



Leave Reporting Requests

Employee Self-Service

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Leave Reporting

Leave Requests are for regular, permanent classified employees and managers to enter and submit leave requests for absences. This component is not used by faculty, student, or short-term employees.

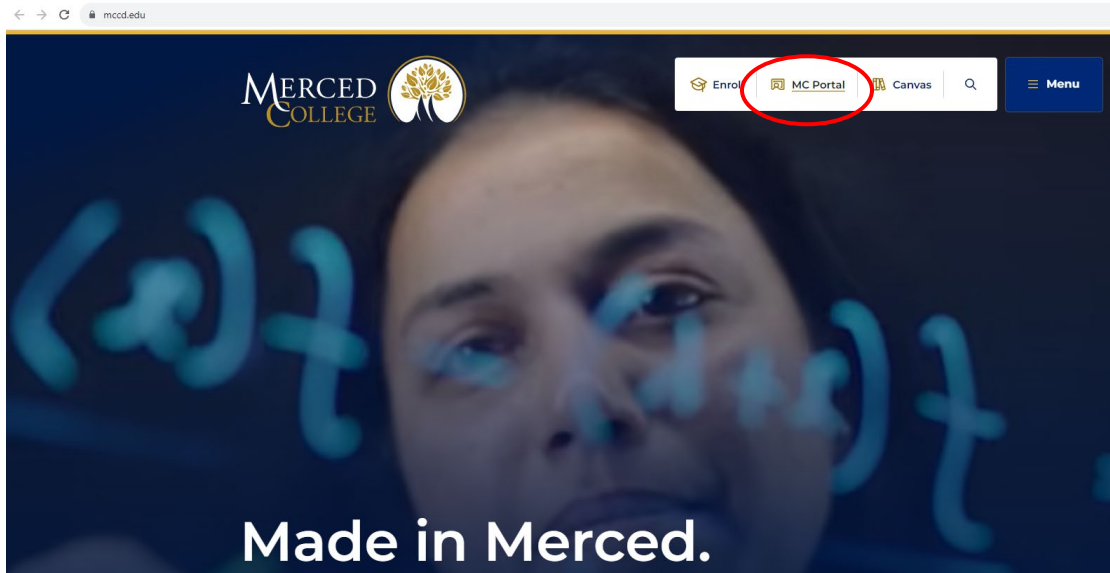
Leave Reporting system of Self-Service consists of Leave Balance review, Leave Requests, and Leave Approvals (for managers). The Self-Service Leave Request component replaces WebAdvisor "Time Entry".

What's Changed

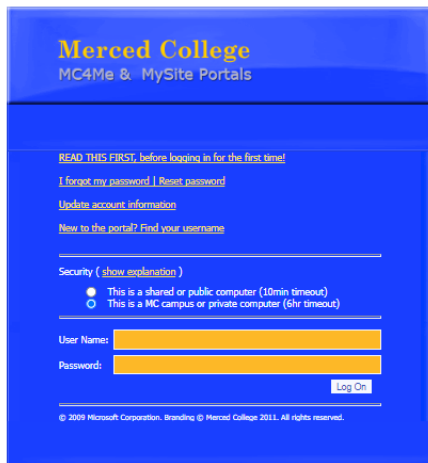
- No more monthly positive time attendance for permanent classified employees and managers.
- You only need to submit a leave request when you know you will need time off or when you are sick. Your manager will get an email notification regarding your request.
- Your manager will approve your leave request electronically. You will receive an email notification for approved or rejected requests.
- No reminders to enter Leave Requests!
- LEAVE USAGE
 - Leave balances will not be adjusted until after your leave request is approved. If the time used is different than those requested after you have taken your leave, you must submit a withdraw request. Once updated, the process cycle occurs again (submit/approve). See ["How to Adjust Time to Reflect Actual Time Used"](#).
- LEAVE ACCRUAL
 - You must always be aware of your vacation balance, as future requests will reduce your leave balance once approved. Future planning of vacation allows for the following:
 - Advanced Department planning for coverage
 - Reduces current balance allowing for full monthly accruals
 - Ensures you have approval of time off BEFORE purchasing travel plans.
 - If you are planning for future leave that has not yet been accrued, you will NOT be able to submit the request. Create our leave request and save it as a draft. **You should STILL request this leave from your manager, in writing**, as far in advance as possible, so that they are aware of the time away needed and review your balances to ensure you will have enough when the time comes. Submit your request as soon as you have accrued the needed time.

