

How to complete a Leave Report

Note:

- Leave Report is used to submit leave for the current pay period.
- Please submit the Leave Report for approval at the **END** of the reporting period. If the Leave Report is submitted before the end of the reporting period you will not be able to re-enter the report to add additional leave.

Copy and paste this link in to your browser

https://ssb-prod.ec.accs.edu/ssomanager/saml/login?relayState=/c/auth/SSB?campus=https://ssb-prod.ec.accs.edu/PROD/BISHOP/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&accessibility=false



Change the BISHOP to whatever your school is

Use your AD Credentials to log in

Click on the Employee Tab



Employee

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Employee

Your current Institution is BISHOP

[Time Sheet](#)

[Leave Report](#)

[Request Time Off](#)

[Benefits and Deductions](#)

Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or pay stubs.

[Tax Forms](#)

Electronic tax statements

[Jobs Summary](#)

[Leave Balances](#)

[Faculty Load and Compensation](#)

[Campus Directory](#)

[Effort Certification](#)

Allows faculty and staff to certify their own effort and administrative staff to review and certify effort for others.

[Labor Redistribution](#)

Allows administrative staff to create and approve labor redistribution transactions.

[Employee Profile](#)

Then Click on Leave Report



Employee

Search

[SITE MAP](#) [HELP](#) [EXIT](#)

Your current Institution is BISHOP

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Mgr, Financial Aid/Veteran Aff, AD9993-00 Financial Aid Administration, 501040	<input checked="" type="radio"/>	Jul 01, 2020 to Jul 31, 2020 Not Started ▾

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**Click on Leave Report to begin
your Leave report**

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: Mgr,Financial Aid/Veteran Aff -- AD9993-00
Department and Number: Financial Aid Administration -- 501040
Leave Report Period: Jul 01, 2020 to Jul 31, 2020
Submit By Date: Aug 03, 2020 by 11:59 PM

Earning	Total Hours	Total Units	Wednesday Jul 08, 2020	Thursday Jul 09, 2020	Friday Jul 10, 2020	Saturday Jul 11, 2020	Sunday Jul 12, 2020	Monday Jul 13, 2020	Tuesday Jul 14, 2020
Annual	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

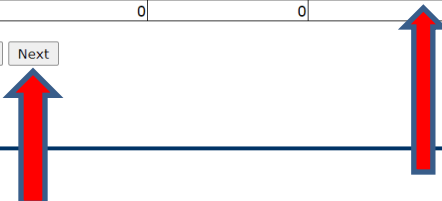
[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Previous](#) [Next](#)

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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Select "Enter Hours" underneath the day and type of leave to be taken
Press Next to see more available dates

Leave Report

Title and Number: Mgr,Financial Aid
Department and Number: Financial Aid Adr
Leave Report Period: Jul 01, 2020 to J
Submit By Date: Aug 03, 2020 by
Earning: Annual
Date: Jul 09, 2020
Hours:

Earning	Total Hours	Total Units	Wednesday Jul 08, 2020	Thursday Jul 09, 2020	Friday Jul 10, 2020
Annual	0		Enter Hours	Enter Hours	Enter Hours
Sick	0		Enter Hours	Enter Hours	Enter Hours
Personal	0		Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0
Total Units:		0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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Once "Enter Hours" is selected, you will see a box to type in your hours of leave. Note the Save and Copy buttons which allow you to save the hours or copy them forward to other days.

If you select "Copy" you will be brought to this page. You can then check the box for the date in which you would like the copied leave to happen. Finally, select Copy.

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Leave Code:

Annual, Shift 1

Date and leave time to copy:

Jul 09, 2020, 8 Hours

Copy from date displayed to end of the leave period:

Include Saturdays:

Include Sundays:

Copy by date:

