

Leave Reporting User Guide

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Introduction

Leave reporting is the process for all full-time faculty and full-time staff (bargaining, non-bargaining, and confidential employees) to enter and report [paid time off \(PTO\)](#) [PTO includes Vacation, Free, Optional, etc.] and other absences each month through Self-Service Banner (SSB) accessed through MyFIT.

Note: instructions for part-time employees and adjunct faculty can be obtained by contacting the Payroll Office.

Terms and Definitions

Academic Year

For the purposes of leave reporting, PTO, accruals, and this document an academic year is September through August. See CBA 34.2.1

Roles

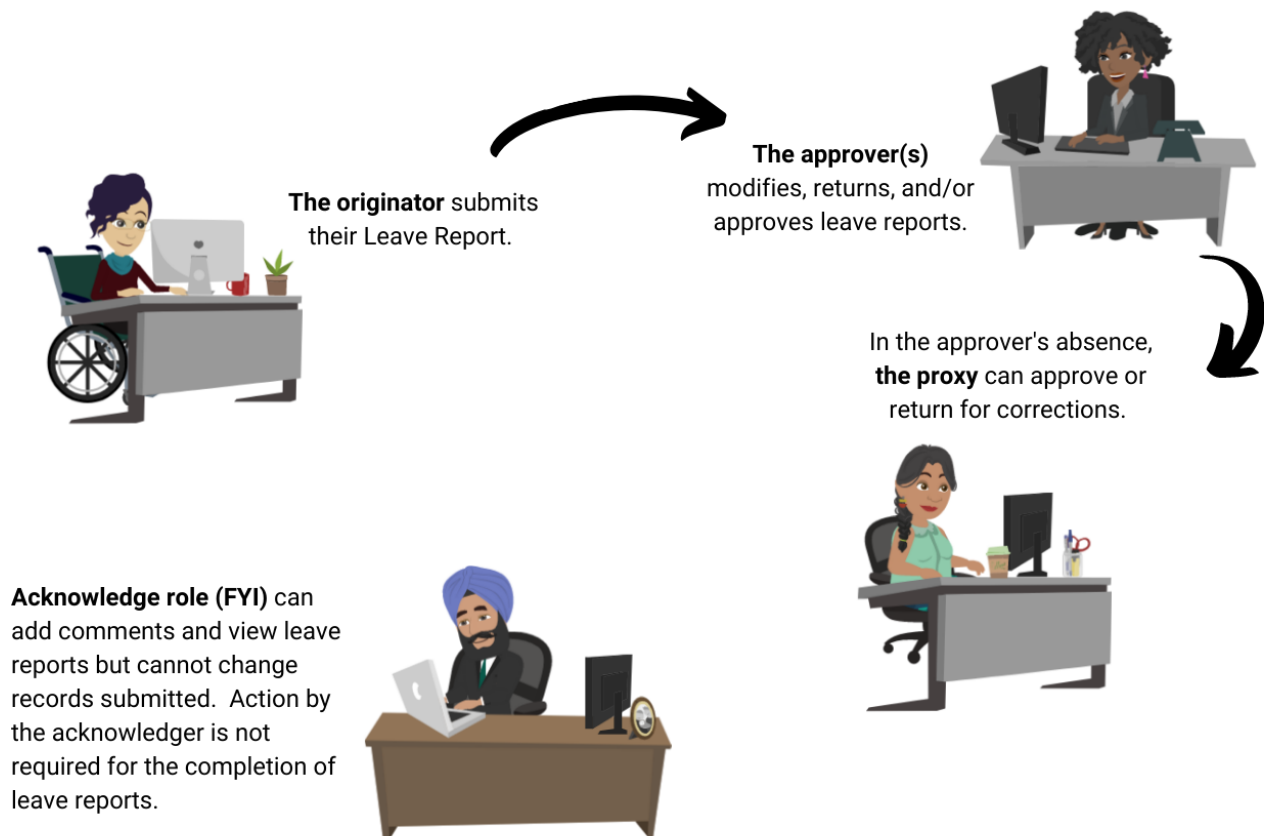
Role	Definition
Originator	The originator is the employee submitting the leave report to start the leave reporting process.
Approver	Approvers are typically the supervisor(s) of the originator. Approvers have the ability to modify, return, and/or approve leave reports submitted by the originator. (see how to request an approver change)
Proxy	A proxy is someone who can act on another person's behalf to approve or access a leave report. Users with a proxy role in Leave Reporting have the ability to act and assume all privileges within the leave reporting system for the person for whom they are a proxy. (see how to set up a proxy and how to remove a proxy)
Acknowledge (FYI)	An employee marked as Acknowledge FYI in the routing queue. Acknowledgers cannot change records submitted by the originator, but they can add comments. Action by the acknowledger is not required for the completion of time entered. An acknowledge role is usually for one that monitors a group of employees to ensure leave is reported correctly and appropriate leave forms are submitted. The Acknowledge (FYI) role can only be created/set up by Human Resources.