How to Log into Self-Service

Go to the College's main webpage and click MCPortal

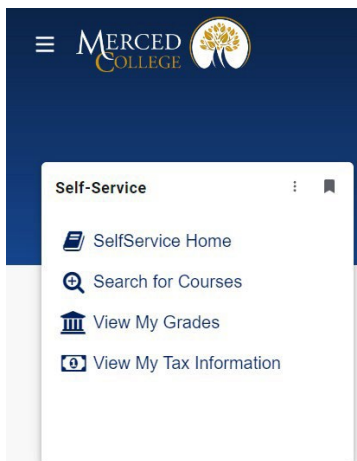


Log in using your credentials.

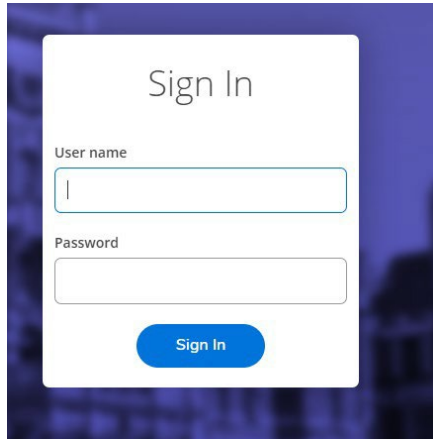


From the NEW Experience portal, chose the Self-Service card and select the link to SelfService Home. Any of the links on this card will direct you into the Self-Service system.


Note: As the Experience Portal develops, links may not display as in the example below.



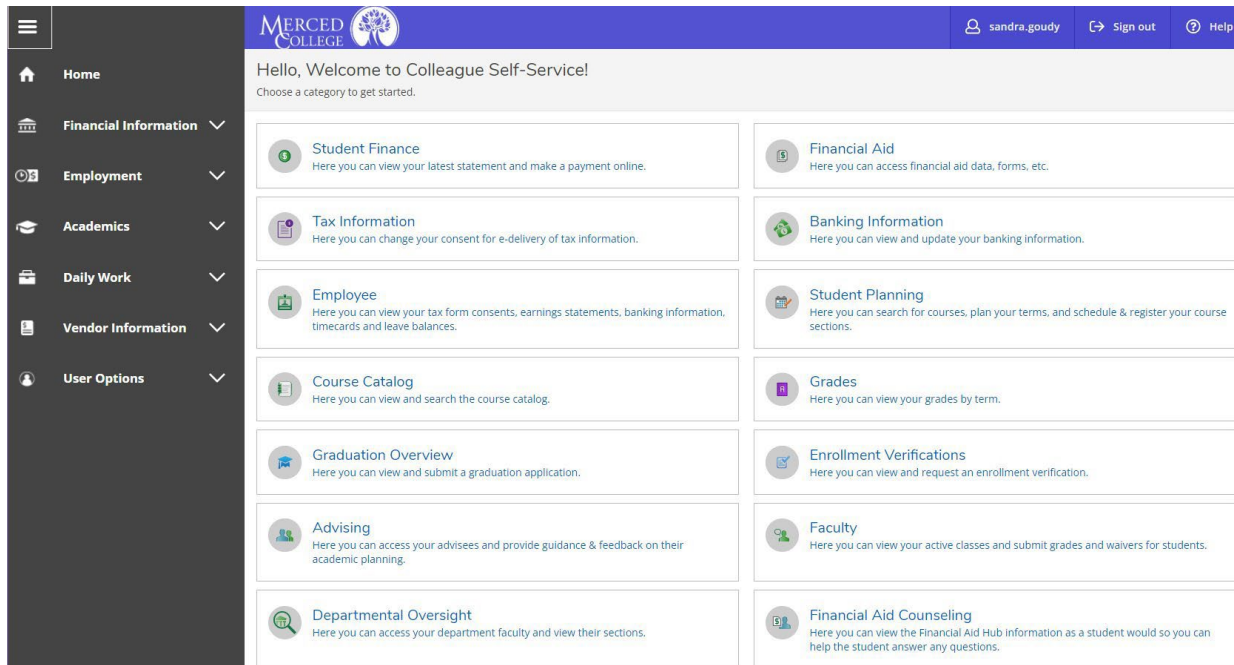
Log into Self-Service using your credentials



