



**FULL-TIME EMPLOYEES**

**WEB-BASED  
LEAVE REPORTING USER GUIDE**

**Spring 2009**

# Leave Reporting User Guide

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## LEAVE REPORTING

The online leave reporting system is part of the FIT Online Information System. The online leave reporting system must be used by all full-time employees to submit a monthly leave report with information on the time that they have taken off. If you did not take any time off during a particular month, you must submit the leave report as is. Employees that are in a supervisory role must use the online leave reporting system to approve the leave reports for employees reporting to them. Leave balances for full-time employees are maintained in the system.

There are two ways to access the leave reporting system:

### From on-campus

Enter MyFit into your web address browser and press enter  
Enter your network username and password, and then click the login button  
Click on the Employee Services tab  
Under Online Information System click on Leave Reports

### From off-campus

Enter <http://insidefit.fitnyc.edu> into your web address browser  
Scroll down to Popular Links at the bottom of this page  
Click on the Attendance link  
Login using your network username and password

Once you access the site, we recommend that you save it to your “Favorites” or “Bookmarks”.

# LEAVE REPORTING

**Login** – On the MyFIT page enter your network username and password and click on the Login button.

**Secure Access Login**  
Please enter your FIT network username and password in the boxes below, and then click the login button.  
When you are finished, please remember to exit and close your browser to protect your privacy.

**FIT Username:**   
(firstname\_lastname)

**Password:**

[Login / Browser problems? - Click here](#)  
or contact IT for FIT customer service at 212-217-HELP(4357).

**Forgot your password?**  
Reset your password to its default (your birth date) by answering one of your security questions.

**Password Security Questions**  
Make sure to set your security questions. If you forget your password, you'll be able to reset it to its default.

**Welcome to MyFIT**  
This site is your gateway to the College's online services. We will be continually building MyFIT to make it the best Web resource possible for our campus community.

**Attention Online Information System Users: You must now login to MyFIT to access web registration, employee information (timesheets), housing, bill payment, grades, financial aid and more.**

**Once logged in, click either the "Student Services", "Employee Services" or the "Faculty Services" tab at the top. From there, click "Click here to enter" in the "Online Resources" channel.**

**Click [here](#) for information regarding the "State University of New York Emergency Alert System".**

**Public Services**

- [General Financial Aid](#)
- [Course Catalog](#)
- [Class Search](#)
- [Login for all other services](#)

**FIT System Status**  
[Check the status of all FIT systems.](#) Normal systems will have a green icon. Down systems will have a red icon, and time of outage will appear in the status column.

Comments or Questions? Contact [MyFIT@fitnyc.edu](mailto:MyFIT@fitnyc.edu).  
Frequently Asked Questions - [MyFIT Portal FAQ Site](#).

Site optimally viewed at 1024 x 768 or higher screen resolution.  
FIT's main Web site is located at [www.fitnyc.edu](http://www.fitnyc.edu).

# LEAVE REPORTING

**Login** – Click on the Employee Services tab and then click on Online Information System.

MyFIT - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://myfit.fitnyc.edu/cp/tag.67e0bae3a585eeec.render.userLayoutRootNode.uP?uP\_root=ro

Most Visited Getting Started Latest Headlines

**MyFIT** Fashion Institute of Technology

JOHN DOE

Welcome  
You are currently logged in.

e-mail calendar groups logout help

January 22, 2009

MyFIT **Employee Services** InsideFIT

**Online Information Systems**

- **Banner INB**  
To use Banner INB and Brio simultaneously please 'right-click' this link then 'left-click' "Open in New Window" or "Open in New Tab". This link is for on-campus use ONLY. It will only work for valid Banner account holders.
- **Hyperion Brio Report Writer**  
To use Brio and Banner INB simultaneously please 'right-click' this link then 'left-click' "Open in New Window" or "Open in New Tab". This link is for on-campus use ONLY. It will only work for valid Brio account holders.

**Online Resources**

**Online Information System**  
Register for courses, search the course catalogue, view grades and transcripts, update your personal information, complete time sheets, pay bills, and access many other administrative services.

**You may also use some of the popular shortcuts below:**

- **Leave Reports**
- **Leave Balances**
- **Approve Time (Supervisors)**
- **Application Status**
- **Bill Payments**
- **View Your Final Grades**
- **Registration**

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Done



## LEAVE REPORTING

**Leave Balances** – On the Employee page, click on Leave Balances. This will bring you to the next screen which lists all of the time banks that you are entitled to. Leave entitlements vary by employee classification, hire date, and years of service.

The screenshot displays the FIT Online Information System interface. At the top left is the FIT logo. The main header reads "Online Information System". Below this is a navigation bar with tabs for "Personal Information", "Student Services & Financial Aid", "Employee" (which is active), and "Main Menu". A search bar is located below the navigation bar, with a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main content area is titled "Employee" and contains a list of links: "Leave Reports", "Request Time Off", "Pay Information" (with a sub-link "Direct deposit allocation, earnings and deductions history, or pay stubs."), "Tax Forms" (with a sub-link "W4 information, W2 Form or T4 Form."), and "Leave Balances". A yellow arrow points to the "Leave Balances" link. At the bottom left of the page, it says "RELEASE: 7.3.1". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION". The browser's taskbar is visible at the very bottom, showing the Internet Explorer icon and the text "Internet".

# LEAVE REPORTING

**Leave Balances** – Your available leave balances will always be as of the date and time that you access this screen. We recommend that you review your leave balances before reporting your time taken. For more information on your yearly time bank accruals see pages 32 – 35.

## Online Information System


Personal Information
Student Services & Financial Aid
Employee
Main Menu

Search  

[RETURN TO MENU](#)
[SITE MAP](#)
[HELP](#)
[EXIT](#)

### Leave Balances

---

 To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

*List of Leave Types*

TYPE of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned as of Feb 26, 2007	Taken as of Feb 26, 2007	Available Balance as of Feb 26, 2007
<a href="#">COMPENSATORY TIME</a>	Days	.00 Nov 13, 2002	.00	.00	.00	.00
<a href="#">DEATH IN FAMILY</a>	Days	.00 Nov 13, 2002	.00	.00	.00	.00
<a href="#">FREE DAYS 2-WINTER</a>	Days	.00 Nov 13, 2002	.00	2.00	2.00	.00
<a href="#">FREE DAYS 2-SPRING</a>	Days	.00 Nov 13, 2002	.00	.00	.00	.00
<a href="#">GRADUATION</a>	Days	.00 Nov 13, 2002	.00	.00	.00	.00
<a href="#">JURY DUTY</a>	Days	.00 Nov 13, 2002	.00	.00	.00	.00
<a href="#">LEAVE OVERUSE</a>	Days	.00 Nov 13, 2002	.00	.00	.00	.00
<a href="#">OPTIONAL DAY - COLUMBUS DAY</a>	Days	.00 Nov 13, 2002	.00	1.00	1.00	.00
<a href="#">OPTIONAL DAY - ELECTION DAY</a>	Days	.00 Nov 13, 2002	.00	1.00	1.00	.00
<a href="#">OPTIONAL DAY - VETERAN'S DAY</a>	Days	.00 Nov 13, 2002	.00	1.00	1.00	.00
<a href="#">OPTIONAL DAY - LINCOLN'S B'DAY</a>	Days	.00 Nov 13, 2002	.00	1.00	.00	1.00
<a href="#">PERSONAL</a>	Days	.00 Nov 13, 2002	.00	5.00	1.43	3.57
<a href="#">SICK HIRED AFTER 3/1/97</a>	Days	.00 Oct 06, 2004	30.79	11.00	1.00	40.79
<a href="#">VACATION</a>	Days	.00 Oct 06, 2004	15.78	11.67	4.29	23.16


RELEASE: 7.0

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## LEAVE REPORTING

**Leave Balances** – On the Leave Balances screen, the ‘Date Available’ column reflects your full-time hire date. For FIT staff employees, the available date for vacation is three months after the hire date. The ‘Available Beginning Balance’ column reflects the time that you carried over from one academic year (September 1 – August 31) to the next. The ‘Earned as of’ column is the time that you have accrued as of the date that you access this screen. The ‘Taken as of’ column reflects the time that you have reported using and has been approved by your supervisor(s). The ‘Available Balance as of...’ column reflects the time that you have available as of the date that you access this screen.

