


Monthly Leave Reporting for Timekeepers

1. Access Monthly Leave at: businessops.louisville.edu/leave/timekeepers

2. Log in with UofL ID and password. This should take you directly to the Timekeeper dashboard.



Please Login

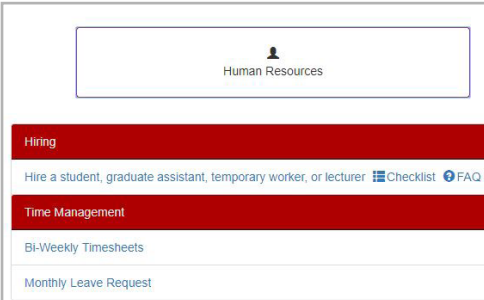
User Name

Password

Cancel Login

a. Alternate Navigation:

If you log in from the main Business Ops portal, you will need to navigate to HR, and select Monthly Leave Requests.



Human Resources

Hiring

Hire a student, graduate assistant, temporary worker, or lecturer Checklist FAQ

Time Management

Bi-Weekly Timesheets

Monthly Leave Request

3. **Running a report:** You will select the month, year and department for which you are wanting to run a report and hit *Get Department List*. You may leave the department with an asterisk and all departments will be listed.



December 2017 * Get Department List

NOTE: Run the report for the month you want to see leave, not the month in which you are reporting. If you are wanting to see leave taken on January you will run the report for January.

4. **Choosing a department:** Next, the tool will give you a drop down list to select the department you would like to view or you can select all departments. Click *View Report* to run the report.



Choose a Department to run View the Report

5. **Reviewing employee leave:** The report will list all employees in the department who have leave to report for the month.

NOTE: If no leave was reported, they will NOT be listed on the report.

Jane Doe		
Vacation	Sick	CSL
7.5	7.25	0
All Confirmed	All Approved	Any FMLA
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Total Leave Hours		
14.75		

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6. What is being reported: Vacation, sick and community service leave are listed across the top section. In the middle of the box *All Confirmed* indicates the employee has confirmed all of their usage for the month. *All Approved* indicates whether the supervisor has approved all time. *Any FMLA* indicates whether any time reported is for Family Medical Leave. A ✓ represents yes and an X represents no.

7. More detail: By clicking on the employee's name, a more detailed box will appear listing the months leave by date, confirmation and approvals.

Requests				
Start Date	End Date	Total Hours	Supervisor Approved	Employee Confirmed
Tue, Dec 12th 2017	Tue, Dec 12th 2017	3.5	✓	✓
Fri, Dec 8th 2017	Fri, Dec 8th 2017	7.5	✓	✓
Wed, Dec 20th 2017	Wed, Dec 20th 2017	3.75	✓	✓

8. Review of leave by day: By clicking on the date, you can review the full detail of the leave request, make edits and add comments.

Requests				
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Fri, Dec 8th 2017	Fri, Dec 8th 2017	7.5	✓	✓
Wed, Dec 20th 2017	Wed, Dec 20th 2017	3.75	✓	✓

9. Editing and Comments: Once you select the date to review two additional boxes will appear. One will allow you to edit the time and will send an alert back to the employee and supervisor.

Dates					
Date	FMLA	Type	Hours	Actions	
Tuesday, December 12th 2017	N	Sick Leave	3.5	Edit	Remove

The second box will allow you to add any comments. You have the ability to edit and comment until the close of PeopleSoft pay line entry.

Comments
No Comments Yet
<input type="text"/>
Add

NOTE: This is a leave capture and reporting tool for monthly staff. Leave in this system will automatically load into PeopleSoft beginning with the October 2019 pay period.