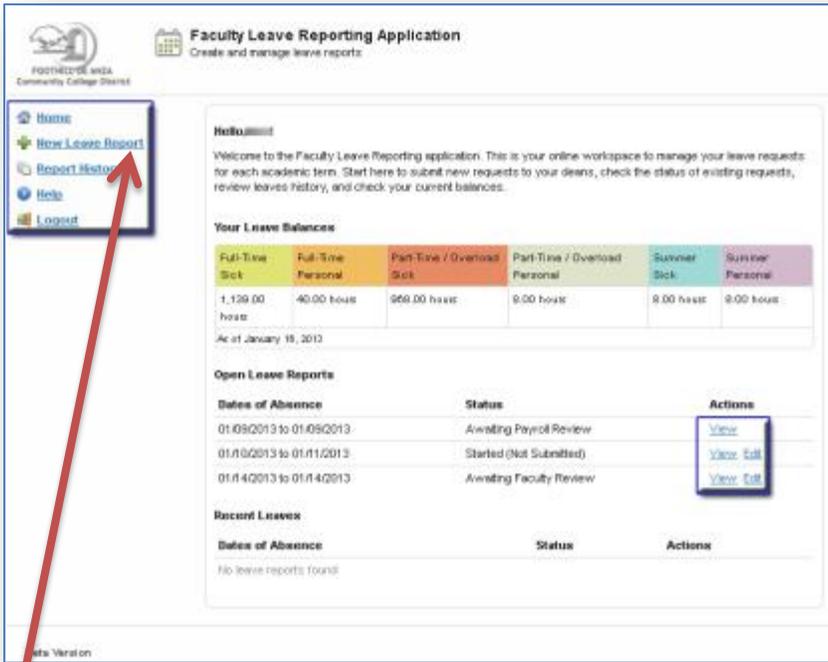


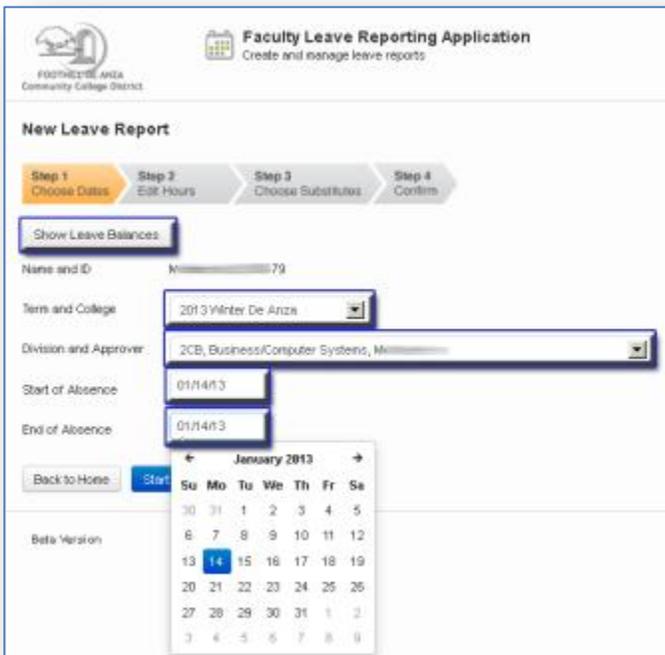
Using Faculty Leave and Substitute Pay



Access will be provided in MyPortal on the Employees tab. When the “Faculty Leave Reporting” link is clicked, the screen to the left displays. The screen contains the balances in your leave banks, and links to “View” any open leave reports being processed, waiting for approval, or waiting for Payroll to review and process. You can “Edit” reports which were started earlier, but not submitted for processing, reports initiated by your Dean and reports that have been returned by your Dean for correction or explanation.

New Leave Request

Click the New Leave Request button on the Home screen.



Step 1:

Select the term and campus, the Dean who will approve and the start and end dates.

Be aware:

- Instructors, who teach on both campuses on the same day, must create separate leave reports for each campus because the Term/College and Division/Approver will be different for each campus.
- You will not be allowed to report a leave that is longer than two weeks. For these cases, please contact your Dean.
- Leaves from online classes or the online portion of a hybrid class must be reported using the manual process described in the District HR memo titled “xxx”.

Click **Start** to begin the leave report process.

Step 2:

For each day selected, the application will display your teaching assignments. To report a leave do the following:

1. Update the number of hours absent if different from the entire default class time.
2. For partial day absences, change the Hours Absent to "0" for the classes not missed.
3. Uncheck the substitute indicator if a substitute was not used.
4. Select a leave reason from the drop down list below. The system knows if you are a Full-time or Part-time instructor and will only display valid reasons.

Form Completion Shortcuts

- *Set Full Day* – Checks all substitute boxes and sets Hours Absent equal to Hours Scheduled
- *No Substitute* – unchecks all the substitute boxes

Select Reason...