### Leave Balances

 To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.

#### List of Leave Types

TYPE of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned as of Feb 27, 2007	Taken as of Feb 27, 2007	Available Balance as of Feb 27, 2007
<a href="#">COMPENSATORY TIME</a>	Days	.00	Nov 13, 2002	.00	.00	.00	.00
<a href="#">DEATH IN FAMILY</a>	Days	.00	Nov 13, 2002	.00	.00	.00	.00
<a href="#">FREE DAYS 2-WINTER</a>	Days	.00	Nov 13, 2002	.00	2.00	2.00	.00
<a href="#">FREE DAYS 2-SPRING</a>	Days	.00	Nov 13, 2002	.00	.00	.00	.00
<a href="#">GRADUATION</a>	Days	.00	Nov 13, 2002	.00	.00	.00	.00
<a href="#">JURY DUTY</a>	Days	.00	Nov 13, 2002	.00	.00	.00	.00
<a href="#">LEAVE OVERUSE</a>	Days	.00	Nov 13, 2002	.00	.00	.00	.00
<a href="#">OPTIONAL DAY - COLUMBUS DAY</a>	Days	.00	Nov 13, 2002	.00	1.00	1.00	.00
<a href="#">OPTIONAL DAY - ELECTION DAY</a>	Days	.00	Nov 13, 2002	.00	1.00	1.00	.00
<a href="#">OPTIONAL DAY - VETERAN'S DAY</a>	Days	.00	Nov 13, 2002	.00	1.00	1.00	.00
<a href="#">OPTIONAL DAY - LINCOLN'S B'DAY</a>	Days	.00	Nov 13, 2002	.00	1.00	.00	1.00
<a href="#">PERSONAL</a>	Days	.00	Nov 13, 2002	.00	5.00	1.43	3.57
<a href="#">SICK HIRED AFTER 3/1/97</a>	Days	.00	Oct 06, 2004	30.79	11.00	1.00	40.79
<a href="#">VACATION</a>	Days	.00	Oct 06, 2004	15.78	11.67	4.29	23.16

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## LEAVE REPORTING

**Leave Balances** – You can drill down on a particular leave type to get details of your accruals and your reported usage for each leave type listed. Click on a leave type, for example, “Vacation”. This will bring you to the “Leave Detail” screen which gives you information for one academic year at a time. To view a previous year, click on “Previous Year”. To return to the main menu, click on the “Return to Menu” link at the top-right hand side of the screen.

Personal Information Student Services & Financial Aid **Employee** Main Menu

Search  Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Leave Detail

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**VACATION**

Leave Accrual and Usage from Sep 16, 2006 to Sep 15, 2007

Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours or Days Earned	Taken
REGULAR SEMI-MONTHLY	Feb 16, 2007	Feb 01, 2007	Feb 15, 2007	Days 2.08	.00
REGULAR SEMI-MONTHLY	Jan 16, 2007	Jan 01, 2007	Jan 15, 2007	Days 2.08	.00
REGULAR SEMI-MONTHLY	Dec 15, 2006	Dec 01, 2006	Dec 15, 2006	Days 2.08	.00
REGULAR SEMI-MONTHLY	Nov 16, 2006	Nov 01, 2006	Nov 15, 2006	Days 2.08	.00
REGULAR SEMI-MONTHLY	Oct 16, 2006	Oct 01, 2006	Oct 15, 2006	Days 1.67	.00

Leave Report Usage from Sep 16, 2006 to Sep 15, 2007

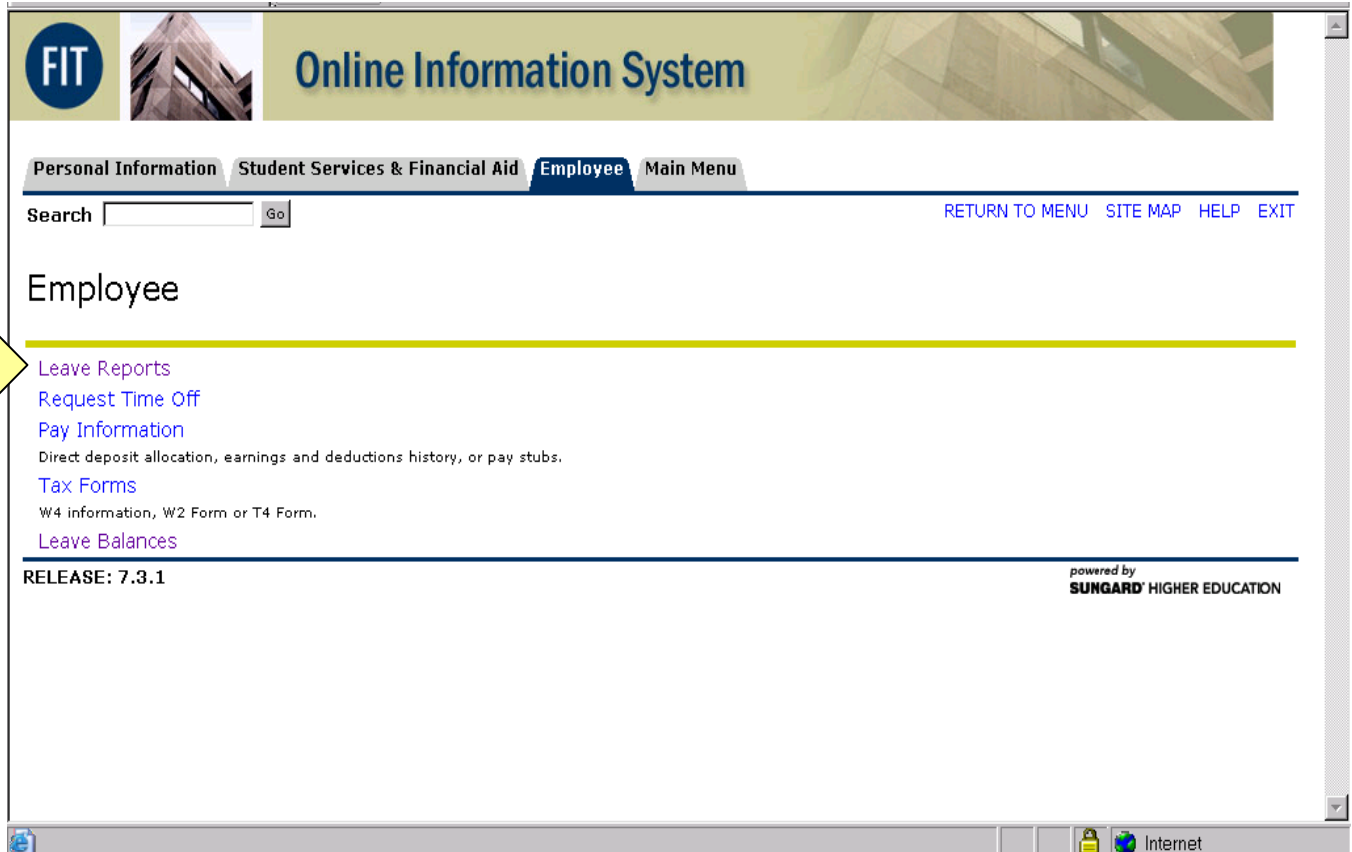
Leave Report Type	Date Paid	Leave Period Begin Date	Leave Period End Date	Hours or Days Taken
Leave Reporting Calendar	Sep 30, 2006	Sep 01, 2006	Sep 30, 2006	Days 1.00
Leave Reporting Calendar	Oct 31, 2006	Oct 01, 2006	Oct 31, 2006	Days .29
Leave Reporting Calendar	Nov 30, 2006	Nov 01, 2006	Nov 30, 2006	Days 1.00
Leave Reporting Calendar	Dec 31, 2006	Dec 01, 2006	Dec 31, 2006	Days 2.00

[Previous Year](#) [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Leave By Job

## LEAVE REPORTING

On the Employee menu, click on “Leave Reports”.



