



Self Service Leave Reporting

For Exempt Employees 2022

Coastal Carolina University is transitioning Exempt employees from Time Entry to Leave Reporting.

Exempt employees will now only need to request time off through Leave Requests.



Let's Start at the Beginning!

- Access Employee Self Service by signing into your Coastal Carolina University account.

<https://sservice.coastal.edu/Student/HumanResources/Home>



Sign in with your organizational account

Sign in


Always verify the URL for this page begins with <https://auth.coastal.edu>.

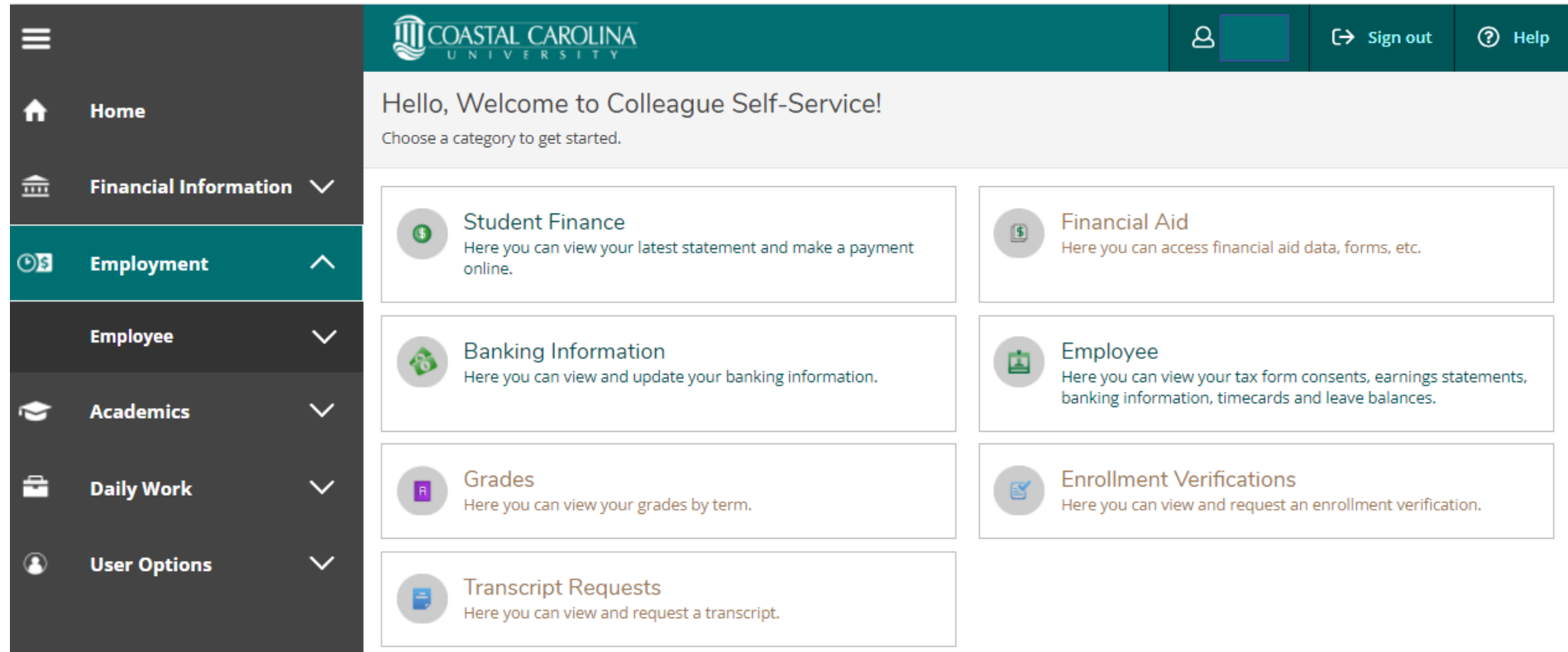
For Faculty/Staff assistance contact ITS at 843-349-5000.

For Student/Alumni assistance contact SCS at 843-349-2220.