Personal Leave

- Emergency (16.1.1)
- Business (16.1.2)
- Judicial (16.1.3)
- Religious (16.1.4)
- Professional Conference (16.1.5)
- Attend Funeral (16.1.6)
- Natural Disaster (16.1.7)
- Federal Holiday (16.1.8)

Bereavement Leave (16.8)

- Spouse
- Parent
- Son
- Daughter
- Sister
- Brother
- Grandchild
- Grandparent
- Domestic Partner
- Parent-in-Law
- Foster Parent
- Step Parent
- Foster Child
- Sister-in-Law
- Brother-in-Law
- Immediate Household

Other

- Sick Leave (16.2)
- Unpaid Leave (16.31)
- Jury Duty (16.29)
- Workers Compensation
- College Assigned Business (16.30)
- Faculty Flex Day

Faculty Leave Reporting Application
Create and manage leave reports

New Leave Report

Step 1: Choose Dates | **Step 2: Set Hours** | Step 3: Choose Substitutes | Step 4: Confirm

Show Leave Balances

Instructor: [Name], [Email]
Dates of Absence: 2013 Winter De Anza, January 09, 2013 to January 09, 2013
College & Division: De Anza College, Business/Computer Systems
Approver: [Name], [Email]
Originator: [Name], [Email]
Report ID: 8829C5779FC5

Wednesday, January 09, 2013

Course / Assignment	Begin / End	Hour Scheduled	Hours Absent	Substitute?	Leave Type
Instructional Assignment FINAN ACCOUNTING I ACCT 0001002 (CRN: 31602)	08:30 AM - 11:20 AM	3.0	3.0	<input checked="" type="checkbox"/>	Admin/Personal (16.1.0)
Instructional Assignment FINAN ACCOUNTING I ACCT 0001403 (CRN: 00000) [Enrolled]	11:30 AM - 12:20 PM	1.0	0	<input type="checkbox"/>	

Estimated Deductions

	Full-Time Sick	Full-Time Personal	Part-Time / Overload Sick	Part-Time / Overload Personal	Summer Sick	Summer Personal
Current Balances	1,130.00 hours	40.00 hours	998.00 hours	8.00 hours	8.00 hours	8.00 hours
Hours to Debit	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

Cancel | Save for Later | Next

Form Completion Shortcuts

- *Fill Day* – Sets leave reason for entire day
- *Fill Entire Request* – Sets leave reason for all days in request

Control Button

- *Cancel* – back to step 1
- *Save for Later* – report can be accessed on home screen
- *Next* – to move to the next step

Step 3:

This step is only displayed if one or more substitute boxes are checked in Step 2 and only for those classes checked. You have the option to indicate that the number of hours the substitute worked if different from the total class time.

To select a substitute enter any part of his/her name to view a list to select from. You can also enter the part of the department name, such as “account” for “Accounting” to display a list of instructor assigned to the Accounting departments on both campuses. Pointing your cursor to the left of the drop down list displays icons that can be used to “copy”, “paste” or “fill all” with the name selected.