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Leave Reporting Routing

Routing queues, also called "approval queues," specify one or two individuals in the supervisory hierarchy who must approve time documents (leave reports/timesheets). Supervisors should [set up a proxy](#) to handle time documents in their absence.

Routing Queue	
Name	Action and Date
THYME LEE	Originated Apr 07, 2022 02:34 pm
THYME LEE	Submitted Apr 26, 2022 05:16 pm
NICK OVTIME	Approved Apr 26, 2022 05:23 pm
GLADYS FRIDAY	Pending



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Leave Report Statuses

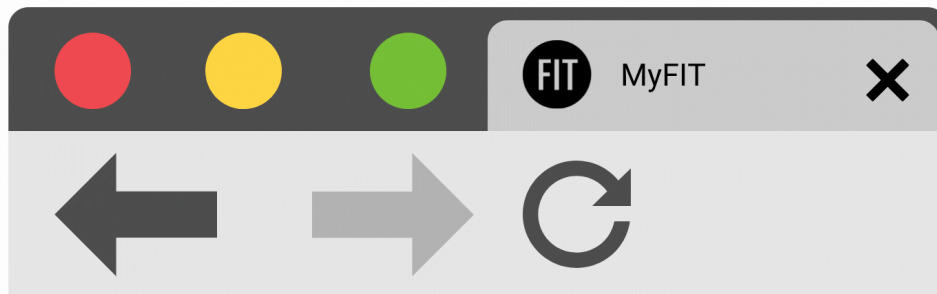
A leave report is assigned a status as it progresses through the Leave Reporting Process, statuses include:

Status	Definition
Not started	The leave report has not been opened for the pay period.
In Progress	The leave report has been opened for the pay period.
Pending	The leave report has been submitted for approval.
Returned For Correction	The leave report has been returned to the originator for correction by the approver. The necessary corrections must be made and the leave report must be resubmitted and rerouted through all approvers.
Completed	A leave report in Completed status has been successfully approved by all approvers and any reported leave usage has been deducted from appropriate leave balances .


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Leave Reporting Navigation

As you navigate your online leave report, you will see a variety of navigation buttons. You must use these [buttons](#); **never use the browser navigation**. For example, if you wish to return to a previous screen, do not use the back arrow on the browser, as this will cause errors with your leave report.



Navigation Buttons Guide

Button	Function
	Returns you to the leave report selection screen, where you can select a leave report for a different job assignment or pay period.

Comments	Accesses the Comments portion of the leave report.
Preview	Generates a preview of the leave report before submitting it. The preview function allows you to see the full pay period on one screen but does not allow you to edit any time.
Submit for Approval	Submits your leave report to your supervisor for approval.
Restart	Restarts the leave report. Use this button with caution; restarting a leave report will delete all time that has been entered and reset the leave report to its original state.
Next	Moves forward to the next work week on the leave report.
Copy	Copies time from the current day to other days in the same pay period.
Save	Saves the data on your leave report. Used when entering time or comments.
Previous Menu	Returns you to the previous menu or screen.

Additional Navigation for Approver and Proxy Roles

Button	Function
Approve	Approves the selected Leave Report(s)
Return for Correction	Returns the selected Leave Report(s) for correction, be sure to add comments to explain why it is being returned
Change Record	It is recommended that this function is used only in special situations, those in Approver and Proxy roles should use the Return for Correction process when edits to a Leave Report are required.
Delete	Returns the Leave Report to "Not Started" status and removes all data entered.