The screenshot shows the FIT Online Information System interface. At the top left is the FIT logo. The main header reads "Online Information System". Below this is a navigation menu with tabs for "Personal Information", "Student Services & Financial Aid", "Employee", and "Main Menu". The "Employee" tab is selected. A search bar with a "Go" button is present, along with links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The "Employee" section is titled "Employee" and contains a list of links: "Leave Reports", "Request Time Off", "Pay Information", "Tax Forms", and "Leave Balances". A yellow arrow points to the "Leave Reports" link. Below the links, it says "RELEASE: 7.3.1" and "powered by SUNGARD HIGHER EDUCATION". The bottom of the screen shows a taskbar with an Internet icon.

## LEAVE REPORTING

**Leave Report Selection** – On the following screen you will see your title, position number, department, and department number listed. Please contact the Office of Human Resources with inquiries regarding this information.

If you are an employee that has changed positions, you will find a second choice for your new position listed above your previous position. To select the month or leave report period for which you are reporting your time, click on the drop down arrow.

**FIT** Online Information System

Personal Information Student Services & Financial Aid **Employee** Main Menu

Search  Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Leave Report Selection

Title and Department	My Choice Leave Report Period and Status
TIME AND ATTENDANCE COORD., 000744-03 HUMAN RESOURCES, 950	Feb 01, 2007 to Feb 28, 2007 Not Started
HUMAN RESOURCE ASSOCIATE, 000694-03 HUMAN RESOURCES, 950	Apr 01, 2006 to Apr 30, 2006 Completed
	May 01, 2006 to May 31, 2006 Completed
	Jun 01, 2006 to Jun 30, 2006 Completed
	Jul 01, 2006 to Jul 31, 2006 Completed
	Aug 01, 2006 to Aug 31, 2006 Completed
	Sep 01, 2006 to Sep 30, 2006 Completed
	Oct 01, 2006 to Oct 31, 2006 Completed
	Nov 01, 2006 to Nov 30, 2006 Completed
	Dec 01, 2006 to Dec 31, 2006 Completed
	Jan 01, 2007 to Jan 31, 2007 In Progress
	Feb 01, 2007 to Feb 28, 2007 Not Started

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## LEAVE REPORTING

**Leave Report Selection** – The drop down menu contains all of the months or leave periods, beginning with your hire date, for which you must report time used. Next to each leave period is the status of the leave report. The following are the different leave report statuses and what each means:

**Completed** – you have submitted your leave report and it has been approved by your supervisor(s).

**Pending** – you have submitted your leave report and it is pending approval by one or all of your supervisors.

**In Progress** – you have accessed your leave report but you have yet to submit it.

**Not Started** – you have not accessed your leave report.

The screenshot displays the FIT Online Information System interface. At the top left is the FIT logo and a building image. The main header reads "Online Information System". Below this is a navigation bar with tabs for "Personal Information", "Student Services & Financial Aid", "Employee" (which is highlighted), and "Main Menu". A search bar with a "Go" button is on the left, and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are on the right. The main content area is titled "Leave Report Selection". It features a table with three columns: "Title and Department", "My Choice", and "Leave Report Period and Status". The table lists two entries for "HUMAN RESOURCES, 950". The first entry has a "My Choice" of "Feb 01, 2007 to Feb 28, 2007 Not Started" and a dropdown menu showing various leave periods from 2006 to 2007. The second entry has a "My Choice" of "Apr 01, 2006 to Apr 30, 2006 Completed". A "Leave Report" button is located below the table. At the bottom left, it says "RELEASE: 7.0", and at the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

Title and Department	My Choice	Leave Report Period and Status
TIME AND ATTENDANCE COORD., 000744-03 HUMAN RESOURCES, 950	Feb 01, 2007 to Feb 28, 2007 Not Started	Feb 01, 2007 to Feb 28, 2007 Not Started Apr 01, 2006 to Apr 30, 2006 Completed May 01, 2006 to May 31, 2006 Completed Jun 01, 2006 to Jun 30, 2006 Completed Jul 01, 2006 to Jul 31, 2006 Completed Aug 01, 2006 to Aug 31, 2006 Completed Sep 01, 2006 to Sep 30, 2006 Completed Oct 01, 2006 to Oct 31, 2006 Completed Nov 01, 2006 to Nov 30, 2006 Completed Dec 01, 2006 to Dec 31, 2006 Completed Jan 01, 2007 to Jan 31, 2007 In Progress Feb 01, 2007 to Feb 28, 2007 Not Started
HUMAN RESOURCE ASSOCIATE, 000694-03 HUMAN RESOURCES, 950	Apr 01, 2006 to Apr 30, 2006 Completed	

# LEAVE REPORTING

**Leave Report Selection** – Select the month that you are reporting your time for and click on “Leave Report”.

The screenshot shows the FIT Online Information System interface. At the top left is the FIT logo. The main header reads "Online Information System". Below the header are navigation tabs: "Personal Information", "Student Services & Financial Aid", "Employee" (which is highlighted), and "Main Menu". A search bar is located below the tabs, with a "Go" button. To the right of the search bar are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT".

The main content area is titled "Leave Report Selection". Below this title is a table with three columns: "Title and Department", "My Choice", and "Leave Report Period and Status".

Title and Department	My Choice	Leave Report Period and Status
TIME AND ATTENDANCE COORD., 000744-03 HUMAN RESOURCES, 950	<input checked="" type="radio"/>	Feb 01, 2007 to Feb 28, 2007 In Progress
HUMAN RESOURCE ASSOCIATE, 000694-03 HUMAN RESOURCES, 950	<input type="radio"/>	Oct 01, 2004 to Oct 31, 2004 Completed

Below the table is a "Leave Report" button, which is highlighted with a yellow arrow pointing to it from the right.

At the bottom left of the page, it says "RELEASE: 7.0". At the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

The browser's status bar at the bottom shows "Done" and "Internet".

# LEAVE REPORTING

**Time and Leave Reporting** – To enter time that you have taken, follow across on the leave type that you are charging this time to. Click on “Enter Days” under the date that you were out.

Time and Leave Reporting - Microsoft Internet Explorer

Address: https://webregsvr.cc.fitsuny.edu/pls/prodssb/bwpkteis.P\_SelectTimeSheetDriver

Personal Information Student Services & Financial Aid **Employee** Main Menu

Search [ ] Go RETURN TO MENU SITE MAP HELP EXIT

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

Title and Number: TIME AND ATTENDANCE COORD. -- 000744-03  
 Department and Number: HUMAN RESOURCES -- 950  
 Leave Report Period: Feb 01, 2007 to Feb 28, 2007  
 Submit By Date: May 01, 2007 by

Earning	Total Days	Total Units	Thursday Feb 01, 2007	Friday Feb 02, 2007	Saturday Feb 03, 2007	Sunday Feb 04, 2007	Monday Feb 05, 2007	Tuesday Feb 06, 2007	Wednesday Feb 07, 2007
SICK HIRED AFTER 3/1/97	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
PERSONAL	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter		
VACATION	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter		
OPTIONAL DAY-COLUMBUS	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter		
OPTIONAL DAY-ELECTION	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter		
OPTIONAL DAY-VETERANS	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter		
OPTIONAL DAY- LINCOLN'S B'DAY	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter		
2 FREE DAYS-WINTER	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter		
2 FREE DAYS-SPRING	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter		
GRADUATION	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
DEATH IN FAMILY	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
JURY DUTY	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
COMPENSATORY TIME	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
LEAVE OVERUSE	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
<b>Total Days:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Example: The arrow indicates that this employee will report using vacation time on Friday, February 2<sup>nd</sup>.

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:

RELEASE: 7.2.1.1

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# LEAVE REPORTING

**Time and Leave Reporting** – After you click on “Enter Days”, you will be brought to the following screen. In the ‘Days’ field, enter “1” and click “Save”. To enter time off for part of a day (hours), refer to the deduction schedule for your employee classification on pages 36 – 41.