Self-Service Home Page

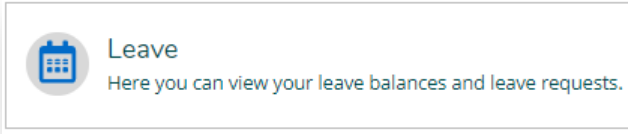
- Self-Service offers a variety of functions.
- For Leave Requests you will use the “Employment” section. 
- Select Employee from the icons or expanding the Employment menu on the right.

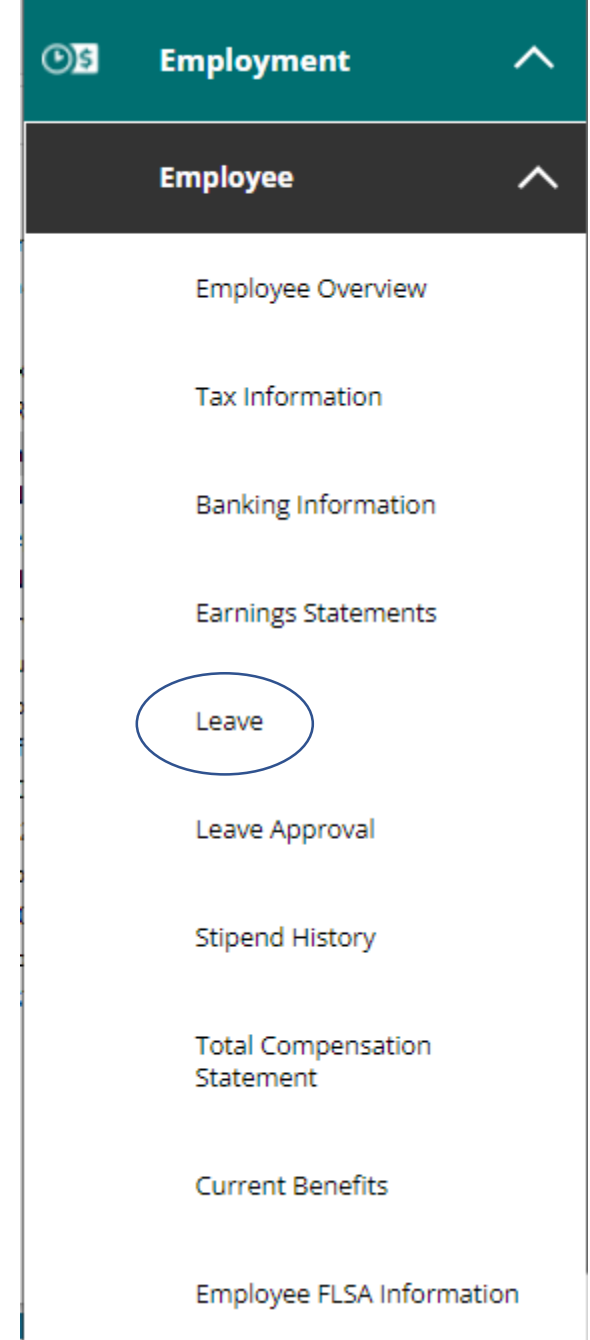


The screenshot shows the user interface of the Coastal Carolina University Self-Service Home Page. At the top, there is a teal header with the university logo and name on the left, and user profile, 'Sign out', and 'Help' links on the right. Below the header, a grey banner displays a welcome message: 'Hello, Welcome to Colleague Self-Service! Choose a category to get started.' A dark grey sidebar on the left contains a menu with options: Home, Financial Information, Employment (highlighted in teal), Employee, Academics, Daily Work, and User Options. The main content area features a grid of service tiles: Student Finance, Financial Aid, Banking Information, Employee, Grades, and Enrollment Verifications. A seventh tile, Transcript Requests, is partially visible at the bottom left.



Employee Menu

- Once you expand the “Employment” menu, you will have numerous options under Employee (Not all options are available to every employee).
- To request leave you will select “Leave” on the menu or the icon.