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Entering time on your leave reports (originator instructions)

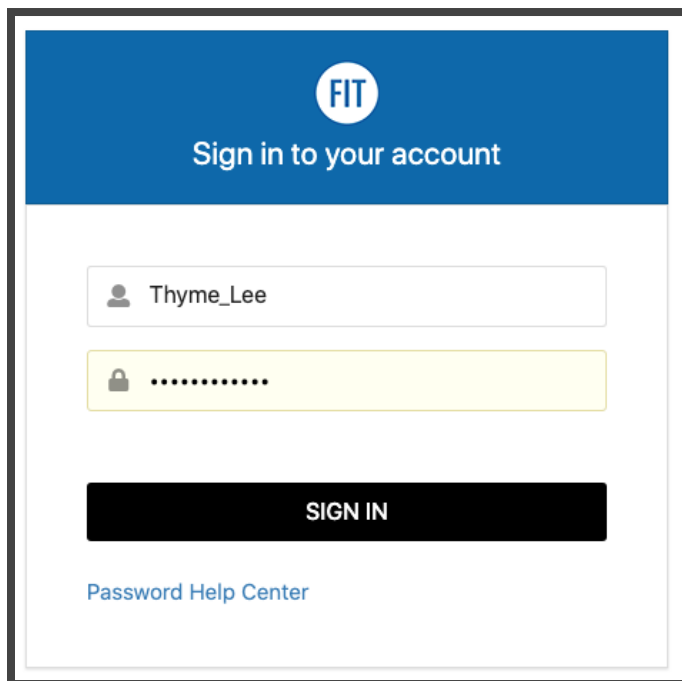
Best practices for originators

- Set monthly leave report reminders on your Google calendar.
- Enter leave hours taken on the day you return to work.
- If you work during a College Holiday, please make a note in the “add comment” section.
- Review and submit your leave report at the end of each month.

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How to access leave reports

1. [Sign in to MyFIT](#)

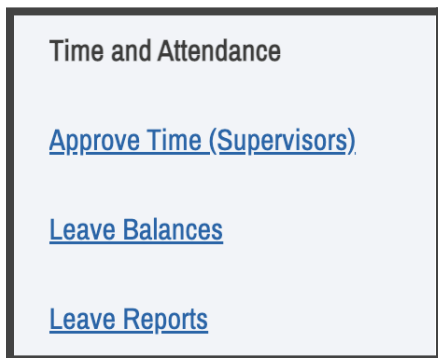


The image shows a screenshot of the MyFIT sign-in page. At the top, there is a blue header with the FIT logo and the text "Sign in to your account". Below the header, there are two input fields: the first contains the username "Thyme_Lee" and the second contains a masked password ".....". A black "SIGN IN" button is positioned below the password field. At the bottom left, there is a link for "Password Help Center".

2. Select the Employee page from the left-hand navigation menu



3. Under Online Resources, scroll to Time and Attendance and select Leave Reports. Note all items under Time and Attendance will open in a new tab.



4. Using the Radial Button under My Choice, select the position you wish to access a leave report. Then select the Leave Report you wish to view from the dropdown list under Leave Report Period and Staus. Note: The majority of employees will have only one option in this column, which is selected by default. Previous position titles and departments will be listed along with your active position; these may not be listed in order of date held. (See [entering time in leave report](#))

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
USER SUPPORT ASSISTANT III, 000978-03 TECHNOLOGY DEVELOPMENT TEAM, 628	<input checked="" type="radio"/>	Aug 01, 2017 to Aug 31, 2017 Completed ▾
PROCEDURE&COMM. COORD, 000978-03 IT ADMIN, FINANCE & PLANNING, 943	<input type="radio"/>	Apr 01, 2022 to Apr 30, 2022 In Progress ▾
PROCEDURES & COMM. COORD., 000978-03 ACADEMIC COMPUTING, 945	<input type="radio"/>	Apr 01, 2019 to Apr 30, 2019 In Progress ▾

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How to enter time in leave report

The steps below will guide you through the process of reporting your time off. Keep in mind that depending on your employee classification, you may see different leave types listed on your leave report from the examples below. However, regardless of the type of leave, the process for reporting your leave is the same.

1. [Access your leave reports](#)
2. Using the Radial Button under My Choice select the position you wish to update/submit a leave report. Then select the Leave Report you wish to view from the dropdown list under Leave Report Period and Staus.

