Self Service Leave Reporting

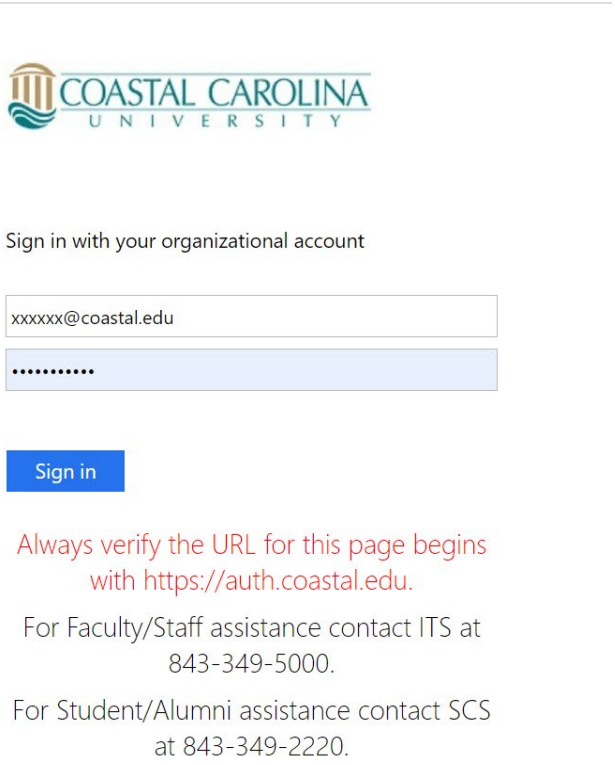
For Supervisors

- Effective 4/1/22, employees classified by FLSA as Exempt will utilize Leave Reporting.
- Supervisors will need to review and either approve or reject Leave Requests.
- Exempt employees will no longer utilize a Time Card.
- You will receive an email from SS_Leave @coastal.edu each time an employee you supervise submits a Leave Request.

Let’s Start at the Beginning!

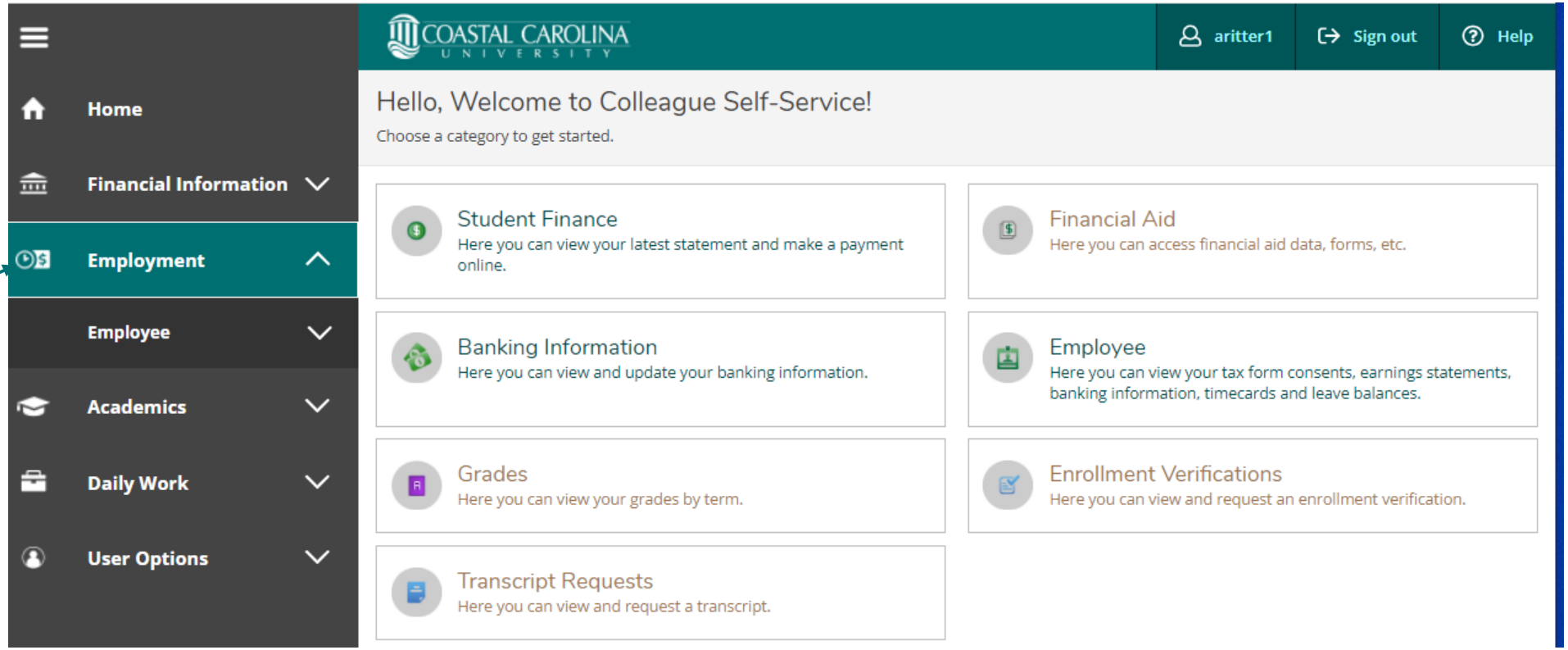
https://sservice.coastal.edu/Student/HumanResources/Home

