

Leave Reporting for Employees

Leave request entry is moving from WebAdvisor to Self-Service except for Diversity. Diversity activities should still be entered in WebAdvisor as usual so they can be routed to the Diversity Office. Beginning August 8, 2022, please enter all other leave requests in Self-Service following the instructions outlined here.

Accessing Leave Reporting via Self-Service

• Go to thehub.southeast.edu - SCC Portal - enter SCC user name & password

Quicklinks	Bookmarks	Alert Me!
2020-2021 College Catalog		-
2021-2022 College Catalog		
Annual Disclosure to Students	and Employees	
Annual Security Report		
Colleague UI		
Curriculog		
Datacove		
Ellucian Hub/eCommunities		
eTranscript		
Informer		
Job Postings		
Nuventive		
People Admin		
Regroup – Emergency/Schoo	Closing messaging service	
Self-Service	a	
SPAM Quarantine		
Travel Arrangement Request		
Tuition Reimbursement		

Under Quicklinks, select "Self-Service"

• Select "Employee" tab

1



• Select "Leave" tab

≡	S	Southeast			ප	[→	?
♠	Employm	ent · <u>Employee</u> · Employee Overview					
	Welco	me to Colleague Employee Self-Serv	vice!				
<u></u>	9	Tax Information Here you can change your consent for e-delivery of tax information.		Time Entry Here you can fill out y	your timeca	rds.	
¢ 1	ľ	Time Approval Here you can approve or reject timecards for the people you supervise	5	Earnings Stater Here you can view yo history.	ments our earnings	statement	
٩	2	Employee Proxy Here you can delegate certain types of work tasks to another employee.		Leave Here you can view yo requests.	ur leave bal	lances and	leave

• Click on "Request Leave." Note that leave requests are viewed at the top of the screen. You can see Vacation and Sick leave at a glance in the upper left hand part of the screen, and then a leave summary is listed below.

≡	Leave						
ń	Leave Balance	(Leave Requests			_	Request Leave
ੇ			Leave Type	Total Hours	Date Range	Actioner	Status
<u>ی</u>	<u> </u>	88	Safety Training 3 Hours	1.00	6/29/2022		Submitted
	Vacation (Hours)	Sick (Hours)	Vacation	8.00	5/27/2022		Submitted
¢	173.25 346.00 Used Balance	85.25 760.75 Used Balance	N C Page 1	of 1 > D			Per Page: 4 🗸 Total: 2
٩	Leave - As Of 6/30/2022						
	Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
	Cyber Security Training	0.00	0.00	<u>-1.00</u>	0.00	1.00	View
	Personal Leave	13.25	32.00	29.75	1.00.	16.50	View
	Sick Leave	757.50	88.00	85.25	0.50	760.75	 View
	Safe/2 Activities+manual/Quiz	0.00	0.00	-3.00	0.00.	3.00	View
	Jury, Civic, Mil, Berv, Prof	0.00	0.00	-54.00	0.00	54.00	View
	Leave Without Pay	0.00	0.00	0.00	0.00.	0.00	View
	Vacation	342.75	176.00	173.25	0.50	346.00	uu Võene

• Using the drop down arrow, select a "Leave Type" and enter "Start Date" and "End Date."

New Request
Leave Type
Select a Leave Type
Start Date *
M/d/yyyy

SCC Leave Reporting in Self-Service.docx

• Enter the number of hours in the corresponding date(s) in the calendar that appears. Click on the "Comments" icon to enter a reason for the request.

Vacatio	n 7/5/2022 - 7/8/2022					B	(c) Submit	Comments	Delete
Leave T	īype tion		~			Current Lea Pending: Effective Bal	ve Balance:		346.00 hours -8.00 hours 338.00 hours
Start Date *			End Date *			Total Reque Total Reque	sted Current Plan Y sted Future Plan Y	Year: ear:	0.00 hours 32.00 hours
<	SUN 3	MON 4	TUE 5 8.00	WED 6 8.00	THU 7 8.00	(FRI 8 8.00	SAT 9)

• Type in the reason for the leave request in the "Comments" box that appears, and click on "Add Comment."

Vacation 7/5/2022 - 7/8/2022	
Comments X	
Vacation in Missouri	
7/5 Add Comment	
	THU
Close 8.00 8.00	8.00

• At this point, your leave request is in "Draft" mode. You can either Save to submit later, or click on "Submit."