If you entered time for the wrong leave type or, under the wrong date, click on the time that you want to delete. You will be brought to the screen below. Delete the number that you entered from the ‘Days’ field and click on “Save”.

Personal Information   Student Services & Financial Aid   **Employee**   Main Menu
RETURN TO MENU   SITE MAP   HELP   EXIT

Search

## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

**Title and Number:** TIME AND ATTENDANCE COORD. -- 000744-03  
**Department and Number:** HUMAN RESOURCES -- 950  
**Leave Report Period:** Feb 01, 2007 to Feb 28, 2007  
**Submit By Date:** May 01, 2007 by  
**Earning:** VACATION  
**Date:** Feb 02, 2007  
**Days:**

Earning	Total Days	Total Units	Thursday Feb 01, 2007	Friday Feb 02, 2007	Saturday Feb 03, 2007	Sunday Feb 04, 2007	Monday Feb 05, 2007	Tuesday Feb 06, 2007	Wednesday Feb 07, 2007
SICK HIRED AFTER 3/1/97	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
PERSONAL	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
VACATION	1		Enter Days	1	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
OPTIONAL DAY-COLUMBUS	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
OPTIONAL DAY-ELECTION	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
OPTIONAL DAY-VETERANS	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
OPTIONAL DAY- LINCOLN'S B'DAY	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
2 FREE DAYS-WINTER	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
2 FREE DAYS-SPRING	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
GRADUATION	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
DEATH IN FAMILY	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
JURY DUTY	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
COMPENSATORY TIME	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
LEAVE OVERUSE	0		Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
<b>Total Days:</b>	1		0	1	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:

RELEASE: 7.2.1.1 powered by **SUNGARD** HIGHER EDUCATION


## LEAVE REPORTING

**Time and Leave Reporting – Copy** – The “Copy” feature may be used to report the same amount of time that you have used for more than one day and, which you are charging to the same leave type.

Click on “Enter Days” for the first date that you were out. You will be brought to the same screen as in the previous page. In the ‘Days’ field, enter “1” and click “Save”. Then click “Copy”.

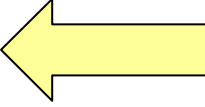
### Time and Leave Reporting

---


 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Leave Report**

Title and Number: TIME AND ATTENDANCE COORD. -- 000744-03  
 Department and Number: HUMAN RESOURCES -- 950  
 Leave Report Period: Feb 01, 2007 to Feb 28, 2007  
 Submit By Date: May 01, 2007 by  
 Earning: VACATION  
 Date: Feb 05, 2007  
 Days:





Earning	Total Days	Total Units	Thursday Feb 01, 2007	Friday Feb 02, 2007	Saturday Feb 03, 2007	Sunday Feb 04, 2007	Monday Feb 05, 2007	Tuesday Feb 06, 2007	Wednesday Feb 07, 2007
SICK HIRED AFTER 3/1/97	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
PERSONAL	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
VACATION	1		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	1	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY-COLUMBUS	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY-ELECTION	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY-VETERANS	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY-LINCOLN'S	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>

 Internet

## LEAVE REPORTING

**Time and Leave Reporting – Copy** – You will be brought to the following screen which displays the whole month. If you are reporting being out on vacation the week of February 5<sup>th</sup>, for example, click the boxes under each date that you were out. In order to use this feature, you must be charging the same leave type. Once you have checked-off all of the boxes for the dates that you were out, click “Copy”. Click on “Leave Report” to return to the Time and Leave Reporting menu.



Personal Information Student Services & Financial Aid **Employee** Main Menu

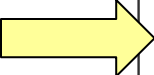
Search  Go [SITE MAP](#) [HELP](#) [EXIT](#)

### Copy

**i** Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Leave Code: VACATION, Shift 1  
Date and leave time to copy: Feb 05, 2007, 1 Days  
Copy from date displayed to end of the leave period:   
Include Saturdays:   
Include Sundays:   
Copy by date:

Thursday Feb 01, 2007	Friday Feb 02, 2007	Saturday Feb 03, 2007	Sunday Feb 04, 2007	Monday Feb 05, 2007	Tuesday Feb 06, 2007	Wednesday Feb 07, 2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday Feb 08, 2007	Friday Feb 09, 2007	Saturday Feb 10, 2007	Sunday Feb 11, 2007	Monday Feb 12, 2007	Tuesday Feb 13, 2007	Wednesday Feb 14, 2007
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday Feb 15, 2007	Friday Feb 16, 2007	Saturday Feb 17, 2007	Sunday Feb 18, 2007	Monday Feb 19, 2007	Tuesday Feb 20, 2007	Wednesday Feb 21, 2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday Feb 22, 2007	Friday Feb 23, 2007	Saturday Feb 24, 2007	Sunday Feb 25, 2007	Monday Feb 26, 2007	Tuesday Feb 27, 2007	Wednesday Feb 28, 2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>




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# LEAVE REPORTING

**Time and Leave Reporting – Position Selection** – At the bottom of this screen there are several links. The first link, “Position Selection”, will bring you to the Leave Report Selection menu.

## Time and Leave Reporting

 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

### Leave Report

**Title and Number:** TIME AND ATTENDANCE COORD. -- 000744-03  
**Department and Number:** HUMAN RESOURCES -- 950  
**Leave Report Period:** Feb 01, 2007 to Feb 28, 2007  
**Submit By Date:** May 01, 2007 by  
**Earning:** VACATION  
**Date:** Feb 02, 2007  
**Days:**

Earning	Total Days	Total Units	Thursday Feb 01, 2007	Friday Feb 02, 2007	Saturday Feb 03, 2007	Sunday Feb 04, 2007	Monday Feb 05, 2007	Tuesday Feb 06, 2007	Wednesday Feb 07, 2007
SICK HIRED AFTER 3/1/97	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
PERSONAL	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
VACATION	1		<a href="#">Enter Days</a>	1	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY-COLUMBUS	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY-ELECTION	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY-VETERANS	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY- LINCOLN'S B'DAY	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
2 FREE DAYS-WINTER	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
2 FREE DAYS-SPRING	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
GRADUATION	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
DEATH IN FAMILY	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
JURY DUTY	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
COMPENSATION TIME	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
LEAVE OVER	0		<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
<b>Total Days</b>	1		0	1	0	0	0	0	0
<b>Total Units</b>		0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

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## LEAVE REPORTING

**Time and Leave Reporting – Comments** – The “Comments” feature allows you to record a comment on each leave report. This feature must be used to record your comment if you used time off to attend approved College Business. For additional information on College Business, please refer to page 32.

2 FREE DAYS-WINTER	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
2 FREE DAYS-SPRING	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
GRADUATION	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
DEATH IN FAMILY	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
JURY DUTY	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
COMPENSATORY TIME	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
LEAVE OVERUSE	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
<b>Total Days:</b>	5	0	0	0	0	1	1	1	
<b>Total Units:</b>	0	0	0	0	0	0	0	0	

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:

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### Online Information System

Personal Information
Student Services & Financial Aid
Employee
Main Menu

Search   SITE MAP HELP EXIT

## Comments

---

Enter or edit comments until you submit the record for approval.

Made By: You  
 Comment Date: Feb 28, 2007

Enter or Edit Comment:

Attended conference on February 22<sup>nd</sup> and 23<sup>rd</sup>.

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# LEAVE REPORTING

**Time and Leave Reporting – Comments** – Once you have entered your comment, click on “Save” and then click on “Previous Menu”.

**FIT** Online Information System

Personal Information Student Services & Financial Aid **Employee** Main Menu

Search  Go [SITE MAP](#) [HELP](#) [EXIT](#)

## Comments

Enter or edit comments until you submit the record for approval.

Made By: You  
Comment Date: Feb 28, 2007  
Enter or Edit Comment: Attended conference on February 22<sup>nd</sup> and 23<sup>rd</sup>.

Save Previous Menu

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## LEAVE REPORTING

**Time and Leave Reporting – Preview** – The “Preview” feature will bring you to the ‘Summary of Reported Time’ screen below. This screen gives you a preview of your time usage report for the whole month. This is ideal for double-checking that the time usage you have reported is correct before submitting your leave report.