A sign-in form with a white background and a blue border. At the top, it says "Sign In". Below that are two input fields: "User name" and "Password". At the bottom is a blue button with the text "Sign In".

There are two ways to navigate inside Self-Service, by the tiles on the Welcome to Colleague Self-Service dashboard, or open the side menu by clicking the “hamburger” menu  in upper left corner and select your option. Note, you will only see the options your access level allows. The example below may be different than your dashboard.

For documentation purposes, this guide will use tiles for navigation.



The dashboard for Merced College's Colleague Self-Service. It features a dark blue header with the Merced College logo, the user name "sandra.goudy", and links for "Sign out" and "Help". A dark grey sidebar on the left contains a "hamburger" menu icon and a list of navigation categories: Home, Financial Information, Employment, Academics, Daily Work, Vendor Information, and User Options. The main content area displays a welcome message and a grid of 14 tiles, each with an icon and a brief description of the service.













Category	Tile Title	Description
Financial Information	Student Finance	Here you can view your latest statement and make a payment online.
	Financial Aid	Here you can access financial aid data, forms, etc.
Academics	Tax Information	Here you can change your consent for e-delivery of tax information.
	Banking Information	Here you can view and update your banking information.
Daily Work	Employee	Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
	Student Planning	Here you can search for courses, plan your terms, and schedule & register your course sections.
Vendor Information	Course Catalog	Here you can view and search the course catalog.
	Grades	Here you can view your grades by term.
User Options	Graduation Overview	Here you can view and submit a graduation application.
	Enrollment Verifications	Here you can view and request an enrollment verification.
	Advising	Here you can access your advisees and provide guidance & feedback on their academic planning.
	Faculty	Here you can view your active classes and submit grades and waivers for students.
	Departmental Oversight	Here you can access your department faculty and view their sections.
	Financial Aid Counseling	Here you can view the Financial Aid Hub information as a student would so you can help the student answer any questions.

How to Access the Leave Dashboard

Click "Employee"

Home icon, College icon, Clock icon, Graduation cap icon, Briefcase icon, Document icon, Person icon

















Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

 Student Finance Here you can view your latest statement and make a payment online.	 Financial Aid Here you can access financial aid data, forms, etc.
 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.	 Student Planning Here you can search for courses, plan your terms, and schedule & register.
 Course Catalog Here you can view and search the course catalog.	 Grades Here you can view your grades by term.
 Graduation Overview Here you can view and submit a graduation application.	 Enrollment Verifications Here you can view and request an enrollment verification.
 Faculty Here you can view your active classes and submit grades and waivers for students.	 Departmental Oversight Here you can access your department faculty and view their sections.

Click "Leave"

Menu icon, Home icon, College icon, Clock icon, Graduation cap icon, Briefcase icon, Document icon, Person icon

Welcome to Colleague Employee Self-Service!


