



Leave Reporting Approvals

Supervisor Self-Service

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Leave Approval

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, students, or short-term employees.

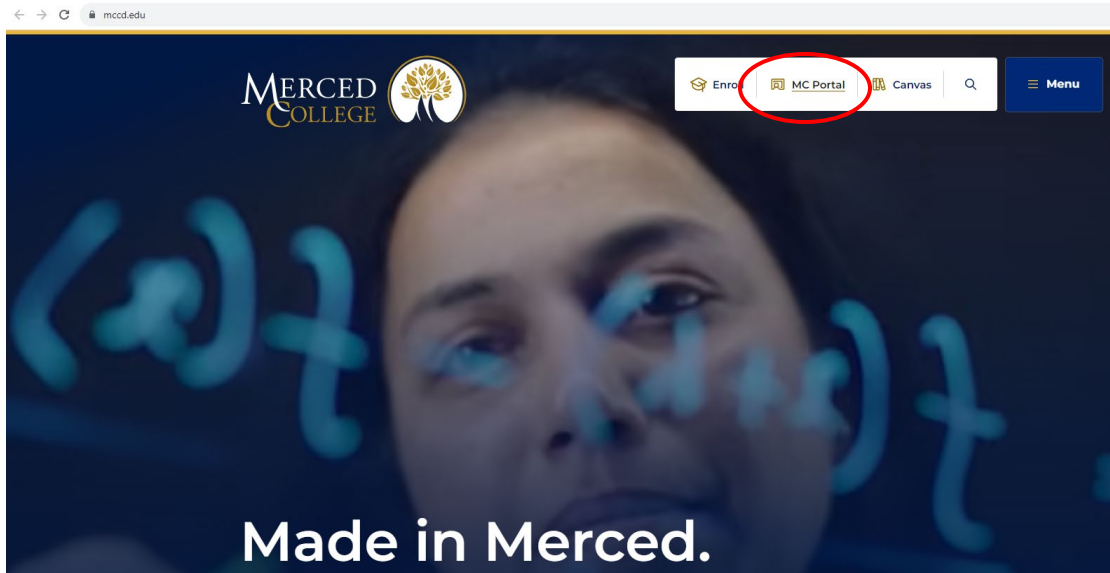
Leave Reporting system of Self-Service consists of Leave Balance review, Leave Requests, and Leave Approvals (for managers). The Self-Service Leave Approval component replaces WebAdvisor “Time Entries for Approval”.

What's Changed

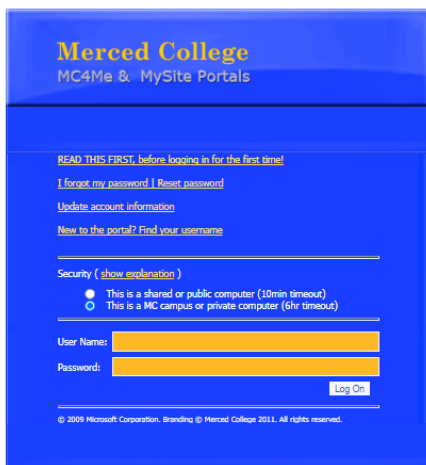
- No more monthly positive time attendance for permanent classified employees and managers.

How to Log into Self-Service

Go to the College's main webpage and click MC Portal.

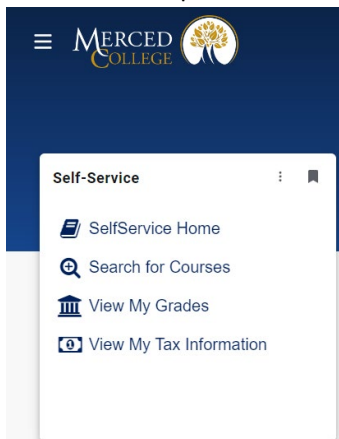


Log in using your credentials.