GRADUATION	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
DEATH IN FAMILY	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
JURY DUTY	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
COMPENSATORY TIME	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
LEAVE OVERUSE	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
<b>Total Days:</b>	5	0	0	0	0	1	1	1	1
<b>Total Units:</b>		0	0	0	0	0	0	0	0

Position Selection   Comments   **Preview**   Submit for Approval   Restart   Next

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:

---

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### Online Information System

Personal Information   Student Services & Financial Aid   **Employee**   Main Menu
SITE MAP   HELP   EXIT

Search

## Summary of Reported Time

---

Set your printer layout to Landscape before printing.

JOHANNY TAVARES  
TIME AND ATTENDANCE COORD., 000744-03
HUMAN RESOURCES, 950

**Leave Report**

Earning Code	Total Days	Total Units	Thursday, Feb 01, 2007	Friday, Feb 02, 2007	Saturday, Feb 03, 2007	Sunday, Feb 04, 2007	Monday, Feb 05, 2007	Tuesday, Feb 06, 2007	Wednesday, Feb 07, 2007	Thursday, Feb 08, 2007	Friday, Feb 09, 2007	Saturday, Feb 10, 2007	Sunday, Feb 11, 2007	Mor Feb 200
VACATION	5							1	1	1	1	1		
<b>Total</b>	5							1	1	1	1	1		
<b>Days:</b>														
<b>Total Units:</b>		0												

## LEAVE REPORTING

**Time and Leave Reporting – Submit for Approval** – Once you have entered all pertinent information on your leave report, click on “Submit for Approval”. Please note that you are required to submit a leave report for each month. If you did not take any time off during a particular month, you must submit the leave report as is.

ALL MONTHLY LEAVE REPORTS MUST BE SUBMITTED DURING THE FIRST WEEK OF THE FOLLOWING MONTH.

GRADUATION	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
DEATH IN FAMILY	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
JURY DUTY	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
COMPENSATORY TIME	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
LEAVE OVERUSE	0	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days	Enter Days
<b>Total Days:</b>	5	0	0	0	0	1	1	1	1
<b>Total Units:</b>	0	0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 7.2.1.1

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## LEAVE REPORTING

**Time and Leave Reporting – Certification** – After you click on “Submit for Approval” the system will prompt you to enter your network password. By doing so, you are certifying that the leave report information you are submitting is accurate. After you have entered your network password, click “Submit”.

The screenshot shows the FIT Online Information System interface. At the top left is the FIT logo. The main header is "Online Information System". Below the header is a navigation menu with tabs for "Personal Information", "Student Services & Financial Aid", "Employee" (which is highlighted), and "Main Menu". A search bar with a "Go" button is on the left, and links for "SITE MAP", "HELP", and "EXIT" are on the right. The main content area is titled "Certification" and contains a certification statement: "I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my username and password." Below this is a prompt: "Enter your **network password** and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page." There is a "Password:" label followed by a text input field containing six asterisks. A "Submit" button is located below the password field, with a yellow arrow pointing to it from the left. At the bottom left, it says "RELEASE: 7.3" and at the bottom right, it says "powered by SUNGARD HIGHER EDUCATION".

**FIT** Online Information System

Personal Information Student Services & Financial Aid **Employee** Main Menu

Search  Go [SITE MAP](#) [HELP](#) [EXIT](#)

### Certification

**i** I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my username and password.

Enter your **network password** and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.



Password:

Submit

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# LEAVE REPORTING

**Time and Leave Reporting** – Double-check that you get the message below next to the yellow triangle. Also, at the bottom of the page, double-check that your leave report is “Waiting for Approval From”: your supervisor’s name.






Online Information System

Personal Information
Student Services & Financial Aid
Employee
Main Menu

Search   RETURN TO MENU SITE MAP HELP EXIT

## Time and Leave Reporting

 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.



**Your leave report was submitted successfully.**

*Leave Report*

**Title and Number:** TIME AND ATTENDANCE COORD. -- 000744-03

**Department and Number:** HUMAN RESOURCES -- 950

**Leave Report Period:** Feb 01, 2007 to Feb 28, 2007

**Submit By Date:** May 01, 2007 by

Earning	Total Total Days	Thursday Feb 01, 2007	Friday Feb 02, 2007	Saturday Feb 03, 2007	Sunday Feb 04, 2007	Monday Feb 05, 2007	Tuesday Feb 06, 2007	Wednesday Feb 07, 2007
SICK HIRED AFTER 3/1/97	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
PERSONAL	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
VACATION	5	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	1	1
OPTIONAL DAY-COLUMBUS	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY-ELECTION	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY-VETERANS	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
OPTIONAL DAY- LINCOLN'S B'DAY	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
2 FREE DAYS-WINTER	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
2 FREE DAYS-SPRING	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
GRADUATION	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
DEATH IN FAMILY	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
JURY DUTY	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
COMPENSATORY TIME	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
LEAVE OVERUSE	0	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>	<a href="#">Enter Days</a>
<b>Total Days:</b>	5	0	0	0	0	0	1	1
<b>Total Units:</b>		0	0	0	0	0	0	0

Position Selection
Comments
Preview
Next

**Submitted for Approval By:** You on Feb 28, 2007

**Approved By:** **JANE DOE**

**Waiting for Approval From:**

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## LEAVE REPORTING AND APPROVAL FOR SUPERVISORS

Supervisors are responsible for encouraging their employees to submit their monthly leave reports in a timely manner. Supervisors must take action(s) to complete their employee's monthly leave reports.

**Time Reporting Selection** – After clicking on “Employee”, supervisors will be brought to the “Selection Criteria” menu below. To report your time usage, select “Access My Leave Report” by clicking on the circle on the right. To approve the leave reports, of employees that report to you, select “Approve or Acknowledge Time” by clicking on the circle to the right. Click “Select”.

The screenshot shows the FIT Online Information System interface. At the top, there is a header with the FIT logo and the text "Online Information System". Below the header, there are navigation tabs: "Personal Information", "Student Services & Financial Aid", "Employee" (which is highlighted), and "Main Menu". A search bar is located below the tabs, with a "Go" button. To the right of the search bar, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT".

The main content area displays "Leave Reports (Note: Contact Human Resources with any web-attendance questions.)" in red text. Below this, there is a horizontal yellow line. Underneath the line, the "Selection Criteria" section is visible. It includes a "My Choice" header and several options:

- Access my Time Sheet:
- Access my Leave Report:  (indicated by a yellow arrow pointing to the right)
- Access my Leave Request:
- Approve or Acknowledge Time:  (indicated by a yellow arrow pointing to the left)
- Act as Proxy:
- Act as Superuser:

At the bottom of the Selection Criteria section, there is a "Select" button. The browser's address bar at the bottom shows "Done" and "Internet".

# LEAVE APPROVAL

**Approver Selection** – Select “Leave Report” by clicking on the second circle. Click on the drop down arrow to view the months or leave period for which your employees have submitted a leave report. If you find that a month is missing, this is an indication that none of your employees have submitted a leave report for that month. Once you have selected a month or leave period from the drop-down box, choose how you want the records sorted and, click “Select”.

**FIT Online Information System**

Personal Information Student Services & Financial Aid **Employee** Main Menu

Search  Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Approver Selection

---

### Time Sheet

Department and Description	My Choice	Pay Period
950, HUMAN RESOURCES	<input type="radio"/>	PT, Jun 01, 2006 to Jun 15, 2006

### Leave Report

Department and Description	My Choice	Leave Period
950, HUMAN RESOURCES	<input checked="" type="radio"/>	LR, Mar 01, 2006 to Mar 31, 2006
		LR, Mar 01, 2006 to Mar 31, 2006
		LR, Apr 01, 2006 to Apr 30, 2006
		LR, May 01, 2006 to May 31, 2006
		LR, Jun 01, 2006 to Jun 30, 2006

### Sort Order

**My Choice**

Sort employees' records by Status then by Name:

Sort employees' records by Name:

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# LEAVE APPROVAL

**Department Summary** – The Department Summary screen shows you the leave report status for your employees. Leave reports with a ‘Pending’ status require that you take an action. To approve a pending leave report, click on the “Employee Name” which is a link to the employee’s “Employee Detail” screen. The “Employee Detail” screen will have the employee’s available leave balances which must be checked before approving any reported time taken.