Wednesday Jul 01, 2020	Thursday Jul 02, 2020	Friday Jul 03, 2020	Saturday Jul 04, 2020	Sunday Jul 05, 2020	Monday Jul 06, 2020	Tuesday Jul 07, 2020
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday Jul 08, 2020	Thursday Jul 09, 2020	Friday Jul 10, 2020	Saturday Jul 11, 2020	Sunday Jul 12, 2020	Monday Jul 13, 2020	Tuesday Jul 14, 2020
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday Jul 15, 2020	Thursday Jul 16, 2020	Friday Jul 17, 2020	Saturday Jul 18, 2020	Sunday Jul 19, 2020	Monday Jul 20, 2020	Tuesday Jul 21, 2020
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday Jul 22, 2020	Thursday Jul 23, 2020	Friday Jul 24, 2020	Saturday Jul 25, 2020	Sunday Jul 26, 2020	Monday Jul 27, 2020	Tuesday Jul 28, 2020
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday Jul 29, 2020	Thursday Jul 30, 2020	Friday Jul 31, 2020				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Leave Report Copy



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Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

⚠ Your hours have been copied successfully.



Leave Code:

Annual, Shift 1

Date and leave time to copy:

Jul 09, 2020, 8 Hours

Copy from date displayed to end of the leave period:

Include Saturdays:

Include Sundays:

Copy by date:

Once copied successfully, you will see this message above

Once your leave is created, you can preview the leave.

Click on Preview

Leave Report

Title and Number: Mgr,Financial Aid/Veteran Aff -- AD9993-00
Department and Number: Financial Aid Administration -- 501040
Leave Report Period: Jul 01, 2020 to Jul 31, 2020
Submit By Date: Aug 03, 2020 by 11:59 PM

Earning: Annual
Date: Jul 09, 2020
Hours:

Earning	Total Hours	Total Units	Wednesday Jul 08, 2020	Thursday Jul 09, 2020	Friday Jul 10, 2020	Saturday Jul 11, 2020	Sunday Jul 12, 2020	Monday Jul 13, 2020	Tuesday Jul 14, 2020
Annual	24		Enter Hours	8	8	Enter Hours	Enter Hours	Enter Hours	Enter
Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter
Total Hours:	24		0	8	8	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:



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Summary of Reported Time

Set your printer layout to Landscape before printing.

Mickey Mouse
Mgr,Financial Aid/Veteran Aff, AD9993-00

Financial Aid Administration, 501040

Leave Report

Earning Code	Total Hours	Total Units	Wednesday, Jul 01, 2020	Thursday, Jul 02, 2020	Friday, Jul 03, 2020	Saturday, Jul 04, 2020	Sunday, Jul 05, 2020	Monday, Jul 06, 2020	Tuesday, Jul 07, 2020	Wednesday, Jul 08, 2020	Thursday, Jul 09, 2020	Friday, Jul 10, 2020	Saturday, Jul 11, 2020	Sunday, Jul 12, 2020	Monday, Jul 13, 2020	Tuesday, Jul 14, 2020	Wednesday, Jul 15, 2020	Thursday, Jul 16, 2020	Friday, Jul 17, 2020
Annual	24										8	8							
Total Hours:	24										8	8							
Total Units:		0																	

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Summary of Reported Time

You now have 2 choices:

1. Select "Submit for Approval"
2. Select "Restart" (This will allow you to completely start over.)

If your leave is correct, select "Submit for Approval."

Leave Report

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Earning: Annual
Date: Jul 09, 2020
Hours:

Earning	Total Hours	Total Units	Wednesday Jul 08, 2020	Thursday Jul 09, 2020	Friday Jul 10, 2020	Saturday Jul 11, 2020	Sunday Jul 12, 2020	Monday Jul 13, 2020	Tuesday Jul 14, 2020
Annual	24		Enter Hours	8	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	24		0	8	8	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:



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Leave was submitted and is now awaiting approval by your supervisor.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Your leave report was submitted successfully.

Leave Report

Title and Number: Mgr,Financial Aid/Veteran Aff -- AD9993-00
Department and Number: Financial Aid Administration -- 501040
Leave Report Period: Jul 01, 2020 to Jul 31, 2020
Submit By Date: Aug 03, 2020 by 11:59 PM

Earning	Total Hours	Total Units	Wednesday Jul 01, 2020	Thursday Jul 02, 2020	Friday Jul 03, 2020	Saturday Jul 04, 2020	Sunday Jul 05, 2020	Monday Jul 06, 2020	Tuesday Jul 07, 2020
Annual	24		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	24		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jul 14, 2020
Approved By:
Waiting for Approval From: Wilbert Bryant

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