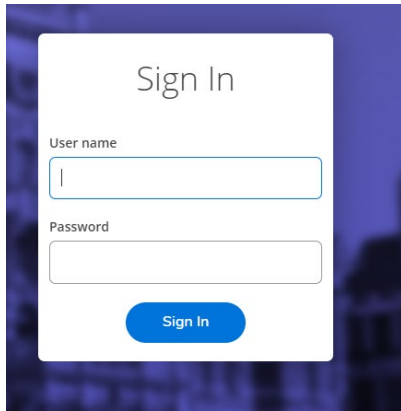


From the NEW Experience portal, chose the Self-Service card and select the link to SelfService Home. Any of the links on this card will direct you into Self-Service.


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



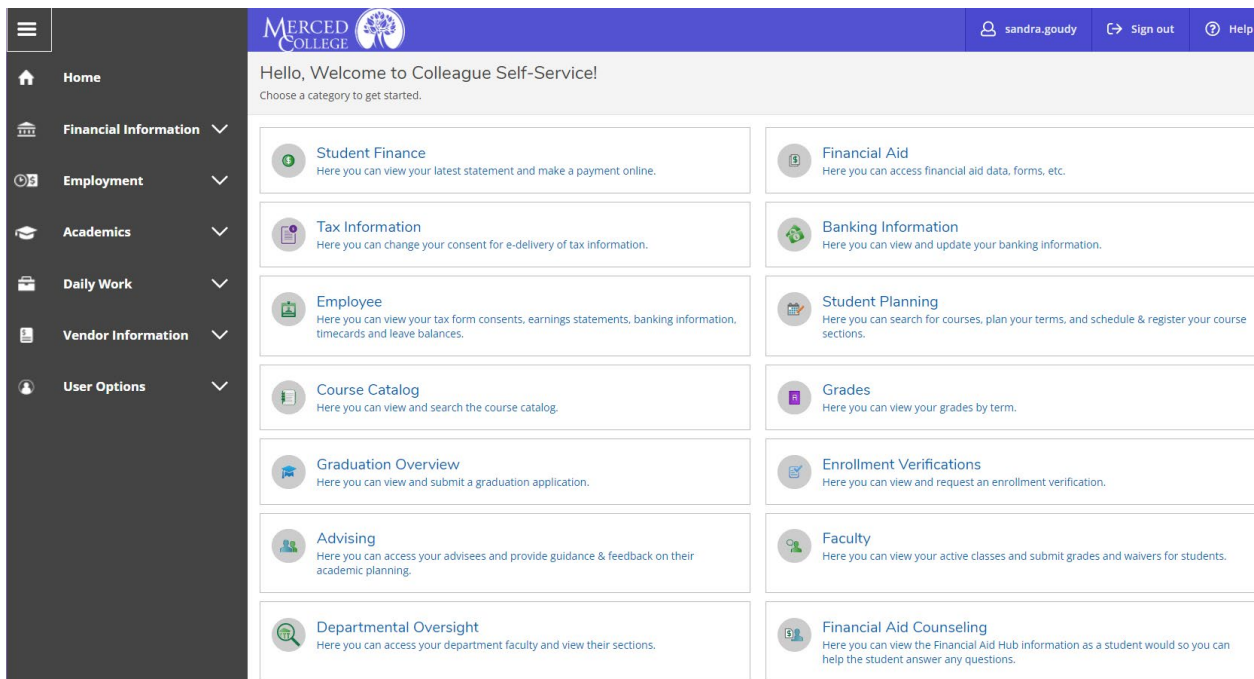
Log into Self-Service using your credentials



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, there 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.