 Tax Information Here you can change your consent for e-delivery of tax information.	 Banking Information Here you can view and update your banking information.
 Time Entry Here you can fill out your timecards.	 Time Approval Here you can approve or reject timecards for the people you supervise.
 Earnings Statements Here you can view your earnings statement history.	 Faculty Contracts Here you can view your contract assignment details.
 Employee Proxy Here you can delegate certain types of work tasks to another employee.	 Leave Here you can view your leave balances and leave requests.
 Leave Approval Here you can approve or reject leave requests for people you supervise.	 Time History Here you can view your paid timecards.
 Time History (Supervisor) Here you can view paid timecards for the people you supervise.	 Position History Here you can view a list of your positions.
 Stipend History Here you can view a list of your stipends.	 Total Compensation Statement Here you can view your Total Compensation Statement.
 Benefits Here you can enroll in benefits.	 Current Benefits Here you can view all your current benefits.

The leave dashboard will show you a quick view of your Vacation and Sick leave balances, any current leave requests, and details all leave usage and balances as of the current date.

Employment · Employee · Leave


Leave

Leave Balance



Vacation Time

177.00	31.81
Used	Balance



Sick Time

55.50	167.50
Used	Balance

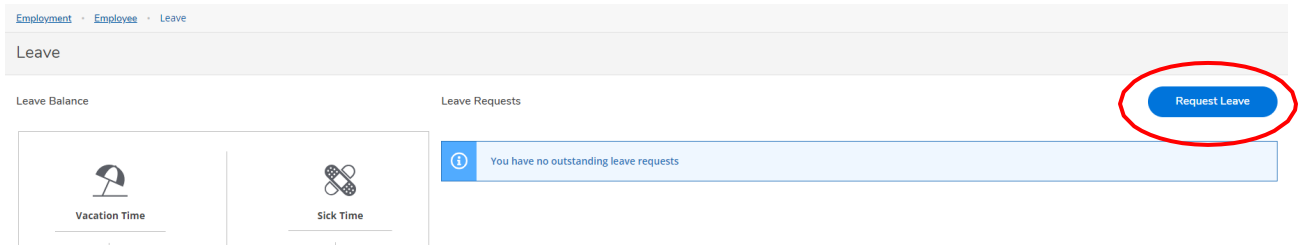
Leave Requests

i You have no outstanding leave requests

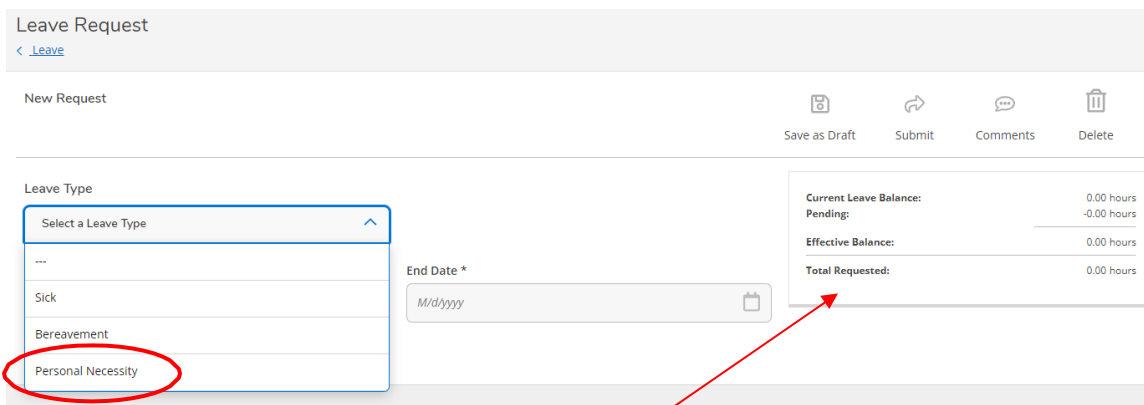
[Request Leave](#)

How to Submit a Leave Request

To request leave from the Leave dashboard, click the “Request Leave” button at the top right.