- Log into Self Service using your single sign-on.

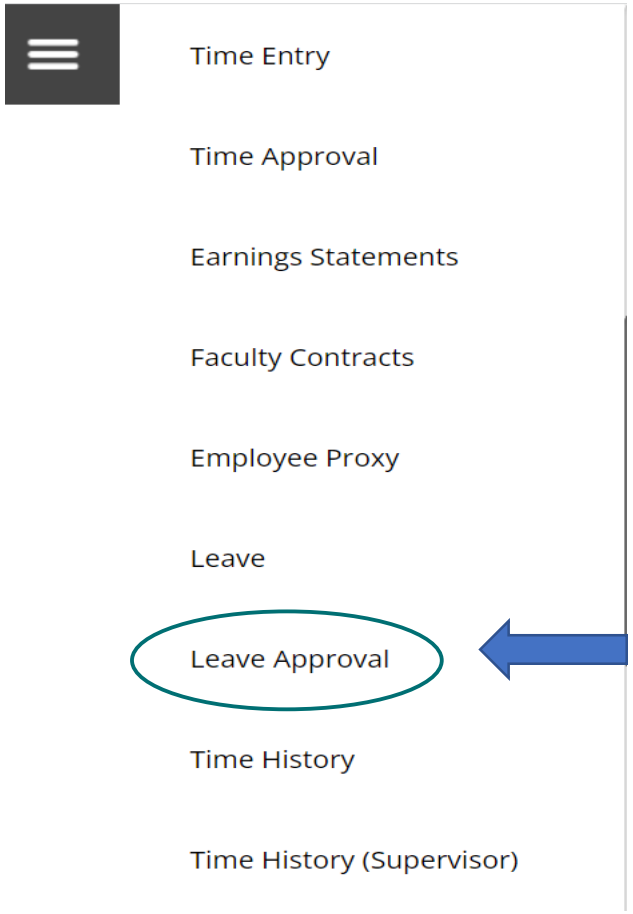


Self-Service Home Page

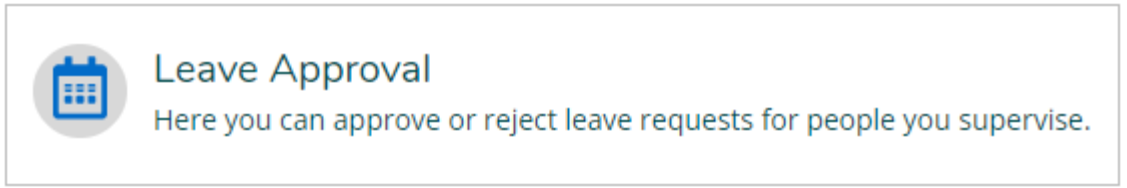
- Self-Service offers a variety of functions.
- For Leave Approvals you will use the “Employment” section.
- Select Employee from the icons or expanding the Employment menu on the right.