**Department Summary**

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

Department: 950, HUMAN RESOURCES  
 Leave Period: Jun 01, 2006 to Jun 30, 2006  
 Act as Proxy: Not Applicable  
 Leave Period Leave Entry Status: Closed as of Sep 22, 2006

Select New Department    Select All, Approve or FYI    Reset    Save

Pending									
ID	Name and Position	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
@000	<a href="#">JOHN DOE</a> 000744 - 03	Approve	5.00	.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Change Leave Record</a> <a href="#">Leave Balance</a>

In Progress					
ID	Name and Position	Total Days	Total Hours	Total Units	Other Information
@000			.00	.00	.00 <a href="#">Leave Balance</a>
@000			.00	.00	.00 <a href="#">Leave Balance</a>

Not Started		
ID	Name and Position	Other Information
@000		
@000		

# LEAVE APPROVAL

**Employee Details** – On this screen, review the dates and time taken and the available leave balances. If the information is correct and the employee has sufficient time to take, click on “Approve”. If it is not correct, enter a comment to your employee by clicking on “Comment” and then, click on “Return for Correction”.

Online Information System

Personal Information
Student Services & Financial Aid
Employee
Main Menu

Go
SITE MAP HELP EXIT

## Employee Details

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

**Employee ID and Name:** @00C **JOHN DOE**

**Title:** 000744-03 TIME AND ATTENDANCE COORD.

**Department and Description:** 950 HUMAN RESOURCES

**Transaction Status:** Pending

Previous Menu
Approve
Return for Correction
Change Record
Delete
Add Comment
Next

[Leave Balances](#) | [Routing Queue](#)

### Leave Report

Earnings	Total Total Days Units	Thursday , Jun 01, 2006	Friday , Jun 02, 2006	Saturday , Jun 03, 2006	Sunday , Jun 04, 2006	Monday , Jun 05, 2006	Tuesday , Jun 06, 2006	Wednesday , Jun 07, 2006	Thursday , Jun 08, 2006	Friday , Jun 09, 2006	Saturday , Jun 10, 2006	Sunday , Jun 11, 2006	Mor Jun 200
VACATION	5					1	1	1	1	1			
<b>Total Days:</b>	5					1	1	1	1	1			
<b>Total Units:</b>	0												

### Leave Balances as of Mar 01, 2007

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
COMPENSATORY TIME	Days	0	Nov 13, 2002	0	0	0	0
DEATH IN FAMILY	Days	0	Nov 13, 2002	0	0	0	0
FREE DAYS 2-WINTER	Days	0	Nov 13, 2002	0	2	2	0
FREE DAYS 2-SPRING	Days	0	Nov 13, 2002	0	2	0	2
GRADUATION	Days	0	Nov 13, 2002	0	0	0	0
JURY DUTY	Days	0	Nov 13, 2002	0	0	0	0
LEAVE OVERUSE	Days	0	Nov 13, 2002	0	0	0	0
OPTIONAL DAY - COLUMBUS DAY	Days	0	Nov 13, 2002	0	1	1	0
OPTIONAL DAY - ELECTION DAY	Days	0	Nov 13, 2002	0	1	1	0
OPTIONAL DAY - VETERAN'S DAY	Days	0	Nov 13, 2002	0	1	1	0
OPTIONAL DAY - LINCOLN'S B'DAY	Days	0	Nov 13, 2002	0	1	1	0
PERSONAL	Days	0	Nov 13, 2002	0	5	2.86	2.14
DO NOT USE	Days	0	Nov 13, 2002	0	0	0	0
SICK HIRED AFTER 3/1/97	Days	0	Oct 06, 2004	24.59	11	5.65	29.94
VACATION	Days	0	Oct 06, 2004	14.57	15	6.36	23.21

### Routing Queue

Name	Action and Date
<b>JOHN DOE</b>	Originated Mar 01, 2007 10:30 am
<b>JOHN DOE</b>	Submitted Mar 01, 2007 10:30 am
<b>JANE SMITH (Mandatory)</b>	Pending


Previous Menu
Approve
Return for Correction
Change Record
Delete
Add Comment
Next


[Leave Report](#) | [Leave Balances](#) | [Routing Queue](#)

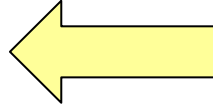
RELEASE: 7.0
powered by **SUNGARD** SCT HIGHER EDUCATION

**Employee Details** – After you approve the leave report, the employee’s “taken” balance is adjusted to reflect the time charged. Double-check that you receive the message below, next to the yellow triangle

## Employee Details

 To select the next or previous employee (if applicable), click either [Next](#) or [Previous](#).

 **Time transaction successfully approved.**



**Employee ID and Name:** @000: **JOHN DOE** **Department and Description:** 950 HUMAN RESOURCES  
**Title:** 000744-03 TIME AND ATTENDANCE COORD. **Transaction Status:** Completed

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### Leave Report

Earnings	Total Total Days Units	Thursday, Jun 01, 2006	Friday, Jun 02, 2006	Saturday, Jun 03, 2006	Sunday, Jun 04, 2006	Monday, Jun 05, 2006	Tuesday, Jun 06, 2006	Wednesday, Jun 07, 2006	Thursday, Jun 08, 2006	Friday, Jun 09, 2006	Saturday, Jun 10, 2006	Sunday, Jun 11, 2006	Mor Jun 200
VACATION	5					1	1	1	1	1			
<b>Total Days:</b>	5					1	1	1	1	1			
<b>Total Units:</b>	0												

### Leave Updated for VACATION

Leave Code	Posted Days	
VACATION		5.00
<b>Total:</b>		5.00

### Leave Balances as of Mar 01, 2007

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
COMPENSATORY TIME	Days	0	Nov 13, 2002	0	0	0	0
DEATH IN FAMILY	Days	0	Nov 13, 2002	0	0	0	0
FREE DAYS 2-WINTER	Days	0	Nov 13, 2002	0	2	2	0
FREE DAYS 2-SPRING	Days	0	Nov 13, 2002	0	2	0	2
GRADUATION	Days	0	Nov 13, 2002	0	0	0	0
JURY DUTY	Days	0	Nov 13, 2002	0	0	0	0
LEAVE OVERUSE	Days	0	Nov 13, 2002	0	0	0	0
OPTIONAL DAY - COLUMBUS DAY	Days	0	Nov 13, 2002	0	1	1	0
OPTIONAL DAY - ELECTION DAY	Days	0	Nov 13, 2002	0	1	1	0
OPTIONAL DAY - VETERAN'S DAY	Days	0	Nov 13, 2002	0	1	1	0
OPTIONAL DAY - LINCOLN'S B'DAY	Days	0	Nov 13, 2002	0	1	1	0
PERSONAL	Days	0	Nov 13, 2002	0	5	2.86	2.14
DO NOT USE	Days	0	Nov 13, 2002	0	0	0	0
SICK HIRED AFTER 3/1/97	Days	0	Oct 06, 2004	24.59	11	5.65	29.94
VACATION	Days	0	Oct 06, 2004	14.57	15	11.36	18.21

### Routing Queue

Name	Action and Date
JOHN DOE	Originated Mar 01, 2007 10:30 am
JOHN DOE	Submitted Mar 01, 2007 10:30 am
JANE SMITH	Approved Mar 01, 2007 11:34 am



[Previous Menu](#) [Previous](#) [Next](#)


[Leave Report](#) | [Leave Balances](#) | [Leave Updated](#) | [Routing Queue](#)

## LEAVE APPROVAL

**Employee Details** – Through the approval process, the system will bring to your attention possible insufficient leave balance issues. Be aware of the following messages that may be flagged:

### Employee Details


---

 To select the next or previous employee (if applicable), click either **Next** or **Previous**.