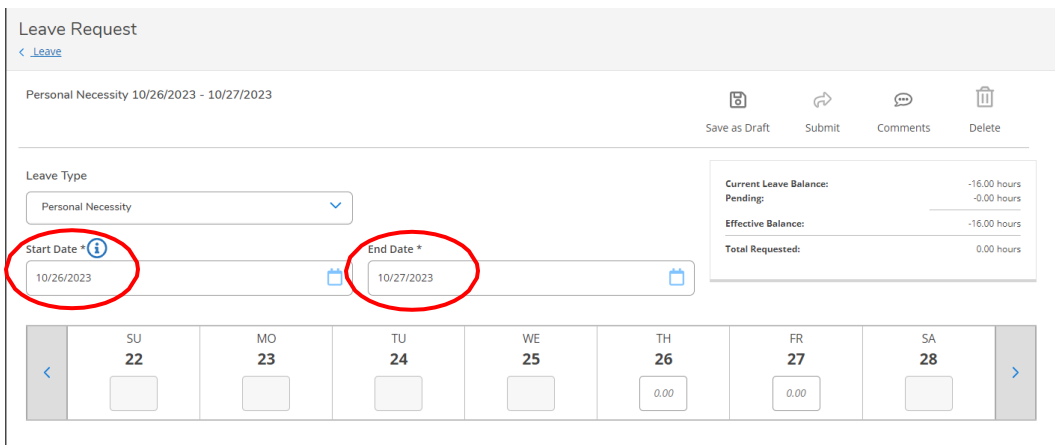


Under “Leave Type”, click the drop-down arrow and select leave type, i.e. sick, bereavement, personal necessity, or vacation.



Once a leave type is selected, the table on the right will show your current leave balance, how much leave is pending approval, what the balance will be after the approval, and the total time requested for that leave request.

Next, enter the date range you want to take leave. (If it is only for one day, you will use the same date for the start and end dates)



Fill in the time you will use for those days.

Personal Necessity 10/26/2023 - 10/27/2023

Save as Draft Submit Comments Delete

Leave Type
Personal Necessity

Start Date * 10/26/2023 End Date * 10/27/2023

Current Leave Balance:	-39.00 hours
Pending:	-0.00 hours
Effective Balance:	-39.00 hours
Total Requested:	10.00 hours

SU 22	MO 23	TU 24	WE 25	TH 26	FR 27	SA 28
				2.00	8.00	

If you are requesting less than 8 hours for a day, you will need to add a comment stating what time you are requesting off.

Comments

On Thursday, I am requesting to leave at 3pm.

Add Comment

Close

When you are done, click "Submit". (Once the request is submitted and approved, you will not be able to change any information until submit a withdraw request.)

Personal Necessity 10/26/2023 - 10/27/2023

Save as Draft Submit Comments Delete

Leave Type
Personal Necessity

Start Date * 10/26/2023 End Date * 10/27/2023

Current Leave Balance:	-39.00 hours
Pending:	-0.00 hours
Effective Balance:	-39.00 hours
Total Requested:	10.00 hours

SU 22	MO 23	TU 24	WE 25	TH 26	FR 27	SA 28
				2.00	8.00	

An email will be sent to your manager stating your leave request has been submitted and ready for approval.

NOTES:

Comp Time: If you have a comp time balance, **comp time balances must be used prior to vacation.**

Personal Leave: Personal Necessity Leave does not provide extra leave time, and is drawn from Sick Leave. Personal Necessity Leave will show as a negative balance. If you do not have sufficient time to cover the request, either from the limits of Personal Necessity Leave or Sick Leave balances, **EVEN IF APPROVED**, the request will be **REJECTED** during the scheduled background Personal Necessity Leave Adjustments process.

How to Unsubmit a Request

If you need to make changes, and your manager has not approved your request, you can Unsubmit the request and make any edits necessary. Click on the date range or the status of the Submitted leave request.

Leave Balance

Vacation Time		Sick Time	
110.00	74.81	33.50	189.50
Used	Balance	Used	Balance

Leave Requests

[Request Leave](#)

Leave Type	Total Time	Date Range	Actioner	Status
Personal Necessity Leave	24.00	11/27/2023 - 11/29/2023	Kamini K. Singh	Approved
Vacation	28.00	10/5/2023 - 10/10/2023	Sandra M. Goudy	Submitted

Page 1 of 1

Per Page: 4 Total: 2

The leave request will load. Click “Unsubmit”.