Employment Menu



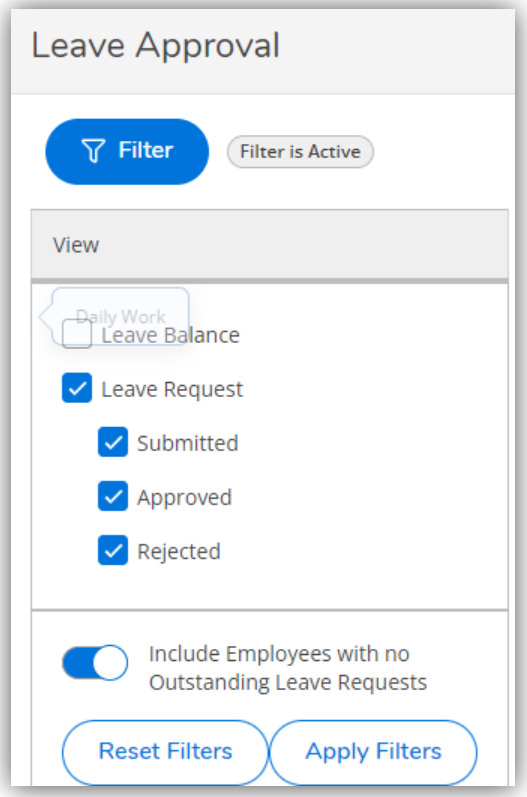
- Once you select the “Employee” menu, you will see the following options (Not all options are available to every employee).
- To approve your employee’s leave you will select “Leave Approval” on the menu.
- You can also select “Leave Approval” from the icons menu:

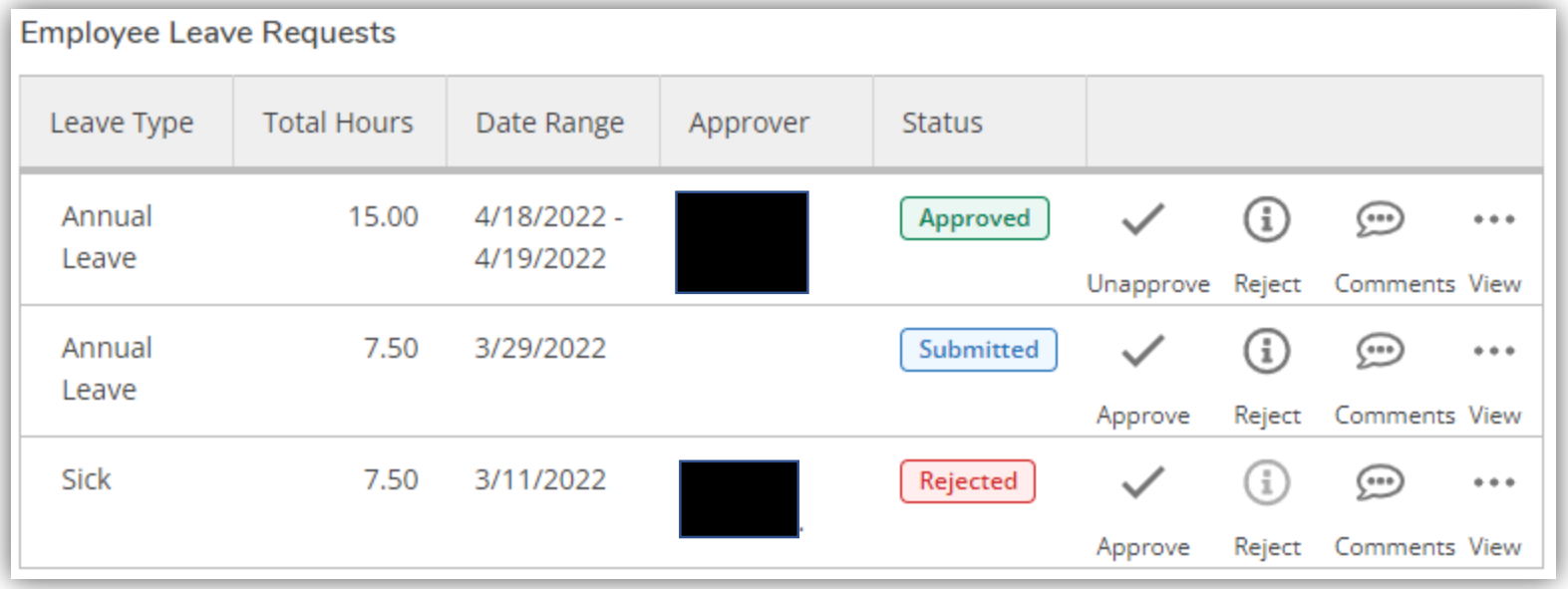


- You will receive an email from SS_Leave@coastal.edu each time one of your supervisees submits a Leave Request with details of the Request. Log on to take action.

Leave Approval Main Page

- The Leave Approval home page will display each employee's leave requests within the past 30 days plus all future-dated requests and the status of each request .
- You can use the filter to display the leave balances of your employees or the Leave Requests by Status.