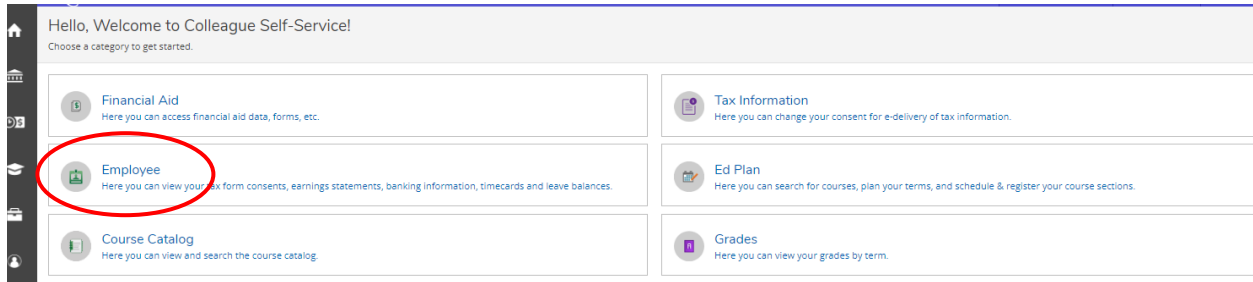
For documentation purposes, this guide will use tiles for navigation.



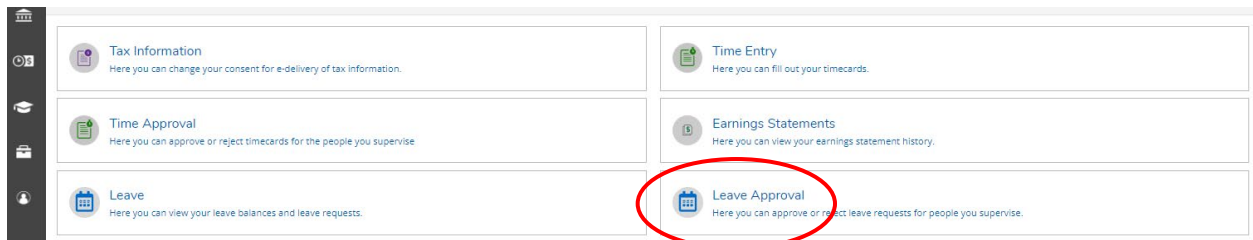
The screenshot shows the Merced College Colleague Self-Service dashboard. At the top, there is a blue header with the Merced College logo on the left, the user name "sandra.goudy" in the center, and "Sign out" and "Help" links on the right. Below the header, a grey banner says "Hello, Welcome to Colleague Self-Service!" and "Choose a category to get started." The main content area is a grid of 18 tiles, each with an icon and a title. A dark grey sidebar on the left contains a "hamburger" menu icon at the top and a list of categories with dropdown arrows: Home, Financial Information, Employment, Academics, Daily Work, Vendor Information, and User Options. The tiles in the main area are: Student Finance, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Course Catalog, Grades, Graduation Overview, Enrollment Verifications, Advising, Faculty, and Departmental Oversight. Each tile includes a brief description of the service.

How to Access the Leave Dashboard

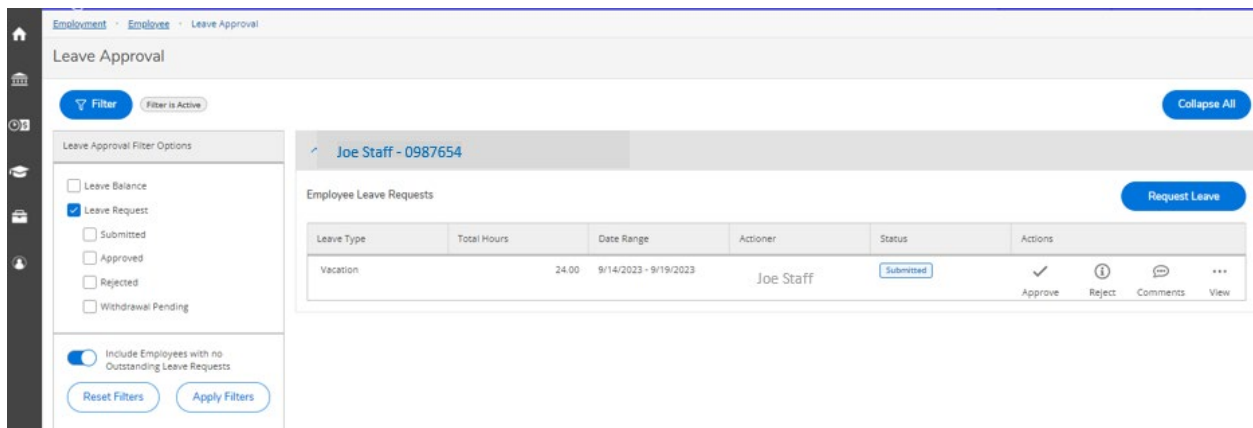
Click “Employee”



