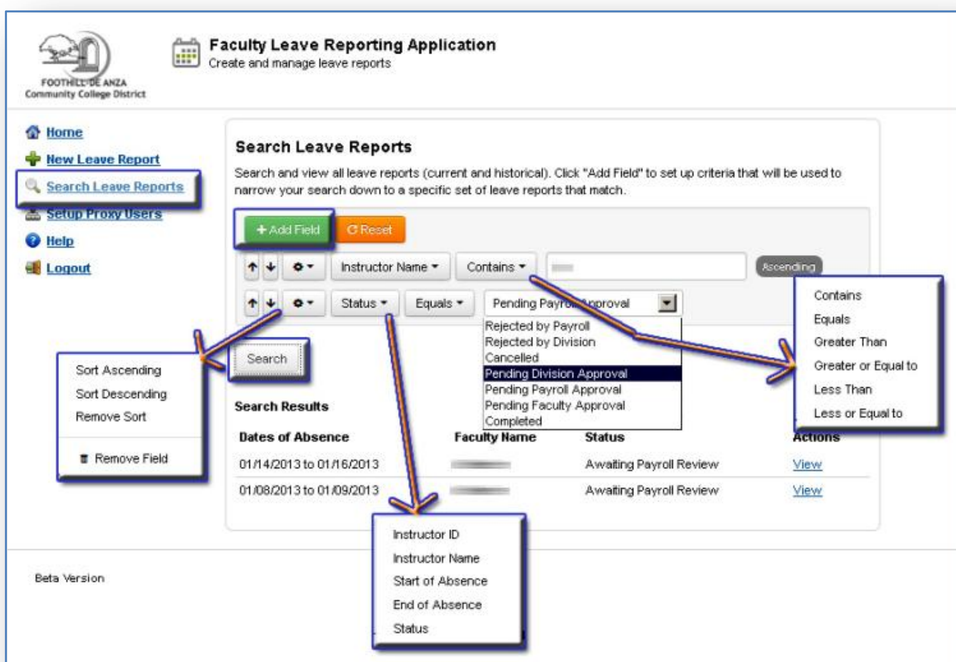


To Manage Your Proxies

1. On the Home screen click the ***Setup Proxy Users*** button.
2. A list of proxy holders and their privileges will display.
3. To change privileges, you must remove them and then use the ***Add New User*** button to add them back in the revised privileges.

Searching Leave Reports

Select the Search Leave Reports on the home screen to display the search screen.



The ***Add Field*** button allows you to define search criteria for one field. It will include sorting, field name and operator. Each is selected from the drop-down lists. The example to the right contains a search on two fields, the instructor name and the leave report status. When all the criteria have been selected, click ***Search*** to view a list of reports that match the criteria. Use the search operator "Contains" when you will be entering a name and "Equals" when you will be selecting from a drop-down list. If one doesn't work try the other.