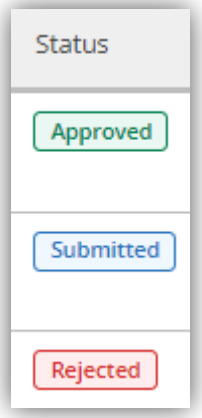


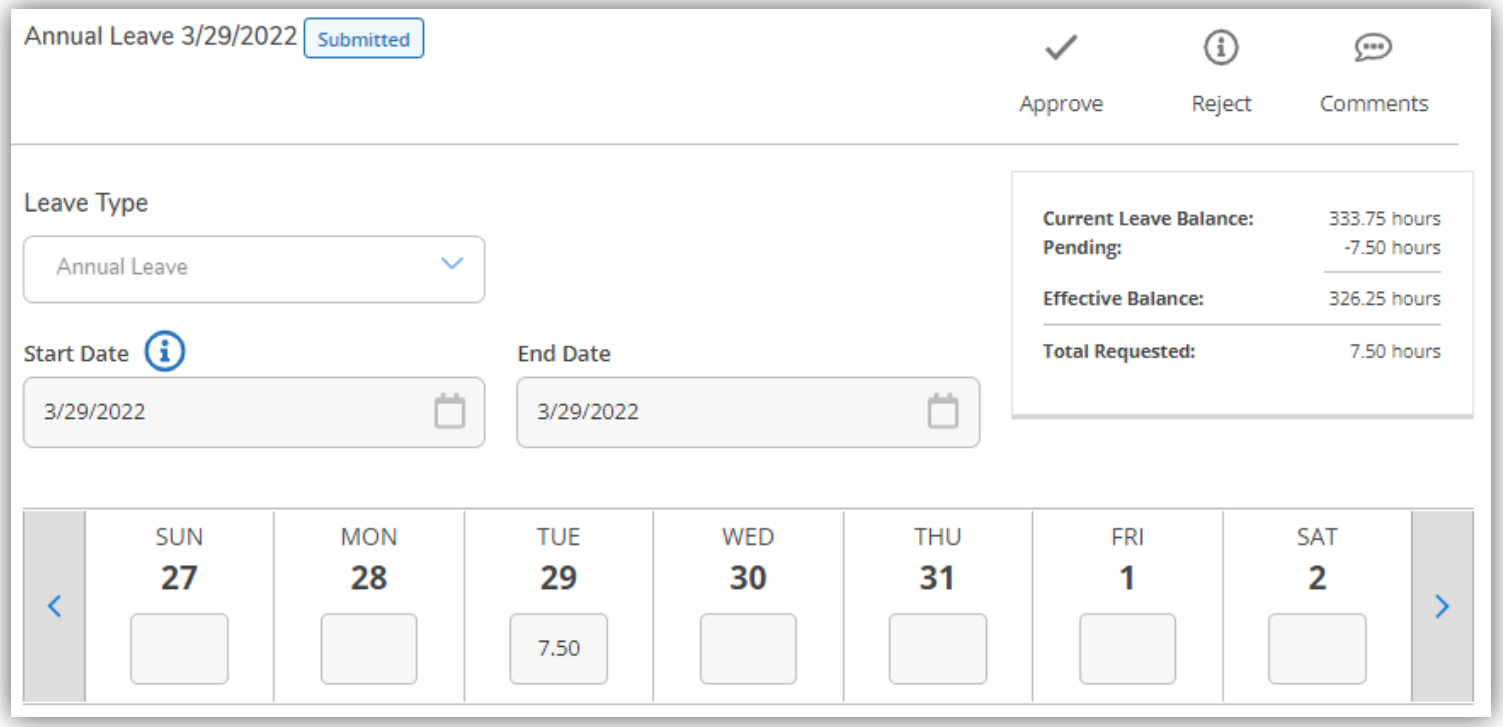


- You can approve or reject a Submitted Leave Request by clicking the Approve or Reject icons or you can detail into the Request using the "…" View icon.

Leave Request Details and Approval/Rejection

- Clicking on the "…" View icon will provide details regarding the employee's Leave Balance, Pending request, and Effective balance.
- Action is needed on the blue "Submitted" requests. Select "Comments" to view any comments included by the employee.
- To Approve: click the check mark and the request status turns green and Approved.
- To Reject: click the Reject icon and enter comment. The Request status turns red and Rejected.



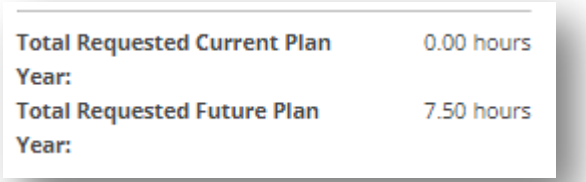


NOTE:
Leave Requests are only visible for 30 days so action to approve or reject must be taken within 30 days of the leave date.

Impact of Leave Approvals/Rejections on Leave Balances and Employee Notifications

Approvals:

- The employee is emailed a Leave Approval Notification from SS_Leave@coastal.edu.
- Approved Leave hours will be immediately deducted from the employee's leave balance including future-dated leave within the calendar year.
- Approved Leave Requests for dates within a subsequent calendar year are held in the Future Plan Year. The hours will be deducted once Payroll rolls over the Leave to the new year.