Click “Leave Approval”



The leave dashboard will show “Filter Options” and “Employee Leave Requests”. You have the option to filter and refine your display. Your filters will be retained for each future login until you change them again.

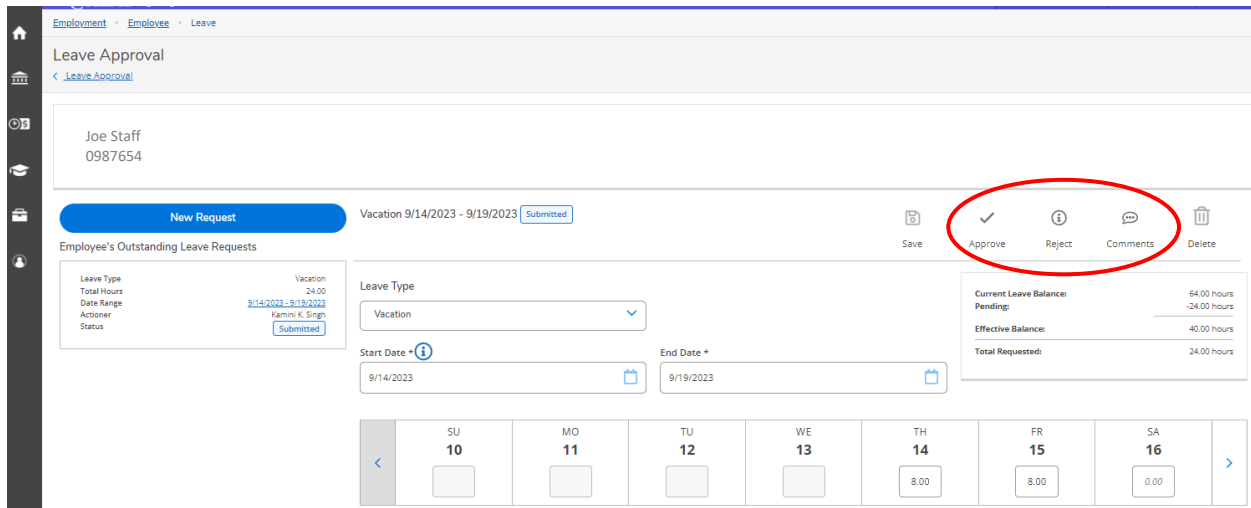


How to Approve/Reject a Leave Request





From the dashboard (depending on your current filters, you may need to adjust), you will see all pending requests for your employees. You can approve/reject directly on the dashboard, or select the “View” option to see the request details. Note: You must click on the icon above the label.

Leave Type	Total Hours	Date Range	Actioner	Status	Actions
Vacation	24.00	9/14/2023 - 9/19/2023	Joe Staff	Submitted	Approve  Reject  Comments  





This full Leave Request view shows the employee balances for the leave type requested. From this view, you can Approve, Reject, and/or enter Comments.



To approve the request from the main dashboard, click “Approve”.

Leave Type	Total Time	Date Range	Actioner	Status	Actions
Personal Necessity	11.00	10/26/2023 - 10/27/2023	Jane Manager	Submitted	Approve  Reject  Comments  

To reject the request from the main dashboard, click “Reject”.

Leave Type	Total Time	Date Range	Actioner	Status	Actions
Personal Necessity	11.00	10/26/2023 - 10/27/2023	Jane Manager	Submitted	Approve   Reject  

When you reject a request, comments will be required. Enter the reason for the rejection and select the “Reject” highlighted button. To cancel the reject process, select “Cancel”.