- Within the Employee menu you can also view your Tax Information (W2s and 1095Cs), Banking Information for Direct Deposit, Earnings Statements, Leave, Leave Approval (if you supervise other employees), Stipend History, Total Compensation Statement, Current Benefits, and FLSA Information.





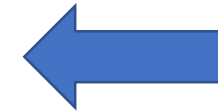
Leave Screen & Request Leave

Leave

Leave Balance

Leave Requests

[Request Leave](#)



<p>Annual Leave (Hours)</p>		<p>Sick (Hours)</p>	
7.50	233.90	0.00	266.90
Used	Balance	Used	Balance

You have no outstanding leave requests

- To request time off you will select the blue “Request Leave” button to start the request.
- The Leave page displays your current Leave types with Starting Balances as of 1/1, Earned Accruals, Used Leave within the calendar year, any Adjustments, and resulting Balance.
- NOTE: Leave Plans such as Holiday, Bereavement, and Court will have negative balances since no time is earned.

Leave - As Of 3/29/2022

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
Annual Leave ~	222.64	18.76	7.50	0.00	233.90	... View
Holiday Off ~	-247.50	0.00	15.00	0.00	-262.50	... View
Court Leave ~	0.00	0.00	0.00	0.00	0.00	... View
Bereavement ~	0.00	0.00	0.00	0.00	0.00	... View
Sick Leave- Employee ~	248.14	18.76	0.00	0.00	266.90	... View



Request Leave

Request Leave

- After clicking the blue “Request Leave” button you will be taken to the “Leave Request” screen.
- To enter a new request click the drop down to select the leave type.

Leave Request
< Leave

New Request

Save Submit Comments Delete

Leave Type
Select a Leave Type

Sick
Annual Leave
Bereavement Leave
Court Leave
Sick Leave-Immediate Family

End Date
M/d/yyyy

Current Leave Balance:
0.00 hours
Pending:
-0.00 hours
Effective Balance:
0.00 hours
Total Requested:
0.00 hours

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Leave Type
Sick

Start Date 12/22/2021 End Date 12/22/2021

Current Leave Balance:
339.40 hours
Pending:
-0.00 hours
Effective Balance:
339.40 hours
Total Requested:
7.50 hours

SUN	MON	TUE	WED	THU	FRI	SAT
19	20	21	22	23	24	25
			7.50			

- Select the start date and end date for Leave. If one day use the same date for start and end.
- This will prompt the week to populate with the date range requested.
- Enter the number of hours on the date(s) you are requesting off.



Leave Requests up to Leave Balance

- Employees can only request Leave up to the amount of leave available at the time of request.
- Approved Leave Requests within the calendar year are immediately deducted from the employee's leave balance.
- The deduction occurs in the order which the Request was approved not in the order of date used.
 - Ex: An employee has 17.5 hours of Sick Leave available. The employee then requests 2 days off (15 hours) for dates within the calendar year but 3 months ahead. Once approved, the hours will be deducted from the employee's balance leaving 2.5 hours available. If the employee wants to request a Sick day off within the current month, the employee can only request up to the amount of leave available.
- Leave taken without paid leave available will need to be requested as Leave Without Pay.

Sick 3/29/2022

Save Submit Comments Delete

Leave Type: Sick

Start Date: 3/29/2022 End Date: 3/29/2022

Current Leave	17.50
Balance:	hours
Pending:	-15.00
	hours
Effective Balance:	2.50
	hours
Total Requested:	0.00
	hours

This request exceeds the Sick balance by 5.00 hours

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
		7.50				



Entering a Leave Request and Comments

The screenshot shows a 'Leave Request' form for 'Sick' leave on 12/22/2021, currently in 'Draft' status. The form includes a 'New Request' button, a 'Draft' label, and a 'Save' button. A table of 'Outstanding Leave Requests' shows a 'Sick' request for 7.50 hours on 12/22/2021, also in 'Draft' status. The main form fields include 'Leave Type' (Sick), 'Start Date' (12/22/2021), and 'End Date' (12/22/2021). A 'Comments' icon is visible in the top right, with a blue arrow pointing to it. A 'Current Leave Balance' section shows 339.40 hours, with a 'Pending' amount of -0.00 hours and a 'Total Requested' amount of 7.50 hours.