Note: The majority of employees will have only one option in this column, which is selected by default. Previous position titles and departments will be listed along with your active position; these may not be listed in order of date held. (See entering time

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
USER SUPPORT ASSISTANT III, 000978-03 TECHNOLOGY DEVELOPMENT TEAM, 628	<input type="radio"/>	Aug 01, 2017 to Aug 31, 2017 Completed ▾
PROCEDURE&COMM. COORD, 000978-03 IT ADMIN, FINANCE & PLANNING, 943	<input checked="" type="radio"/>	<div style="border: 1px solid black; padding: 5px;"> <input checked="" type="checkbox"/> Apr 01, 2022 to Apr 30, 2022 In Progress <input type="checkbox"/> Mar 01, 2022 to Mar 31, 2022 Completed <input type="checkbox"/> Feb 01, 2022 to Feb 28, 2022 Completed <input type="checkbox"/> Jan 01, 2022 to Jan 31, 2022 Completed <input type="checkbox"/> Dec 01, 2021 to Dec 31, 2021 Completed <input type="checkbox"/> Nov 01, 2021 to Nov 30, 2021 Completed <input type="checkbox"/> Oct 01, 2021 to Oct 31, 2021 Completed </div>
PROCEDURES & COMM. COORD., 000978-03 ACADEMIC COMPUTING, 945	<input type="radio"/>	

3. You will be redirected to the Time and Leave Reporting screen. The Earning column indicates each type of leave. To view leave available, please [review your leave balances](#). The pay period days will be listed across the report at the top of each column.

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: PROCEDURE&COMM. COORD -- 000978-03
Department and Number: IT ADMIN, FINANCE & PLANNING -- 943
Leave Report Period: Apr 01, 2022 to Apr 30, 2022
Submit By Date: Sep 30, 2022 by 12:00 AM

Earning	Total Days	Total Units	Friday Apr 01, 2022	Saturday Apr 02, 2022	Sunday Apr 03, 2022	Monday Apr 04, 2022	Tuesday Apr 05, 2022	Wednesday Apr 06, 2022	Thursday Apr 07, 2022
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4. To enter leave taken, navigate to the row in the Earning column for the type of leave you are entering and the column for the day you took the leave, then click the link labeled "Enter Days."

Earning	Total Days	Total Units	Friday Apr 01, 2022	Saturday Apr 02, 2022	Sunday Apr 03, 2022	Monday Apr 04, 2022
SICK HIRED AFTER 6/1/05	1.72		Enter Days	Enter Days	Enter Days	Enter Days
PERSONAL	0		Enter Days	Enter Days	Enter Days	Enter Days
VACATION	0		Enter Days	Enter Days	Enter Days	Enter Days
OPTIONAL - COLUMBUS	0		Enter Days	Enter Days	Enter Days	Enter Days

5. The top of the leave report under Submit By Date will now display the type of leave and the day you've selected (VACATION and Apr 01, 2022, in the example below). A field will also be enabled for you to enter your leave.

Leave Report
Title and Number: PROCEDURE&COMM. COORD -- 000978-03
Department and Number: IT ADMIN, FINANCE & PLANNING -- 943
Leave Report Period: Apr 01, 2022 to Apr 30, 2022
Submit By Date: Sep 30, 2022 by 12:00 AM

Earning: VACATION
Date: Apr 01, 2022
Days:

Earning	Total Days	Total Units	Friday Apr 01, 2022	Saturday Apr 02, 2022	Sunday Apr 03, 2022	Monday Apr 04, 2022	Tuesday Apr 05, 2022
---------	------------	-------------	---------------------	-----------------------	---------------------	---------------------	----------------------

6. Enter the appropriate number for the day or portion of the day and click Save (see [copying leave time to other days to enter multiple days](#)). Refer to the deductions schedule for your employee classification and Employee Holiday and Work Schedule. *Note the system allows you to report more leave hours than you have accumulated. Using more leave than you have accumulated may result in an adjustment in your pay.*

Earning:	VACATION
Date:	Apr 01, 2022
Days:	<input type="text"/>
<input type="button" value="Save"/>	<input type="button" value="Copy"/>

Did you know?

You can use more than one type of leave to cover time absent. For example, during the summer compressed schedule a person is eligible for 30 hour work week and is making up hours so needs to enter 1.07 for a day. If they had the PTO available and approval from their supervisor they could enter 1 Election Day and .07 Vacation.