Vacation 10/5/2023 - 10/10/2023 [Submitted](#)

[Save as Draft](#) [Unsubmit](#) [Comments](#) [Delete](#)

Leave Type:

Start Date *

Current Leave Balance:	74.81 hours
Pending:	-28.00 hours
Effective Balance:	46.81 hours
Total Requested:	28.00 hours

The request will reload with a status of Draft. Make your edits and resubmit for approval.

How to Withdraw an Approved Request

If you need to make edits, or cancel a leave request that your manager has already approved, you will need to Submit a withdraw request.

Click on the date range of the approved leave request.

The screenshot shows the 'Leave Requests' section of a system. On the left, there are two cards for 'Vacation Time' and 'Sick Time' with their respective used and balance amounts. The main area is a table with the following data:

Leave Type	Total Time	Date Range	Actioner	Status
Personal Necessity	23.00	10/26/2023 - 10/31/2023	Arlis T. Bortner	Approved
Personal Necessity	5.00	10/17/2023 - 10/18/2023	Magali Laureano Perez	Rejected

Navigation buttons for the table include 'Page 1 of 1' and 'Per Page: 4'. A 'Request Leave' button is visible in the top right corner.

After the request has loaded, click “Withdraw”

The screenshot shows the detailed view of a 'Personal Necessity' leave request for the dates 10/26/2023 to 10/31/2023. The status is 'Approved'. Action buttons include 'Save as Draft', 'Withdraw' (circled in red), 'Comments', and 'Delete'. Below the buttons, there are fields for 'Leave Type' (Personal Necessity), 'Start Date' (10/26/2023), and 'End Date' (10/31/2023). A summary box on the right shows: Current Leave Balance: -39.00 hours, Pending: -0.00 hours, Effective Balance: -39.00 hours, and Total Requested: 23.00 hours. At the bottom, a calendar view shows the days of the week from Sunday (22) to Saturday (28), with 3.00 hours requested on Thursday (26) and 8.00 hours on Friday (27).

A reason is required to submit the withdraw. Enter the reason and when done, click “Withdraw”

The screenshot shows a modal dialog box titled 'Withdraw Leave Request'. It contains the following information: 'Withdrawn By' (redacted), 'Date' (10/27/2023), and 'Reason' (Cancelled appointment). Below the reason field is a text input area with the placeholder 'Enter reason to withdraw'. At the bottom of the dialog are two buttons: 'Cancel' and 'Withdraw' (circled in red).

An email will be sent to your supervisor requesting the withdraw. Your supervisor will need to approve the withdraw before you can edit the request.

When the leave request withdraw is submitted, your leave request will show with an information icon next to the status. If you hover over the information icon, it will indicate the withdraw is pending.

The screenshot displays a 'Leave Request' interface. At the top, there is a navigation link '< Leave'. Below it is a blue 'New Request' button. To the right, a notification bubble states 'Withdrawal of this leave request is pending approval.' This bubble and the 'Approved' button below it are circled in red. The main section is titled 'Outstanding Leave Requests' and contains two entries:

Leave Type	Total Time	Date Range	Actioner	Status
Personal Necessity Leave	24.00	11/27/2023 - 11/29/2023	Kamini K. Singh	Approved
Vacation	28.00	10/5/2023 - 10/10/2023	Kamini K. Singh	Approved

The 'Approved' button for the second entry is also circled in red. To the right of the list is a detailed view for the selected 'Vacation' request, showing 'Leave Type' as 'Vacation', 'Start Date' as '10/5/2023', and 'End Date' as '10/10/2023'. Below this is a calendar view with days of the week (S, M, T, W, T, F, S) and a bar chart showing the leave duration.

Once your request for withdraw has been approved, it will return with a status of Draft. You may open the request and being editing.

How to Adjust a Rejected or Withdrawn Leave Request

A request may need adjusting for a number of reasons. Your manager may have rejected the request, asking for clarification or corrections, or you initiated the return of a request by sending a withdraw request. To edit a request, it must have a status of Draft.