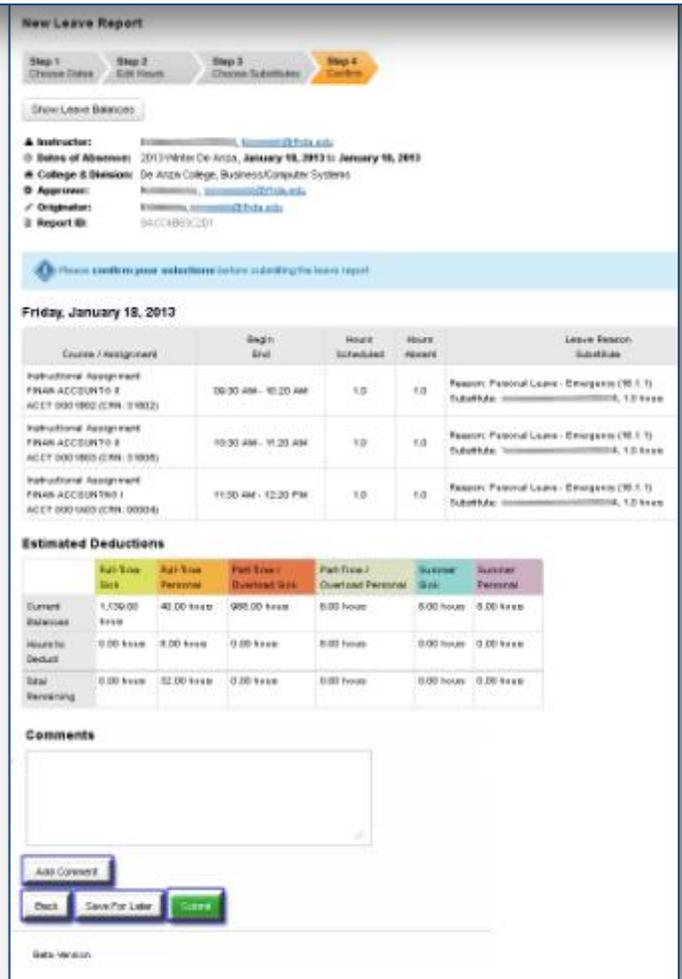
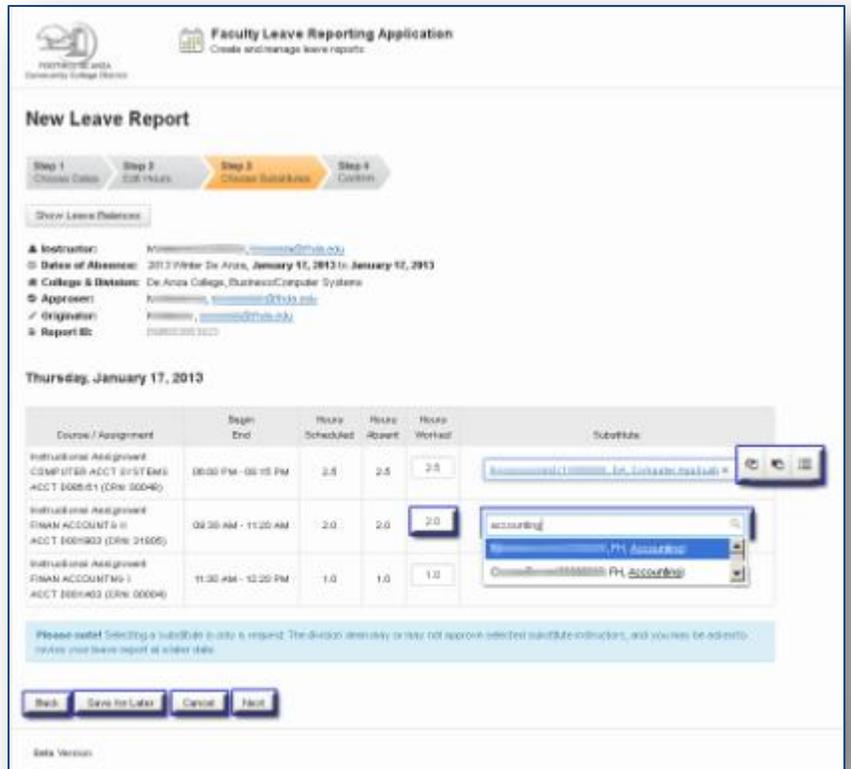
The buttons at the bottom of the screen will take you “Back” to step 2, let you “Save for Later”, “Cancel” and return to Step 1 or “Next” to move to Step 4.

Step 4:

Confirm that the data entered is correct and submit to Division Dean for approval. You can also go “Back” to Step 3 or “Save for Later”. Your Dean will receive e-mail notification that the report has been submitted for approval. The e-mail reads:



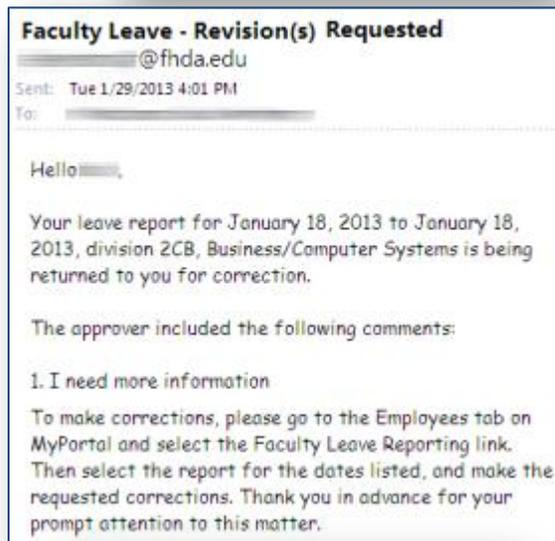
Comments can be entered in the comments box and are saved using the “Add Comment” button. Please be aware that any comments become part of your permanent record.



Approval Process

The Division Dean will see a list of reports awaiting approval. As each report is viewed, it can be:

- **Approved** – resulting in an e-mail sent to the instructor. The report will then display on your home screen with the note that it is “Awaiting Payroll Review”. You can still view the report, but you cannot edit it. If a substitute was used, he/she will also receive e-mail notification.
- **Returned for Correction** (with a comment). It will appear on your Home page with an “Edit” link. The comments from the approver will describe what information needs to be added for fixed. To add a comment, go to Step 4, enter the comment and click the Add Comment button. Then you can then again submit the report. Here is a sample e-mail that could be sent:
- **Rejected** (with a comment). In this case the report will only be available for viewing in your Report History screen. You will be notified by e-mail that report has been rejected. The e-mail and the report will included a comment explaining why the report was rejected.



Note the Dean has an option to setup Proxy Users to approve Leave reports in their absence.

Division Initiated Leave Reports

In accordance with Article 16.36 of the Faculty Agreement, a leave report can be created by the division to cover an absence which is not reported within ten days of the absence. The instructor will receive the e-mail to the right. She/he has three days to accept or revise the report. If there is no action on it, it is considered accepted after three days.

