

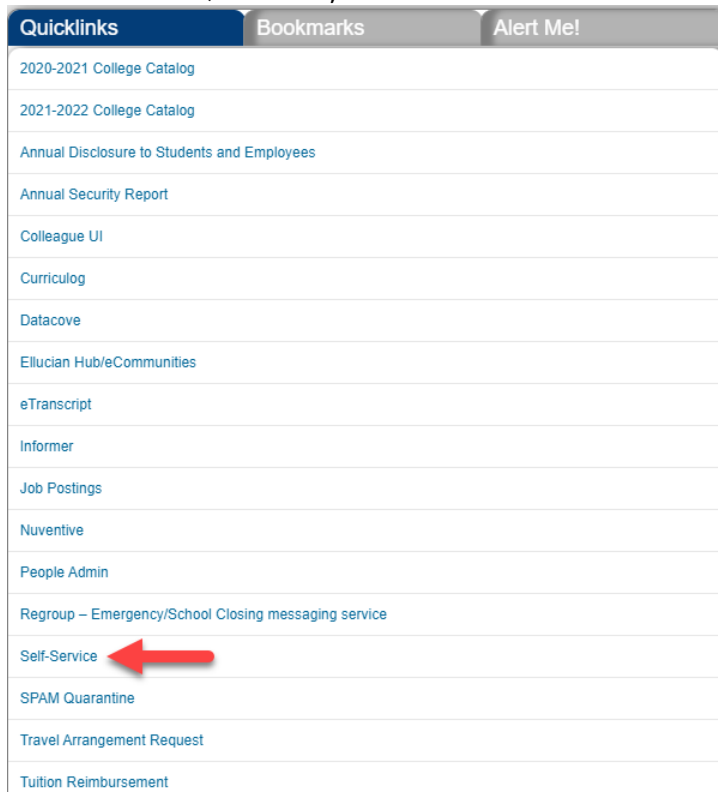


Leave Reporting for Employees

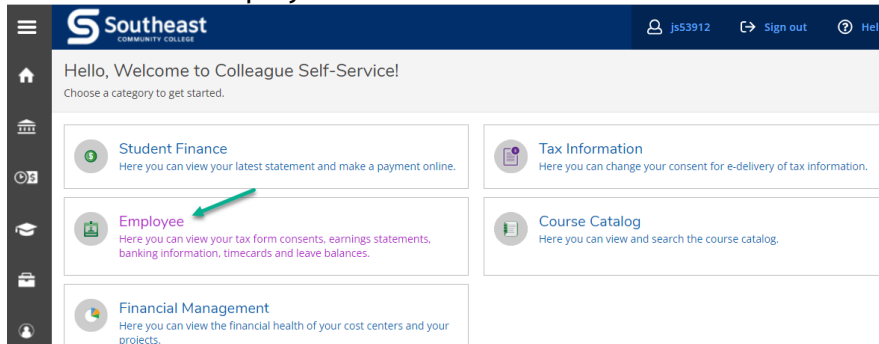
Leave request entry is moving from WebAdvisor to Self-Service except for Diversity. Diversity activities should still be entered in WebAdvisor as usual so they can be routed to the Diversity Office. Beginning August 8, 2022, please enter all other leave requests in Self-Service following the instructions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