If your request was rejected, you must first save it as a Draft before adjustments can be made. If a Withdraw request was approved, it will be returned with a status of Draft.

In this example, rejected is selected to show the “Save as Draft” steps. Click on the date range or the status of the request to be adjusted (either Draft or Rejected status).

Leave Requests Request Leave

Leave Type	Total Time	Date Range	Actioner	Status
Personal Necessity Leave	24.00	11/27/2023 - 11/29/2023	Kamini K. Singh	Approved
Vacation	28.00	10/5/2023 - 10/10/2023	Kamini K. Singh	Rejected

Navigation: Page 1 of 1 Per Page: 4 Total: 2

After the request has loaded, click “Save as Draft”.

Vacation 10/5/2023 - 10/10/2023 Rejected

Save as Draft Submit Comments Delete

Leave Type: Vacation

Start Date * End Date *

Current Leave Balance: 74.81 hours

Pending: -0.00 hours

Effective Balance: 74.81 hours

Total Requested: 28.00 hours

The request will reload with a status of Draft. Make the necessary edits to dates, time, and/or comments, and click “Submit” when your edits are completed.

Vacation 10/5/2023 - 10/10/2023 Draft

Save as Draft Submit Comments Delete

Leave Type: Vacation

Start Date * End Date *

10/5/2023 10/10/2023

<	SU 1	MO 2	TU 3	WE 4	TH 5	FR 6	SA 7	>
					6.00	6.00	0.00	

How to Adjust Time to Reflect Actual Time Used

When your requested time off does not match the leave you actually used, you MUST adjust the Leave Request to reflect actual time used. For example, you have a doctor's appointment and requested 3 hours of Sick leave two weeks before the day of the appointment. Your manager approved the 3 hours of leave. On the day of the appointment, your doctor was actually on time and you returned to work in 1.5 hours. You will need to adjust your leave from 3 hours to 1.5 hours.

Follow the steps above in "[How to Adjust a Rejected or Withdrawn Leave Request](#)" above. When your Withdraw Request has been approved, it will return with a status of Draft. Edit the date and/or times necessary to reflect the actual time used. After you have adjusted your time, submit the request again. Your manager must approve the updated time. **It is best to always be in communication with your manager when changes are needed to your leave request.**

This method can also be used if you need to change date(s) or time(s) due to an appointment being rescheduled or changes in plans.

If you need to update the leave plan, for example, you requested vacation and should have used comp time, you will need to withdraw the vacation request, and then delete it. Create a NEW request for the Comp Time and submit it.

Any adjustments to your time will only be reflected in your leave balance after your manager has approved your request.

How to Delete a Leave Request

Your leave request must have a status of “Draft” in order to be deleted.

If you are on the main dashboard, click on the date range of the Draft leave request to be deleted.

Leave

Leave Balance

Vacation Time: 142.75 Used, 25.00 Balance

Sick Time: 60.00 Used, 36.05 Balance

Leave Requests

Leave Type	Total Time	Date Range	Actioner	Status
Personal Necessity	23.00	10/26/2023 - 10/31/2023	[Redacted]	Approved
Personal Necessity	6.00	10/17/2023 - 10/18/2023	[Redacted]	Draft

Page 1 of 1

Per Page: 4 Total: 2

Click “Delete”

Personal Necessity 10/26/2023 - 10/31/2023 Draft

Save as Draft Submit Comments **Delete**

Leave Type: Personal Necessity

Start Date: 10/26/2023 End Date: 10/31/2023

Current Leave Balance: -16.00 hours
Pending: -0.00 hours
Effective Balance: -16.00 hours
Total Requested: 23.00 hours

SU	MO	TU	WE	TH	FR	SA
22	23	24	25	26	27	28
				3.00	8.00	0.00

You will be prompted to approve the delete, click “Delete”.

Delete Request

You are about to delete the leave request. Are you sure?

Cancel **Delete**