7. Your leave report will refresh and display the time you entered in the appropriate row for the leave type and column for the day on which you reported the leave.
8. Remember you must use the [navigation buttons](#); **never use the browser navigation**. When you have completed your tasks [log out properly to avoid errors](#).

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Copying leave time to other days to enter multiple days

You may have instances where you take off multiple days. You may enter the first day you took the leave and copy that leave type and time to other days. The steps below explain how to copy leave hours to other days.

1. [Access your leave reports](#)
2. Follow [How to enter time in Leave Report](#) through step 5
3. Enter the appropriate number for the day or portion of the day and click Copy. *Refer to the [deductions schedule](#) for your employee classification.*

Earning:	VACATION
Date:	Apr 01, 2022
Days:	<input type="text" value="1"/>
<input type="button" value="Save"/>	<input type="button" value="Copy"/>

4. The screen below will appear. This form will allow you to select the days to which you wish to copy the selected leave.
 - In the Leave Code field at the top of the form, you will see the type of leave you have selected (Vacation Pay in the example).
 - Date and Leave Time to Copy will display the day and hours from which you are copying.

To copy your leave, click the checkboxes for the days you wish to copy your leave. Days selected will display with a check. When you have completed your selections, click the Copy button.

Note: Do not select the same date you are copying from, or that date will be deleted.

Copy

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: Apr 01, 2022, 1 Days
Copy from date displayed to end of the leave period:
Include Saturdays:
Include Sundays:
Copy by date:

Friday Apr 01, 2022	Saturday Apr 02, 2022	Sunday Apr 03, 2022	Monday Apr 04, 2022	Tuesday Apr 05, 2022	Wednesday Apr 06, 2022	Thursday Apr 07, 2022
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Friday Apr 08, 2022	Saturday Apr 09, 2022	Sunday Apr 10, 2022	Monday Apr 11, 2022	Tuesday Apr 12, 2022	Wednesday Apr 13, 2022	Thursday Apr 14, 2022
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Apr 15, 2022	Saturday Apr 16, 2022	Sunday Apr 17, 2022	Monday Apr 18, 2022	Tuesday Apr 19, 2022	Wednesday Apr 20, 2022	Thursday Apr 21, 2022
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Apr 22, 2022	Saturday Apr 23, 2022	Sunday Apr 24, 2022	Monday Apr 25, 2022	Tuesday Apr 26, 2022	Wednesday Apr 27, 2022	Thursday Apr 28, 2022
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Apr 29, 2022	Saturday Apr 30, 2022					
<input type="checkbox"/>	<input type="checkbox"/>					

Leave Report Copy

5. You will see the message “Your days have been successfully copied.” Click the Leave Report button to return to your Leave Report for additional changes or to [submit](#).
6. When you have completed your tasks [log out properly to avoid errors](#).

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How to add comments

The comments feature allows you to record a comment on each leave report.

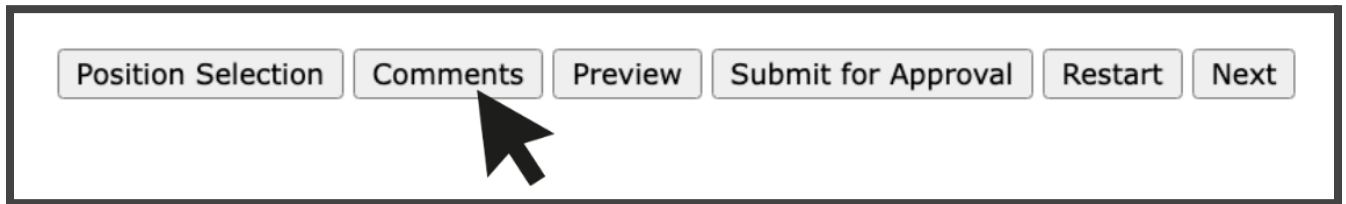
Reasons an originator would use the comment feature include:

- To record excused absences with pay such as, time off to attend preapproved [college business](#) or attendance before a [court of law or public authority](#)

Reasons an approver/proxy would use the comment feature include:

- Recording an error or correction before returning to the leave report to the originator for corrections


1. To add comments click on the Comments button at the bottom of your leave report.



2. Enter your message in the “Enter or Edit Comment” text field (note you can expand the field by dragging the lower right-hand corner). Once complete, click on the Save button to save the entry and the Previous Menu to return to the leave report. There will be no confirmation message that the comment has been saved but you can review/confirm the comments using the preview option before you [submit your leave report](#).