 **Possible Insufficient Leave Balances for PERSONAL.**

### Employee Details

---

 To select the next or previous employee (if applicable), click either **Next** or **Previous**.

 **Possible Insufficient Leave Balances for SICK HIRED AFTER 3/1/97.**

If an employee is over-charging his or her time bank, you must return the leave report for corrections or contact the Office of Human Resources.

After you have completed a leave report for one employee, click on “Previous Menu” to approve other leave reports that you might have pending.

**PROXY SET UP** – Supervisors have the option of enabling another employee to approve leave reports on their behalf. To set up a proxy click on Leave Reports and on the bottom this page, find the Proxy Set Up link button and click on it.

The screenshot shows the 'Employee' section of the system. At the top, there are navigation tabs: 'Personal Information', 'Student Services & Financial Aid', 'Employee', and 'Main Menu'. Below the tabs is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', and 'HELP'. The main heading is 'Leave Reports (IMPORTANT: Leave balances must be checked before submitting or approving leave reports.)'. Underneath is the 'Selection Criteria' section with several options: 'Access my Time Sheet:', 'Access my Leave Report:', 'Access my Leave Request:', 'Approve or Acknowledge Time:', 'Act as Proxy:' (set to 'Self'), and 'Act as Superuser:'. A 'Select' button is at the bottom left. A large oval highlights a 'Proxy Set Up' link at the bottom center of the page. The status bar at the bottom left says 'Done'.

On the Proxy Set Up page click on the down arrow next to the name field. This will produce a list of all user names in the system. (Please note, although the list appears by first name, it is in alpha order by last name.) Scroll down and select the employee's name to set up as your proxy. Check the field below Add and click Save.

This screenshot shows the 'Proxy Set Up' page. It has the same navigation tabs as the previous page. The search bar and links are also present. The main heading is 'Proxy Set Up'. Below it is a table with a header row containing 'Name' and 'Add Remove'. The first row of the table shows the name 'SUSAN DOE, SUSAN\_DOE' and a checked checkbox in the 'Add Remove' column. A 'Save' button is located below the table. At the bottom center, there is a link for 'Time Reporting Selection'. The status bar at the bottom left says 'RELEASE: 7.3.3.1' and the bottom right says 'powered by SUNGARD HIGHER EDUCATION'.

## **EXPLANATION OF TIME BANKS**

### **Sick Bank**

Sick leave may be used only for personal illness or employees may use two (2) sick leave days for care of domestic partners or family members who are ill. Sick time banks are carried forward every August 31 to a maximum of 220 total days.

### **Personal Bank**

Personal business days may be taken solely to attend to personal business that cannot be conducted outside of the work day including but not limited to medical appointments (may be charged to either the personal or sick banks) legal or financial business and/or home repairs. Personal days may not include compensated professional activities unrelated to the college or other activities for which the employee is paid. Advance notice must be given to the immediate supervisor when possible. It is recognized that emergencies may arise which prevent such prior notification. However, upon return to work an explanation must be furnished to the supervisor if requested. Full-time employees may use up to five personal business days per academic year (September through August). Any unused personal days will be rolled back into the sick bank at the end of the academic year. In the event an employee has used up all personal business days, the President of the College or President's designee may grant additional personal business days to be charged against the cumulative sick bank. Misuse of the above provisions shall result in loss of pay.

### **Vacation Bank**

Full-time employees accrue vacation time monthly.

### **Free Days**

Free days are additional days granted to full-time staff, non-classroom faculty and classroom assistants. See the accrual schedules on pages 33 – 38 for detailed information on how many days are accrued and when these are accrued. Free days that are not used by August 31 do not carry over to the next academic year.

### **Optional Days**

Full-time staff and FIT security are entitled to four (4) optional days per academic year. See the accrual schedule on pages 33 – 38 for detailed information on how many days are accrued and when these are accrued. Optional days that are not used by August 31 do not carry over to the next academic year.

## EXCUSED ABSENCE WITH PAY

All employees who are absent for any of the following reason, shall receive full pay during their absence:

**(a) COLLEGE BUSINESS**

College business is when employees represent the college at a function authorized by the senior administrator and/or at the request of the President or the President's designee. These functions include but are not limited to authorized attendance at a conference or meeting or fulfilling any other specific external assignment. Employees must submit appropriate documentation to their supervisor/ chairperson and senior administrator, and receive prior written approval to participate from the supervisor /chairperson and senior administrator

**(b) DEATH IN THE FAMILY**

Absence not to exceed five (5) consecutive days from the date of death of the employee's immediate family or, anyone in the employee's personal household. Immediate family shall include grandparents, parents, spouse, domestic partners, sister, brother, children, or "in-law" relationships of the types just mentioned. Reasonable time to attend the funeral services of an associate, relative, friend, or an employee of the College shall be permitted.

**(c) EMERGENCY COLLEGE CLOSING**

Official closing of the College because of an unforeseen emergency. If an employee is scheduled to work on a day or a portion of a day that the College closed due to emergency, the employee will be paid for that day or portion of the day. If the employee is scheduled to be out on that day or for the portion of the day, the appropriate time bank must be charged as scheduled.

**(d) GRADUATION CEREMONIES**

Attendance at graduation ceremonies for the employee or the employee's spouse, domestic partner, child, sibling, or parent. If the ceremonies are conducted at a distance which requires the better part of a day for travel, the total number of days for this purpose, may not exceed three (3) calendar days. This shall include the day preceding and the day following the ceremonies.

**(e) COURT OF LAW**

All employees who are absent due to attendance before a court of law or public authority in the matters in which they have no personal or financial interest, directly or indirectly, shall receive full salary during their absence and shall not lose days from other time banks.

**(f) JURY DUTY**

Appropriate documentation must be submitted to the Office of Human Resources.

**Yearly Time Bank Accrual  
September 1 – August 31**

**All full-time employees hired on or after March 5, 2007**

<b>Sick/Personal</b>			
Accrued	Sick Days	Personal Days	Total Days
September	2	5	7
February	7	0	7
Yearly	9	5	14
Cumulative Max	220		

**All full-time employees hired on or after March 1, 1997**

<b>Sick/Personal</b>			
Accrued	Sick Days	Personal Days	Total Days
September	3	5	8
February	8	0	8
Yearly	11	5	16
Cumulative Max	220		

**All full-time employees hired prior to March 1, 1997**

<b>Sick/Personal</b>			
Accrued	Sick Days	Personal Days	Total Days
September	4	5	9
February	8	0	8
Yearly	12	5	17
Cumulative Max	220		

**Yearly Time Bank Accrual  
September 1 – August 31**

**Staff / Security hired on or after March 5, 2007**

<b>Vacation</b>			
Years of Service	Vacation Days	Days Accrued Each Month	Carry-Over Days
1 – 7	20	1.67	20
8 – 13	25	2.08	25
14 and over	30	2.50	30

<b>Optional</b>				<b>Free</b>			
Years of Service	Optional Days	Days Accrued	Carry-Over Days	Years of Service	Free Days	Days Accrued	Carry-Over Days
1 and over	4	Oct – 1 Nov – 2 Feb – 1	0	1 – 2	0	0	0
				3 and over	2	Dec – 1 Mar <b>OR</b> Apr – 1	0

**Staff / Security hired on or after November 9, 1992**

<b>Vacation</b>			
Years of Service	Vacation Days	Accrued Each Month	Carry-Over Days
1 – 4	20	1.67	20
5	25	2.08	25
6	30	2.50	30
7	35	2.92	35

<b>Optional</b>				<b>Free</b>			
Years of Service	Optional Days	Days Accrued	Carry-Over Days	Years of Service	Free Days	Days Accrued	Carry-Over Days
1 and over	4	Oct – 1 Nov – 2 Feb – 1	0	1 and over	4	Dec – 2 Mar <b>or</b> Apr – 2	0

**Staff / Security hired prior to November 9, 1992**

<b>Vacation</b>			
Years of Service	Vacation Days	Accrued Each Month	Carry-Over Days
1 – 5	30	2.50	30
6 and over	35	2.92	35