Reject Leave Request ✕

Rejected By: Jane Manager
Employee: Joe Staff
Rejecting Request For Reason: Vacation 9/14/2023 - 9/19/2023

Enter rejection reason

Cancel Reject

To view comment history and/or enter new comments, click “Comments”.

Employee Leave Requests

Leave Type	Total Time	Date Range	Actioner	Status	Actions
Personal Necessity	11.00	10/26/2023 - 10/27/2023	Jane Manager	Submitted	Approve ✓ Reject ⓘ Comments ⋮ View

The comment box will display to view or enter new comments.

Comments ✕

Jane Manager 11/6/2023 2:28 PM

TESTING - reject

Enter message

Add Comment

Close

How to Approve/Reject Withdraw Request

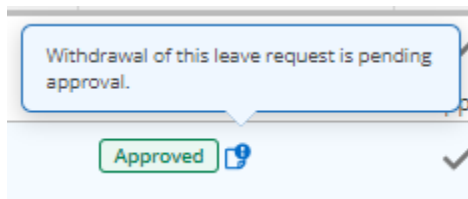
Once a leave request is submitted and approved, the employee will need to submit a withdraw request to make edits to the approved request.

For example, your employee has a doctor’s appointment and requested 3 hours of Personal Necessity leave (PNL) two weeks before the day of the appointment. You approved the 3 hours of (PNL). On the day of the appointment, your employee’s doctor was actually on time and they returned to work in 1.5 hours. Your employee will need to adjust their leave from 3 hours to 1.5 hours. They will need to go to the approved request and submit a withdraw request before they can edit the original approved request. After they make the adjustment, they will need to submit the request again. You will need to approve or reject the updated time.

From the dashboard, select the withdraw request, the request will look like it is approved but the status will have a blue information icon next to it indicating there is a withdraw request, and the Approve and Reject Icons include Withdraw.

Leave Type	Total Time	Date Range	Actioner	Status	Actions
Vacation	18.00	11/22/2023 - 11/24/2023	Clara C. North	Submitted	✓ <i>i</i> <i>...</i> <i>...</i> Approve Reject Comments View
Sick	8.00	11/9/2023	Magali Laureano Perez	Approved <i>i</i>	✓ <i>i</i> <i>...</i> <i>...</i> Approve Withdraw Reject Withdraw Comments View

If you hover over the blue information icon, the following will display.



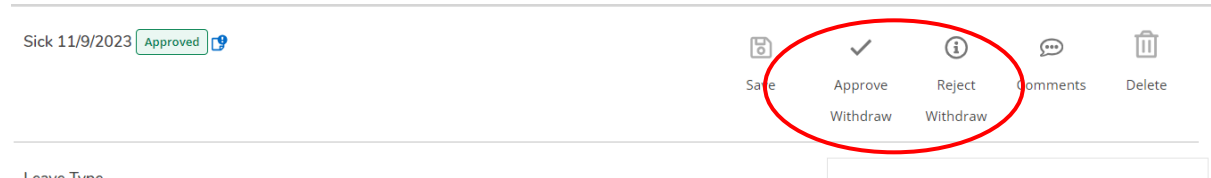
You can either approve or reject from the dashboard

Leave Type	Total Time	Date Range	Actioner	Status	Actions
Vacation	18.00	11/22/2023 - 11/24/2023	Clara C. North	Submitted	✓ <i>i</i> <i>...</i> <i>...</i> Approve Reject Comments View
Sick	8.00	11/9/2023	Magali Laureano Perez	Approved <i>i</i>	✓ <i>i</i> <i>...</i> <i>...</i> Approve Withdraw Reject Withdraw Comments View

Or Click “view” to open the request

Leave Type	Total Time	Date Range	Actioner	Status	Actions
Vacation	18.00	11/22/2023 - 11/24/2023	Clara C. North	Submitted	✓ <i>i</i> <i>...</i> <i>...</i> Approve Reject Comments View
Sick	8.00	11/9/2023	Magali Laureano Perez	Approved <i>i</i>	✓ <i>i</i> <i>...</i> <i>...</i> Approve Withdraw Reject Withdraw Comments View

Click “Approve Withdraw” or “Reject Withdraw” icon



When you select “Approve Withdraw”, the confirmation window will display



Click “Approve Withdraw” to approve, or “Cancel” to return to the request.

