MyPortal – Completing Leave Reports

- 1. Log in to MyPortal (myportal.cofc.edu)
- 2. Select the Employee Dashboard Tile
- 3. Click on "Approve Time" located under "My Activities"

My Activities						
Enter Leave Report						
<u>Approve Time</u>						
Approve Leave Report						

4. Select the "Start Leave Report" button for the pay period you wish to complete.

Employee Dashboard • Leave Report								
Leave Report								
Approvals Leave Report								
Leave Period	Hours/Days/Units	Submitted On	Status					
Payroll Manager, 133024-00, 1, 302001, Budgeting and Payroll Services								
06/16/2022 - 06/30/2022			Not Started	Start Leave Report				
06/01/2022 - 06/15/2022	2.00 Hours	06/16/2022	Pending	i				

5. Click on the day that you need to enter leave from the calendar at the top of the page. The selected day will be highlighted. Then you can select the type of leave from the Earn Code dropdown menu.

Employee Dashboard	Leave Report • Payroll	Manager, 133024-00, 1, 3	02001, Budgeting and Payroll	Services			
Payroll Manager, 1330	24-00, 1, 302001, Budget	ing and Payroll Services	;		🕤 Re	start Leave Report 🔬 Leave Ba	alances
06/16/2022 - 06/30/2022	(i) (s)				In Progress	Submit By 07/15/2022, 05	:00 PM
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
12	13	14	15	16 17	f.	18	>
			🕀 Add Earn Code				
Earn Code Select Earn Code	^						Θ
Sick Leave							
Family Sick Leave Compensatory Time Taken							

6. Once the code has been selected, enter the total hours for that day and click on "Save".

Earn Code Sick Leave 🗸	Hours	Θ
xit Page ps://ssb.cofc.edu/EmployeeSelfService/ssb/timeEntry#/teApp/leavereport/d	shboard/leaveperiod	Cancel Save Preview

7. You can copy these hours to other days in the pay period by clicking on the Copy button.

Sick Leave	⊘ 7.50 Hours	/ 🗖 🖂
		Total: 7.50 Hours

8. Select the days to copy the leave to, or you can click on the "Copy to the end of the pay period" checkbox. Click on Save when finished.

Ĩ	Copy Leave Report Entry							×		
	Sick Leave : 7.50 Hours (06/16/2022, THURSDAY)	Pay Period:	Pay Period: 06/16/2022 - 06/30/2022							
	Select Options	SUN	MON	TUE	WED	THU	FRI	SAT		
C	Copy to the end of pay period	12	13	14	15	16 7.50 Hours	17	18		
	Include Saturdays	19	20	21	70	23	24	25		
	Include Sundays									
		26	27	28	29	30	1	2		
	Cancel					Save				

9. You can edit an entry or delete an entry by using the pencil or delete icon, respectively.

Sick Leave	⊙ 7.50 Hours	6 0
		Total: 7.50 Hours

11. Click on "Preview" to check your entries prior to submitting for approval. Or "Exit Page" if you are finished.

Exit Page										Cancel	Save	Preview
Employee Dashboa	rd • Leave	<u>Report • P</u>	ayroll Mana	<u>ger, 133024</u>	1 <u>-00, 1, 3020</u>	01, Budgeting	<u>g and Payroll Serv</u>	ices • Preview	W			
Leave Report Deta	il Summary											
Payroll Manager, 13302 Pay Period: 06/16/2022	4-00, 1, 302001 - 06/30/2022	, Budgeting a 7.50 Hours	nd Payroll Ser	vices Submit By 07	/15/2022, 05:0	D PM						ļ
Time Entry Detail												
Date	Earn Code				Shift	Total						
06/16/2022	SIC, Sick Lea	ive			1	7.50 Hours						
Summary												
Earn Code	Shift	Week 1	Week 2	Week 3	Total							
SIC, Sick Leave	1	7.50			7.50 Hours							
Total Hours		7.50										
Routing and Status												
Name		Action	i .	Date 8	k Time							
Drum, Cheryl S.		Origin	ated	06/20/	2022, 12:43 PM							
McInnis, John E.		In the	Queue									
Comment (Optional):												
Add Comment												
2000 characters remaining												
									Ret	turn	Sub	mit

12. You can check the status of your leave reports after you exit the page.

Employee Dashboard • Leave Report								
Leave Report								
Approvals Leave	Report							
Leave Period	Hours/Days/Units	Submitted On	Status					
Payroll Manager, 133024-00,	1, 302001, Budgeting and Pay	roll Services						
06/16/2022 - 06/30/2022	7.50 Hours		In Progress	í				
06/01/2022 - 06/15/2022	2.00 Hours	06/16/2022	Pending	i				
05/16/2022 - 05/31/2022	8.00 Hours	05/31/2022	Completed	i				