<b>Optional</b>				<b>Free</b>			
Years of Service	Optional Days	Accrued	Carry-Over Days	Years of Service	Free Days	Accrued	Carry-Over Days
1 and over	4	Oct – 1 Nov – 2 Feb – 1	0	1 and over	4	Dec – 2 Mar <b>or</b> Apr – 2	0

**Yearly Time Bank Accrual  
September 1 – August 31**

**Non-Classroom Faculty and Classroom Assistants hired on or after March 5, 2007**

<b>Vacation</b>			
Years of Service	Vacation Days	Accrued Each Month	Carry-Over Days
1 – 6	25	2.08	15
7 – 9	30	2.50	15
10 and over	40	3.33	15

<b>Free (No optional day entitlement)</b>			
Years of Service	Free Days	Accrued	Carry-Over Days
1 – 5	3	December	0
6 – 8	4	December	0
9 and over	5	December	0

**Non-Classroom Faculty and Classroom Assistants hired on or after December 15, 1994**

<b>Vacation</b>			
Years of Service	Vacation Days	Accrued Each Month	Carry-Over Days
1 – 5	30	2.50	15
6 and 7	40	3.33	15
8 and 9	45	3.75	15
After 9	50	4.17	15

<b>Free (No optional day entitlement)</b>			
Years of Service	Free Days	Accrued	Carry-Over Days
1 – 5	6	December	0
6 and 7	8	December	0
8 and 9	9	December	0
After 9	10	December	0

**Non-Classroom Faculty and Classroom Assistants hired prior to December 15, 1994**

<b>Vacation</b>			
Vacation Days	Accrued Each Month	Carry-Over Days	
50	4.17	15	

<b>Free (No optional day entitlement)</b>			
Free Days	Accrued	Carry-Over Days	
10	December	0	

**Yearly Time Bank Accrual  
September 1 – August 31**

**Non- Bargaining Employees**

<b>Vacation</b>		
Vacation Days	Accrued Each month	Carry-Over Days
30	2.50	50

<b>Optional (No free day entitlement)</b>		
Optional Days	Accrued	Carry-Over Days
4	Oct – 1 Nov – 2 Feb – 1	0

## DEDUCTION SCHEDULE FOR REPORTING LEAVE

### CLASSROOM ASSISTANTS

Based on a six (6) hour work day

Hours Absent	Hours to be Charged	
0.5	0.08	If you are regularly scheduled to work a 6 hour day <b>5 days a week</b> and you are out a whole day, charge 1 day to your time bank.
1	0.17	
1.5	0.25	
2	0.33	If you are out a portion of a day, check the Hours Absent column and enter the corresponding figure from the Hours to be Charged column.
2.5	0.42	
3	0.5	
3.5	0.58	
4	0.67	
4.5	0.75	If you are regularly scheduled to work <b>4 days a week</b> (which is more than 6 hours per day), and you are out a whole day, enter the number of hours absent per day based on the number of hours you were scheduled to work that day according to this deduction schedule.
5	0.83	
5.5	0.92	
6	1	
6.5	1.08	
7	1.17	
7.5	1.25	If absent the entire work week, you may use the copy feature to charge 1 day to all five days absent during the week. A total week will be deducted from your time bank.
8	1.33	
8.5	1.42	
9	1.5	
9.5	1.58	
10	1.67	

## DEDUCTION SCHEDULE FOR REPORTING LEAVE

### FACULTY

Based on a standard work day

<b>Hours Absent</b>	<b>Hours to be Charged</b>	
0.5	0.07	If you are scheduled to teach 1 class during the day and you are absent, charge 1 day to your time bank.
1	0.14	
1.5	0.21	
2	0.29	If you are scheduled to teach 2 classes during the day and you are absent from both classes, charge 1 day to your time bank.
2.5	0.36	
3	0.43	
3.5	0.5	If you miss 1 of your 2 classes during the day, charge .5 to your time bank.
4	0.57	
4.5	0.64	
5	0.71	If you are scheduled to teach an evening class and you are absent, charge 1 day to your time bank.
5.5	0.79	
6	0.86	
6.5	0.93	If you miss your day and evening classes, charge 2 days to your time bank.
7	1	

See Collective Bargaining Agreement,  
section 34.1.1 for more information.

## DEDUCTION SCHEDULE FOR REPORTING LEAVE

### NON-CLASSROOM FACULTY

Based on a six (6) hour work day

Hours Absent	Hours to be Charged	
0.5	0.08	If you are regularly scheduled to work a 6 hour day <b>5 days a week</b> and you are out a whole day, charge 1 day to your time bank.
1	0.17	
1.5	0.25	
2	0.33	
2.5	0.42	If you are out a portion of a day, check the Hours Absent column and enter the corresponding figure from the Hours to be Charged column.
3	0.5	
3.5	0.58	
4	0.67	
4.5	0.75	If you are regularly scheduled to work <b>4 days a week</b> (which is more than 6 hours per day), and you are out a whole day, enter the number of hours absent per day based on the number of hours you were scheduled to work that day according to this deduction schedule.
5	0.83	
5.5	0.92	
6	1	
6.5	1.08	
7	1.17	
7.5	1.25	
8	1.33	If absent the entire work week, you may use the copy feature to charge 1 day to all five days absent during the week. A total week will be deducted from your time bank.
8.5	1.42	
9	1.5	
9.5	1.58	
10	1.67	

## DEDUCTION SCHEDULE FOR REPORTING LEAVE

### NON-BARGAINING

Based on a seven (7) hour work day

<b>Hours Absent</b>	<b>Hours to be Charged</b>	
0.5	0.07	If you are regularly scheduled to work a 7 hour day 5 days a week and you are out a whole day, charge 1 day to your time bank.
1	0.14	
1.5	0.21	
2	0.29	
2.5	0.36	If you are out a portion of a day, check the Hours Absent column and enter the corresponding figure from the Hours to be Charged column.
3	0.43	
3.5	0.5	
4	0.57	
4.5	0.64	
5	0.71	
5.5	0.79	
6	0.86	
6.5	0.93	
7	1	

## DEDUCTION SCHEDULE FOR REPORTING LEAVE

### SECURITY

	<b>7 hour work day</b>	<b>8 hour work day</b>	
<b>Hours Absent</b>	<b>Hours to be Charged</b>	<b>Hours to be Charged</b>	
0.5	0.07	0.06	If you are regularly scheduled to work a 7 hour day 5 days a week and you are out a whole day, charge 1 day to your time bank.
1	0.14	0.13	
1.5	0.21	0.19	
2	0.29	0.25	If you are out a portion of a day, check the Hours Absent column and enter the corresponding figure from the Hours to be Charged column.
2.5	0.36	0.31	
3	0.43	0.38	
3.5	0.5	0.44	
4	0.57	0.5	
4.5	0.64	0.56	
5	0.71	0.63	
5.5	0.79	0.69	
6	0.86	0.75	
6.5	0.93	0.81	
7	1	0.88	
7.5		0.94	
8		1	

## DEDUCTION SCHEDULE FOR REPORTING LEAVE

### STAFF

Based on a seven (7) hour work day

<b>Hours Absent</b>	<b>Hours to be Charged</b>	
0.5	0.07	If you are regularly scheduled to work a 7 hour day
1	0.14	5 days a week and you were out a whole day, charge 1
1.5	0.21	day to your time bank.
2	0.29	
2.5	0.36	If you are out a portion of a day, check the
3	0.43	Hours Absent column and enter the corresponding
3.5	0.5	figure from the Hours to be Charged column.
4	0.57	
4.5	0.64	Those entitled to work shorter hours during recess
5	0.71	periods are to charge 1 day for each whole day absent.
5.5	0.79	
6	0.86	If you work a 4 day work week during the summer period
6.5	0.93	enter the number of hours absent per day based on
7	1	the number of hours you were scheduled to work that
7.5	1.07	day according to this deduction schedule.
8	1.14	
8.5	1.21	If absent the entire work week, you may use the
9	1.29	copy feature to charge 1 day to all five days absent
9.5	1.36	during the week. A total week will be deducted from
10	1.43	your time bank.