Accessing Leave Reporting via Self-Service

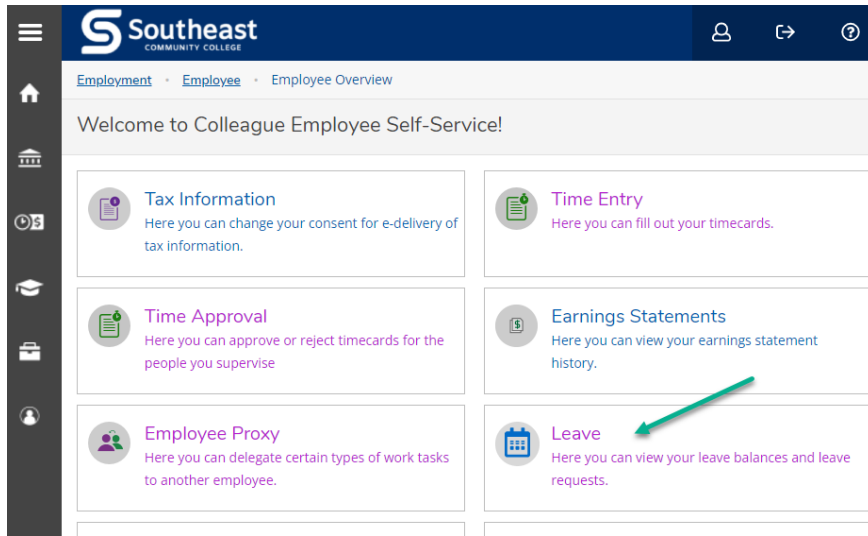
- Go to thehub.southeast.edu – SCC Portal – enter SCC user name & password
- Under Quicklinks, select “Self-Service”