- Once your leave is entered you can click “Save” if you are not ready to submit yet.
- Your request will then be displayed as “Draft”.
- You can also add a comment for your Supervisor.

This screenshot shows the same 'Leave Request' form, but with a 'Comments' dialog box open. The dialog box has a text input field labeled 'Enter message' and an 'Add Comment' button. A blue arrow points from the 'Comments' icon in the top right of the form to the 'Enter message' field in the dialog box. The background form shows the 'Submitted' status and the same balance information as the previous screenshot.

- You will click “Comments” and enter your comment in the box.
- You may need to notify your Supervisor a comment was made unless your supervisor requires a comment for all Leave Requests.
- NOTE: if using Annual Leave because Sick Leave has been exhausted, comment as such.



Draft and Submitted Leave Request

Leave Request ✔ Sick request submitted

[← Leave](#)

[New Request](#) Sick 12/22/2021 [Submitted](#) Save Submit Comments Delete

Outstanding Leave Requests

Leave Type	Sick
Total Hours	7.50
Date Range	12/22/2021 - 12/22/2021
Approver	
Status	Submitted

Leave Type: Sick

Start Date: 12/22/2021 End Date: 12/22/2021

Current Leave Balance: 339.40 hours
Pending: -7.50 hours
Effective Balance: 331.90 hours
Total Requested: 7.50 hours

- Once you ensure that your leave request is correct, you can click “submit”.
- This will update your status to “Submitted”.
- Once submitted, your supervisor will receive an email to take action.
- You will receive notification from SS_Leave@coastal.edu once your supervisor approves or rejects your leave request.



Leave Balances

- Leave balances can be viewed on the Leave screen.
- The Balance is the current time including any future-dated leave requests that have been approved by your supervisor.
- Your current year leave is updated when a Leave Request is approved versus when Leave is taken.
- Leave Details can also be displayed by clicking “View” on the Right Side.

Leave - As Of 12/21/2021

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
Annual Leave	337.50	187.50	184.00	0.00	341.00	... View
Leave With Out Pay ~	0.00	0.00	0.00	0.00	0.00	... View
Bereavement ~	-70.50	0.00	3.75	0.00	-74.25	... View
Sick Leave- Employee	444.10	93.80	198.50	0.00	339.40	... View
Sick Leave- Immediate Family ~	0.00	75.00	36.50	0.00	38.50	... View
Court Leave ~	-54.50	0.00	0.00	0.00	-54.50	... View

Leave - As Of 12/21/2021

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
Annual Leave					341.00	... View
Leave With Out Pay ~					0.00	... View
Bereavement ~					-74.25	... View
Sick Leave- Employee					339.40	... View
Sick Leave- Immediate Family ~					38.50	... View
Court Leave ~	-54.50	0.00	0.00	0.00	-54.50	... View

Leave Balance Details

Description: Annual Leave

Accrual Rate: 18.7500

Accrual Limit: 337.5000

Maximum Carryover: 337.5000

Starting Balance: 337.50

Earned: 187.50

Used: 184.00

Adjustments: 0.00

Balance: 341.00

Close



- When will the leave be taken from my balance?
 - Leave is deducted immediately following supervisor approval.
- What if I make a mistake, need to make a change, or do not take off the requested day?
 - Supervisors can reject your leave request. Once rejected a change can be made and resubmitted. Previously approved leave that then is rejected will be credited back to your balance.
- What if I currently do not have enough leave to request future days off?
 - You can use your current process with your Supervisor to request the dates. Prior to the day(s) off, the Leave Request must be entered. Leave Without Pay can be requested if no paid leave available.
- What if I had an unexpected day off (ex. Sick, sick child, etc.)?
 - You should enter the Leave Request when you return. This should be done within a week but must be done within 30 days.

The full list of Frequently Asked Questions can be found on the Payroll Website. If you have a question that is not listed, please contact payroll@coastal.edu