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
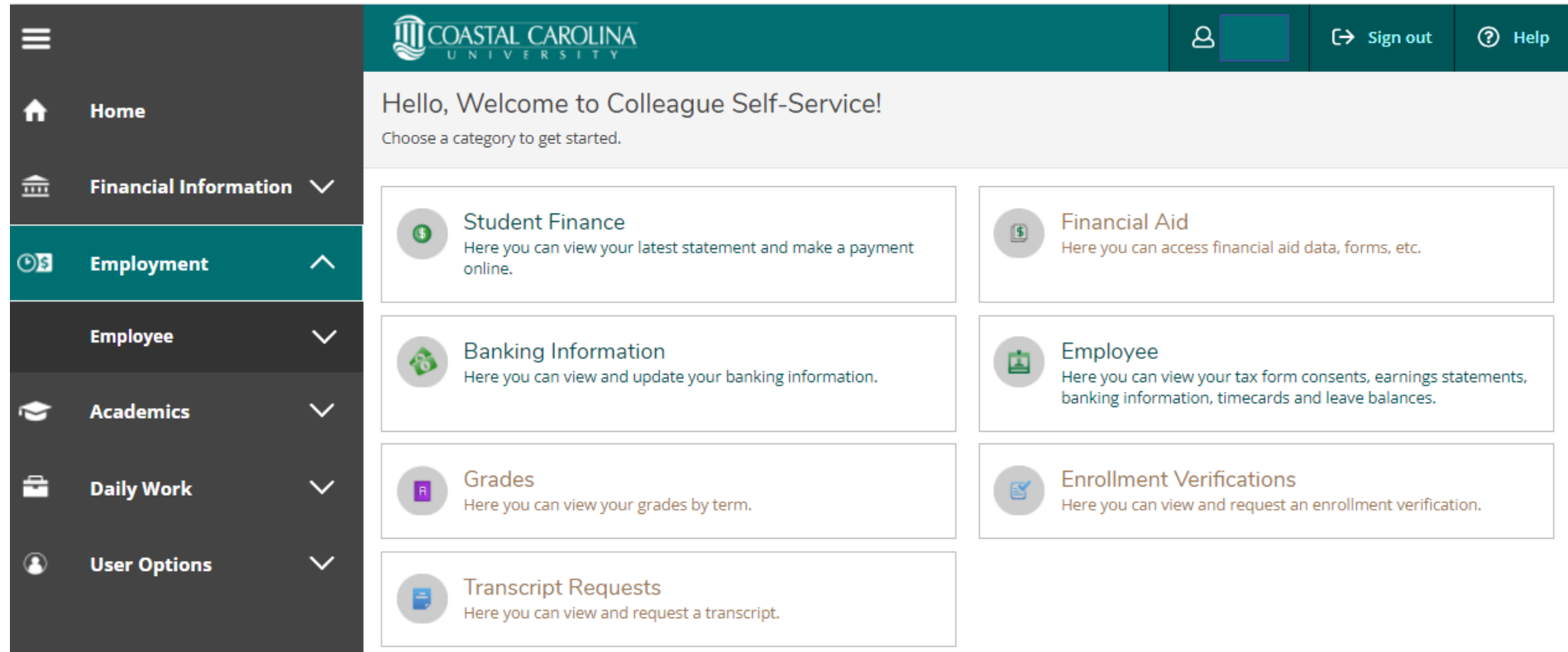
Self-Service Home Page

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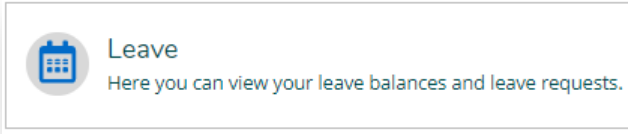- For Leave Requests you will use the "Employment" section.
- Select Employee from the icons or expanding the Employment menu on the right.

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.

  Leave
  Here you can view your leave balances and leave requests.