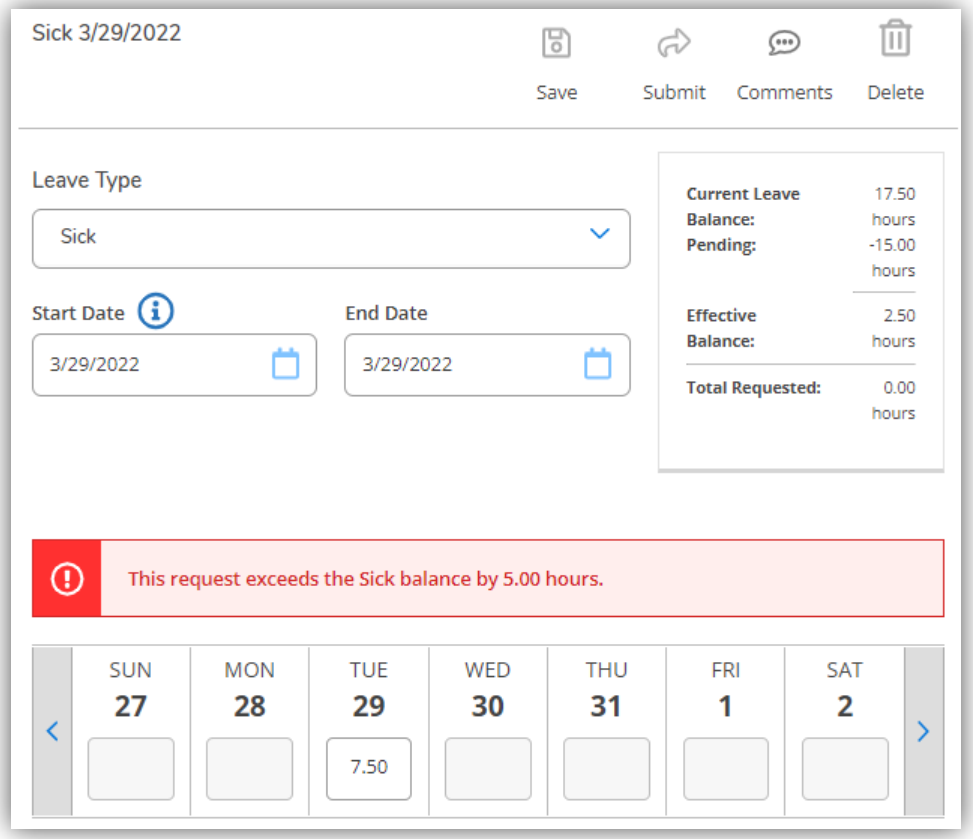


Rejections:

- The employee is emailed a Leave Rejection Notification from SS_Leave@coastal.edu which includes instructions to review the comments.
- Employees can edit and resubmit a Rejected Leave request and resubmit it if needed.
- A rejected leave request will have no impact on the employee's leave balance.
- If a previously approved Leave Request is then rejected, the employee's leave will be credited back.

Leave Balances and Leave Exhaustion

- Approved Leave hours are deducted from an employee's leave bank in the order in 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 in advance. Once approved, the hours will be deducted from the employee's balance leaving 2.5 hours available. If the employee needs to request an unplanned sick day off for yesterday, the employee can only request up to the amount of leave available.
  - In the above example, the employee can request 2.5 hours of sick and request 5 hours of Leave without Pay –OR- the Request for the future dates can be rejected then sick leave for yesterday can be submitted. The rejected days will need to be resubmitted prior to the days off being taken.
- If an employee does not have leave available at the time the hours are used, Leave Without Pay must be submitted so the employee does not get overpaid.



Approving Leave on Supervisor's Behalf

- Only the direct supervisor as noted in the HR/Payroll system will have access to review employee Leave Requests.
- The Alternate Supervisor or "Authorized Processor" will not have access in the Leave portal.
- If someone other than the direct supervisor needs access to the Leave Requests, PROXY access can be granted for a period of time.
- The Proxy Request Form can be found on Payroll's Resources page.
- Both the Supervisor and Proxy will receive **all** email communications. This can not be changed.
- The Supervisor will maintain access through Self-Service Leave Portal even during the period of having a proxy.

Resources can be found on Payroll's Resources Page:
https://www.coastal.edu/payroll/

FAQs

- What if my employee does not take the leave they requested?
  - You can reject the time for the employee. Time can be retroactively updated for up to 30 days in the past. Previously approved time that is then rejected will credit back the hours to the employee's leave balance.
- What if my employee does not have enough leave?
  - The employee will have the option to request a Leave Without Pay. Leave Without Pay requests will be reviewed by Payroll/HR.
- Can supervisors see a history of Leave Requests by employee?
  - Supervisors can view their supervisees' Leave Requests from the past 30 days.
  - If more information is needed, please contact payroll@coastal.edu.

**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