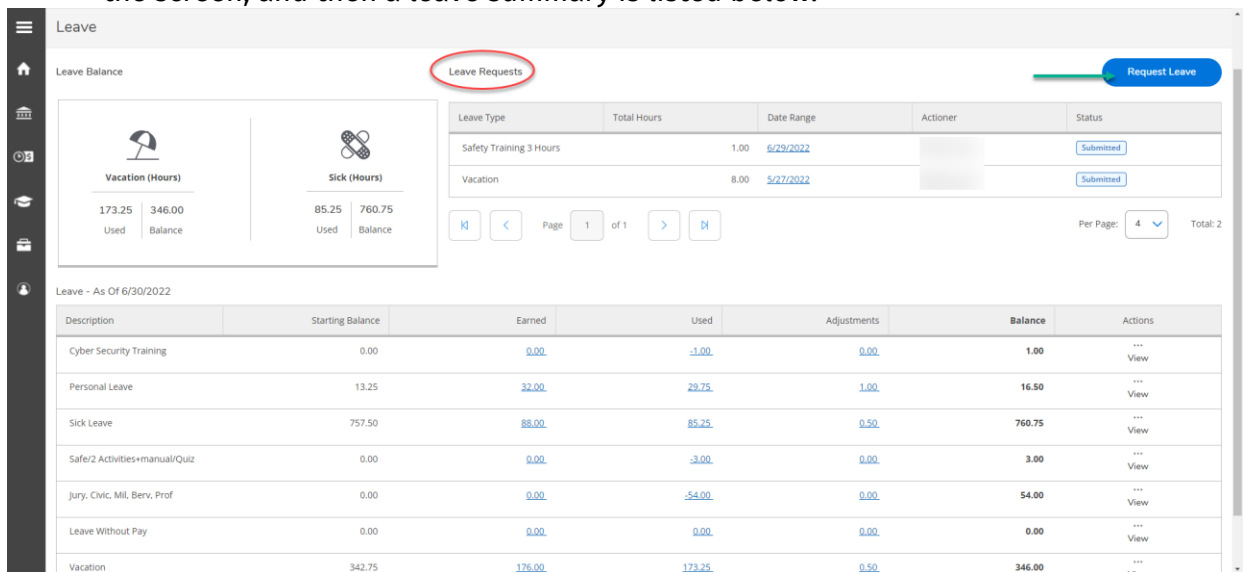
- Select “Employee” tab



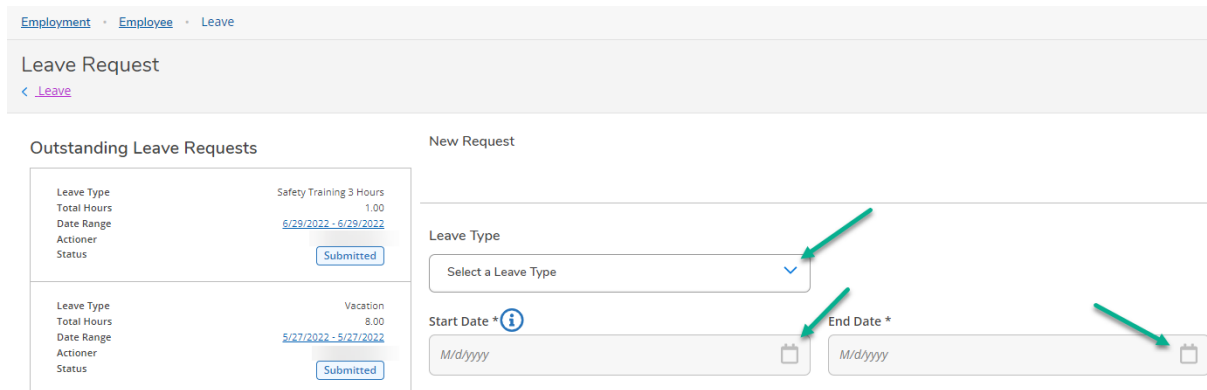
- Select “Leave” tab



- 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.



- Using the drop down arrow, select a “Leave Type” and enter “Start Date” and “End Date.”



- 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.

Vacation 7/5/2022 - 7/8/2022

Save Submit **Comments** Delete

Leave Type: Vacation

Start Date: 7/5/2022 End Date: 7/8/2022

SUN 3	MON 4	TUE 5	WED 6	THU 7	FRI 8	SAT 9
		8.00	8.00	8.00	8.00	

Current Leave Balance:	346.00 hours
Pending:	-8.00 hours
Effective Balance:	338.00 hours
Total Requested Current Plan Year:	0.00 hours
Total Requested Future Plan Year:	32.00 hours

- 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

Vacation in Missouri

Add Comment

Close

- 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

Save Submit Comments Delete

Outstanding Leave Requests

Leave Type: Vacation Total Hours: 32.00 Date Range: 7/5/2022 - 7/8/2022 Actioner: Stechly, Joy A. Status: Draft	Leave Type: Vacation Total Hours: 32.00 Date Range: 7/5/2022 - 7/8/2022 Actioner: Stechly, Joy A. Status: Draft
Leave Type: Safety Training 3 Hours Total Hours: 1.00 Date Range: 6/28/2022 - 6/28/2022 Actioner: Stechly, Joy A. Status: Submitted	Leave Type: Safety Training 3 Hours Total Hours: 1.00 Date Range: 6/28/2022 - 6/28/2022 Actioner: Stechly, Joy A. Status: Submitted
Leave Type: Vacation Total Hours: 8.00 Date Range: 9/27/2022 - 9/27/2022 Actioner: Stechly, Joy A. Status: Submitted	Leave Type: Vacation Total Hours: 8.00 Date Range: 9/27/2022 - 9/27/2022 Actioner: Stechly, Joy A. Status: Submitted

Leave Type: Vacation

Start Date: 7/5/2022 End Date: 7/8/2022

SUN 3	MON 4	TUE 5	WED 6	THU 7	FRI 8	SAT 9
		8.00	8.00	8.00	8.00	

Current Leave Balance:	346.00 hours
Pending:	-8.00 hours
Effective Balance:	338.00 hours
Total Requested Current Plan Year:	0.00 hours
Total Requested Future Plan Year:	32.00 hours

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

Employment · Employee · Leave

Leave Request

< Leave

New Request

Vacation 7/5/2022 - 7/8/2022 Submitted

Save Unsubmit Comments Delete

Outstanding Leave Requests

Leave Type: Vacation Total Hours: 32.00 Date Range: 7/5/2022 - 7/8/2022 Actioner: [Name] Status: Submitted	Leave Type: Safety Training 3 Hours Total Hours: 1.00 Date Range: 6/29/2022 - 6/29/2022 Actioner: [Name] Status: Submitted	Leave Type: Vacation Total Hours: 8.00 Date Range: 5/27/2022 - 5/27/2022 Actioner: [Name] Status: Submitted
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Current Leave Balance: 346.00 hours
Pending: -8.00 hours
Effective Balance: 338.00 hours
Total Requested Current Plan Year: 0.00 hours
Total Requested Future Plan Year: 32.00 hours

SUN 3	MON 4	TUE 5	WED 6	THU 7	FRI 8	SAT 9
		8.00	8.00	8.00	8.00	

- 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.