NOTE: Comments can be edited or deleted before a leave report has been submitted for approval. Once your leave report has been submitted for approval, your comments become a permanent record. Comments are not confidential.

Comments

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

Made By: You
Comment Date: Jun 06, 2022
Enter or Edit Comment:

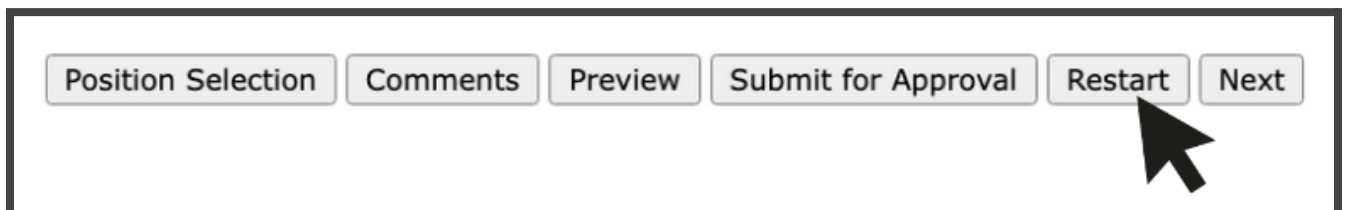
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How to restart a leave report

If you make errors while entering your leave, you can clear the entire leave report while it is In Progress, Returned for Correction, and Error status.


IMPORTANT:

Restarting a leave report will clear all entries and return the report status to In Progress. To restart, click on the Restart button and a confirmation screen will appear.



Confirm the restart by clicking on the Submit button. The leave report will reappear with no time entered in any fields. You may then begin entering time.

Restart Confirmation

 Restarting will delete all changes that you have made to your time record. Select Submit to restart.

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How to submit a leave report

1. [Access your leave reports](#)
2. [Enter time in leave reports](#) (or [copy time](#))
3. Click on the Preview button to view the time entered in the leave report to verify dates and earning codes selected are accurate.



4. A Summary of Reported Time will display, to see all dates you may need to use the scroll bar on your browser.

Summary of Reported Time

Set your printer layout to Landscape before printing.

JUSTIN TIME
PROCEDURE&COMM. COORD, 000978-03

IT ADMIN, FINANCE & PLANNING, 943

Leave Report

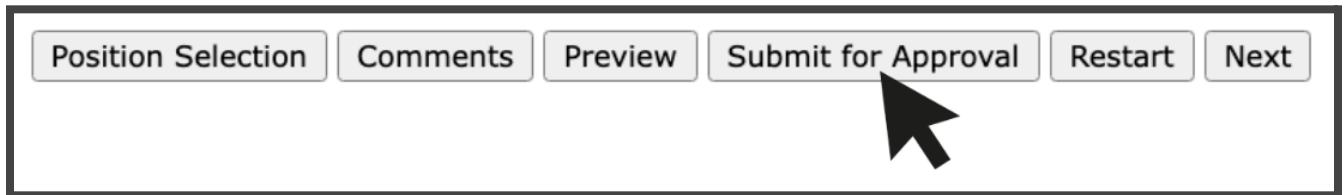
Earning Code	Total Days	Total Units	Tuesday, Mar 01, 2022	Wednesday, Mar 02, 2022	Thursday, Mar 03, 2022	Friday, Mar 04, 2022	Saturday, Mar 05, 2022	Sunday, Mar 06, 2022	Monday, Mar 07, 2022	Tuesday, Mar 08, 2022	Wednesday, Mar 09, 2022	Thursday, Mar 10, 2022	Friday, Mar 11, 2022	Saturday, Mar 12, 2022	Sunday, Mar 13, 2022	Monday, Mar 14, 2022	Tuesday, Mar 15, 2022
SICK HIRED AFTER 6/1/05	2																
VACATION	1																
Total Days:	3																
Total Units:		0															

Comments

Date	Made by	Comments
Jun 16, 2022 11:10 am	JUSTIN TIME	Attended the Tomorrows Leaders Today Conference March 16 - 18

[Previous Menu](#)

5. Once you confirm you have the correct entries and [comments](#), you may click the Submit for Approval button.



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

6. You will then need to enter your FIT Password to certify that the time entered is true and accurate record of your time. Enter your FIT Password then click the Submit button.