When you select “Reject Withdraw”, the “Reject Withdraw Leave Request” confirmation window will display. You must enter a Reason for the rejection before the “Reject Withdraw” button will become active. You can select “Cancel” at any time to return to the request.



After entering a reason, the “Reject Withdraw” button becomes active to complete the rejection.

Reject Withdraw Leave Request ✕

Rejected By	Kamini K. Singh
Employee	Sandra M. Goudy
Rejecting Withdraw Request For Reason	Vacation 10/5/2023 - 10/10/2023

Cancel Reject Withdraw

Click “Reject Withdraw” to reject, or “Cancel” to return to the request.

Editing a Leave Request

Note: Best practice is to reject the request and allow the employee to make the corrections. In rare cases, the employee may not be available to make the needed changes, you can make the correction for them. Any changes you make to a leave request will require comments and the employee receives an email that you updated the request.

When in the detail view, you can edit the request. You can use the arrow at the end of the date row to view the next week's dates.

Vacation 9/14/2023 - 9/19/2023 Submitted

Save Approve Reject Comments Delete

Leave Type: Vacation

Start Date: 9/14/2023 End Date: 9/19/2023

	SU 10	MO 11	TU 12	WE 13	TH 14 8.00	FR 15 8.00	SA 16 0.00
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Summary:

Current Leave Balance:	64.00 hours
Pending:	-24.00 hours
Effective Balance:	40.00 hours
Total Requested:	24.00 hours

In this example, the employee communicated that they will take Thursday through Tuesday off. When you go to the next week, you notice that Monday has no hours. You can edit the request by adding the additional 8 hours on Monday.

For this example, assume that the employee is not available and you are making the changes.

<	SU 17 0.00	MO 18 0.00	TU 19 8.00	WE 20	TH 21	FR 22	SA 23	>
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Enter the missing 8 hours. (You can enter 8 and it will redisplay as 8:00.)

After updating the hours, select Approve.

Vacation 9/14/2023 - 9/19/2023 Submitted

Save **Approve** Reject Comments Delete

Leave Type: Vacation

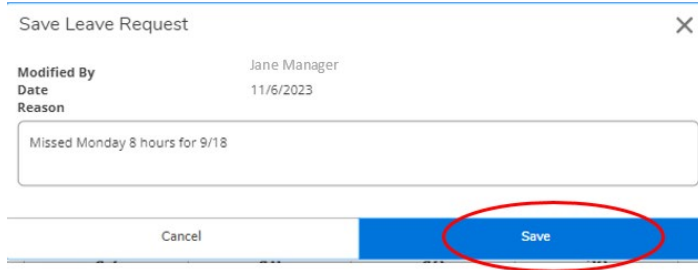
Start Date: 9/14/2023 End Date: 9/19/2023

<	SU 17 0.00	MO 18 8.00	TU 19 8.00	WE 20	TH 21	FR 22	SA 23	>
---	------------------	---------------------------	------------------	----------	----------	----------	----------	---

Summary:

Current Leave Balance:	64.00 hours
Pending:	-24.00 hours
Effective Balance:	40.00 hours
Total Requested:	32.00 hours

The comment box is displayed. Enter the comments and click Save.



The screenshot shows a web form titled "Save Leave Request" with a close button (X) in the top right corner. Below the title, the form displays the following information:

Modified By	Jane Manager
Date	11/6/2023
Reason	

Below the table is a text input field containing the text "Missed Monday 8 hours for 9/18". At the bottom of the form, there are two buttons: "Cancel" on the left and "Save" on the right. The "Save" button is highlighted with a red oval.

The employee will receive an email notification that their request was updated.