	New Request	Vacation 7/5/2022 - 7/8/2022	Draft				6	Ē	⑪
Outstanding Lea	ve Requests						Save Submit	Comments	Delete
Leave Type Total Hours Date Range Actioner Status	Vacation 32.00 <u>7/5/2022 - 7/8/2022</u> Steckly, Joy A Draft	Vacation		~			Current Leave Balance: Pending: Effective Balance:		346.00 hours -8.00 hours 338.00 hours
Leave Type Total Hours Date Range Actioner	Safety Training 3 Hours 1.00 <u>6/29/2022 - 6/29/2022</u> Steckly, Joy A.	Start Date * (i) 7/5/2022	t	End Date *		Ö	Total Requested Current Plan Total Requested Future Plan Y	Year: 'ear:	0.00 hours 32.00 hours
Leave Type Total Hours Date Range Actioner Status	Vacation 8.00 5/27/022 - 5/27/022 Seedy, Joy A 5ubmitted	< SUN 3	MON 4	TUE 5 8.00	WED 6 8.00	THU 7 8.00	FRI 8 8.00	SAT 9	>

• Once you click "Submit," the status of the leave request changes to "Submitted," and you see that the request was successfully submitted.

Employment · Employ	ree - Leave						Vacation reques	st submitted	
Leave Request									
Outstanding Lea	New Request	Vacation 7/5/2022 - 7/8/2022	Submitted				Save Unsubmit	Comments	Delete
Leave Type Total Hours Date Range Actioner Status	Vacation 32.00 7/5/2022 - 7/8/2022 Submitted	Leave Type Vacation Start Date •	~	, End Date *			Current Leave Balance: Pending: Effective Balance: Total Requested Current Plai	n Year:	346.00 hours -8.00 hours 338.00 hours 0.00 hours
Leave Type Total Hours Date Range Actioner Status	Safety Training 3 Hours 1,00 <u>6/29/2022 - 6/29/2022</u> Submitted	7/5/2022 SUN	MON	7/8/2022 TUE	WED	ТНИ	FRI	Year: SAT	32.00 hours
Leave Type Total Hours Date Range Actioner Status	Vacation 8.00 <u>\$/27/2022 - \$/27/2022</u> Submitted	< 3	4	5 8.00	6 8.00	7 8.00	8	9]

• You may enter another request by clicking on "New Request." If you're done entering leave requests, you can click on the Leave arrow just below the Leave Request heading to return to the summary page.

<u>Employment</u> · <u>Employee</u> · Leave	
Leave Request	/
New Request	R.
Outstanding Leave Requests	
Leave Type	Vacation

• To view the details of a leave request, click on the "Date Range" for the one you want to view.

En	nployment · Em	ployee · Leave							
Leave									
Leave Balance			Leave Requests		1		R		
			Leave Type	Total Hours	Date Range	Actioner	Status		
	_	<u>)</u>	Č		Vacation	32.00	7/5/2022 - 7/8/2022		Submitted
	Vacation (Hours) Sick (Hours)		Safety Training 3 Hours	Safety Training 3 Hours 1.00			Submitted		
	173.25 Used	346.00 Balance	85.25 Used	760.75 Balance	Vacation	8.00	<u>5/27/2022</u>		Submitted

• The leave request detail will appear on the screen

Safety Training 3 Hours 6/29/2022 Submitted						6	(?)		Î
						Save	Unsubmit	Comments	Delete
Leave T Safet	y Training 3 Hours		End Date *			Current Le Pending: Effective B	ave Balance: alance: ested:		3.00 hours -1.00 hours 2.00 hours 1.00 hours
6/29/2022			6/29/2022		.				
<	SUN 26	MON 27	TUE 28	WED 29 1.00	THU 30		FRI 1	SAT 2	>

• If you wish to see any comments, click on the "Comments" icon.

	Comments X	
a١	6/30/2022 4:18 PM	
	Enter message	
5/2	Linei messuge	
	Add Comment	
<		
	Close	

• You can view the details of each leave plan by clicking on ...View under Actions for the particular leave you've selected.

Leave - As Of 7/20/2022

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
Cyber Security Training	1.00	<u>0.00</u>	0.00	0.00	1.00	View
Personal Leave	16.50	<u>0.00</u>	0.00	<u>0.00</u>	16.50	View
Sick Leave	760.75	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	760.75	View
Safe/2 Activities+manual/Qu	3.00 iz	<u>0.00</u>	0.00	0.00	3.00	···· View

• Leave Balance Details, including accrual rate, accrual limit and maximum carryover can be viewed in the box that appears on the screen, along with balance information. Click on Close to close the box.

eave Balance Details	×
Description	Personal Leave
Accrual Rate	32.0000
Accrual Limit	48.0000
Maximum Carryover	48.0000
Maximum Rollover	
Starting Balance	16.50
Earned	0.00
Used	0.00
Adjustments	0.00
Balance	16.50
Close	