Important: Once you submit your leave report:

- You are permitted to view the leave report, but you cannot make changes unless the approver or proxy returns the leave report for correction.
- The leave report status changes from In Progress to Pending. It will remain in pending status until your designated approver (or a proxy) takes some kind of action.

Certification

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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7. You will get the message "Your leave report was submitted successfully." ([Received an error message?](#))

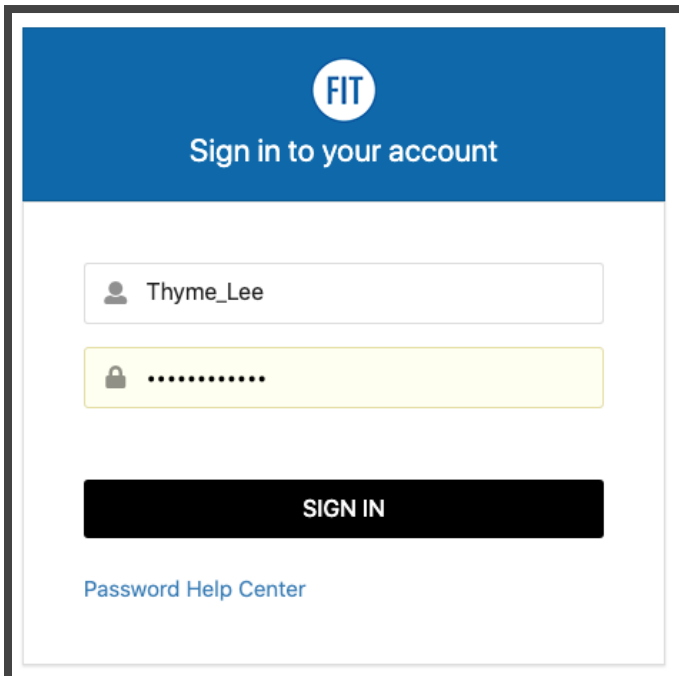
 **Your leave report was submitted successfully.**

8. When you have completed your tasks [log out properly to avoid errors.](#)

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How to view your leave balances

1. [Sign in to MyFIT](#)

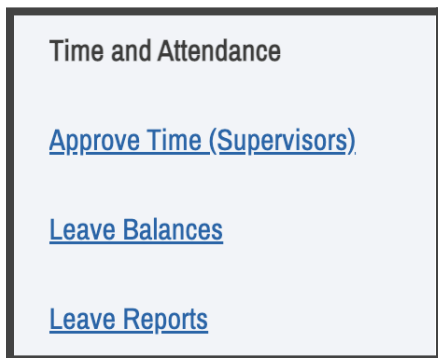


The screenshot shows the MyFIT sign-in interface. At the top, there is a blue header with the FIT logo and the text "Sign in to your account". Below the header, there are two input fields: the first contains the username "Thyme_Lee" and the second contains a masked password ".....". A black "SIGN IN" button is positioned below the password field. At the bottom left, there is a link for "Password Help Center".


- Select the Employee page from the left-hand navigation menu



- Under Online Resources, scroll to Time and Attendance and select Leave Balances. Note all items under Time and Attendance will open in a new tab.



- View your Leave Balances by reviewing the spreadsheet displayed. For additional information, you may click on each underlined type of leave to see the accrual and usage for a particular year.

Leave Balances							
 To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.							
<i>List of Leave Types</i>							
TYPE of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned as of Jun 13, 2022	Taken as of Jun 13, 2022	Available Balance as of Jun 13, 2022

Leave Balances Columns Explained

Type of Leave: [Paid Time Off \(PTO\)](#) and [Excused Absences without Pay](#) [use the links to jump to the section for leave explanations]

Hours or Days: Balances displayed in hours or days

Banked: Hours/Days accrued while an employee is in their probationary period

Date Available: Date the employee will be/was eligible to accrue the leave indicated in the Type of Leave column

Available Beginning Balance: Academic year starting balance

Earned as of...: Hours/Days earned up to current date

Taken as of...: Hours/Days taken up to current date

Available Balance as of...: Hours/Days available up to current date

5. When you have completed your tasks [log out properly to avoid errors](#).

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Managing leave reports as a supervisor (approver role instructions)

Best practices for approvers

- Set a monthly reminder on your Google calendar for two days before the employee submittal deadline and contact your employees who have not yet submitted their leave reports.
- If an employee has not submitted by the employee deadline, contact HR for instruction.
- If you return a report to an employee for correction, please indicate the reason in the “add comment” screen.
- If you approve any reports before the deadline please remember to go in again before the actual deadline to be certain all reports are submitted and approved.
- Set up a proxy and have a procedure in place with that person in case you are unable to approve leave reports. Also, have a procedure in place in case you are both absent (you can set up more than one proxy). Remember, you do not have to be on campus to submit/approve leave reports.