- 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.
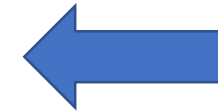
Employment

Employee

Employee Overview

Tax Information

Banking Information

Earnings Statements

Leave

Leave Approval

Stipend History

Total Compensation Statement

Current Benefits

Employee FLSA Information
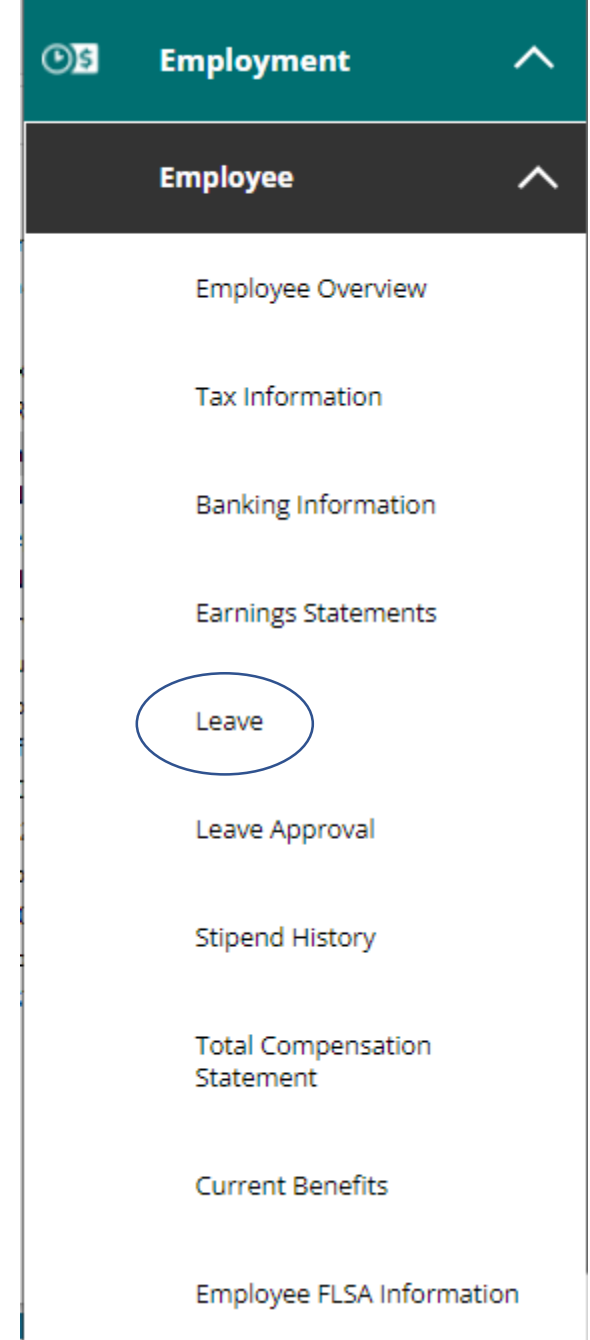
Leave Screen & Request Leave

Leave

Leave Balance | Leave Requests | **Request Leave**

Annual Leave (Hours)
| 7.50 | 233.90 |
| Used | Balance |

Sick (Hours)
| 0.00 | 266.90 |
| Used | Balance |

ⓘ You have no outstanding leave requests

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

- 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.

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

Leave Type

Sick

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

Current Leave Balance:
339.40 hours
Pending:
-0.00 hours

Effective Balance:
339.40 hours

Total Requested:
7.50 hours

- 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.

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

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.

Entering a Leave Request and Comments

- 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.

- 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

- 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

Leave Balance Details ✕

Description	Annual Leave
Accrual Rate	18.7500
Accrual Limit	
Maximum Carryover	337.5000
Starting Balance	337.50
Earned	187.50
Used	184.00
Adjustments	0.00
Balance	341.00

Close

FAQs

- 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**