Employment · Employee · Leave

Leave Request

< Leave

New Request

Outstanding Leave Requests

Leave Type	Vacation
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- To view the details of a leave request, click on the “Date Range” for the one you want to view.

Employment · Employee · Leave

Leave

Leave Balance

Vacation (Hours)	Sick (Hours)
173.25 Used 346.00 Balance	85.25 Used 760.75 Balance

Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	32.00	7/5/2022 - 7/8/2022	[Name]	Submitted
Safety Training 3 Hours	1.00	6/29/2022	[Name]	Submitted
Vacation	8.00	5/27/2022	[Name]	Submitted

- The leave request detail will appear on the screen

Safety Training 3 Hours 6/29/2022 Submitted

Save Unsubmit Comments Delete

Leave Type
Safety Training 3 Hours

Start Date * 6/29/2022 End Date * 6/29/2022

Current Leave Balance: 3.00 hours
Pending: -1.00 hours
Effective Balance: 2.00 hours
Total Requested: 1.00 hours

SUN 26	MON 27	TUE 28	WED 29 1.00	THU 30	FRI 1	SAT 2
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- If you wish to see any comments, click on the “Comments” icon.

Comments

Safety Manual & Quiz 6/30/2022 4:18 PM

Enter message

Add Comment

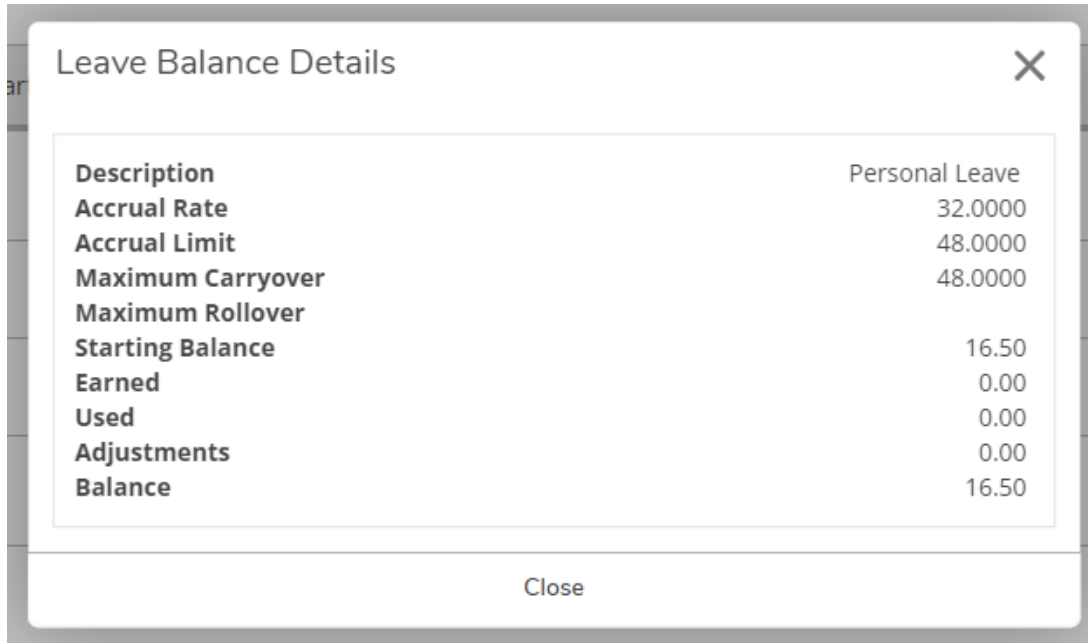
Close

- 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	0.00	0.00	0.00	1.00	... View
Personal Leave	16.50	0.00	0.00	0.00	16.50	... View
Sick Leave	760.75	0.00	0.00	0.00	760.75	... View
Safe/2 Activities+manual/Quiz	3.00	0.00	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.



The screenshot shows a dialog box titled "Leave Balance Details" with a close button (X) in the top right corner. Inside the dialog, there is a table with two columns: "Description" and "Personal Leave". The table lists various leave-related metrics and their corresponding values. At the bottom of the dialog, there is a "Close" button.

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