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How to become an approver/request an approver change

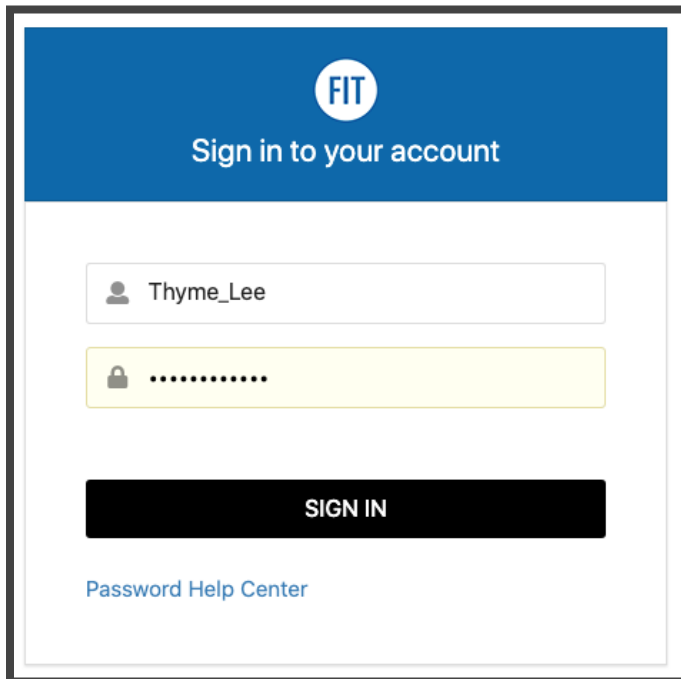
Approver Roles are determined by the organizational structure of divisions and departments with the approvers typically being the supervisor(s) of the originator. Changes to Approver Roles must be initiated via the appropriate [HR Action Form](#), such as

- **Job Change (.doc)** – to be used for any changes in employment such as position number, title, department, pay rates, supervisor, etc
- **New Hire/Rehire/Additional Job (.doc)** – to be used for any newly hired employees, returning employees, or employees that are being hired for an additional job
- **Termination/End Job (.doc)** – to be used when one of the employee's jobs will end or will no longer be working for the college

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How to access and process leave reports submitted for approval

1. [Sign in to MyFIT](#)



The screenshot shows the MyFIT sign-in interface. At the top, there is a blue header with the FIT logo and the text "Sign in to your account". Below the header, there are two input fields: the first contains the username "Thyme_Lee" and the second contains a masked password ".....". A black "SIGN IN" button is positioned below the password field. At the bottom left, there is a link for "Password Help Center".

2. Select the Employee page from the left-hand navigation menu



3. Under Online Resources, scroll to Time and Attendance and click on Approve Time (Supervisors). Note all items under Time and Attendance will open in a new tab.

Time and Attendance

[Approve Time \(Supervisors\)](#)

[Leave Balances](#)

[Leave Reports](#)

- Navigate to the Leave Report section on the Approver Selection page (note some approvers will have Time Sheets, Leave Requests, and other items in this section but most will only see the Leave Report option). Using the Radial Button under My Choice select the Department and Description you wish to review/approve a leave report. Then select the Leave Period you wish to view from the dropdown list.

Approver Selection

Leave Report

Department and Description	My Choice	Leave Period
627, HELP DESK	<input type="radio"/>	LR, Apr 01, 2019 to Apr 30, 2019 ▾
943, IT ADMIN, FINANCE & PLANNING	<input checked="" type="radio"/>	✓ LR, Mar 01, 2022 to Mar 31, 2022 ▾
945, ACADEMIC COMPUTING	<input type="radio"/>	LR, Apr 01, 2019 to Apr 30, 2019 ▾
946, VP / CHIEF INFORMATION OFFICER	<input type="radio"/>	LR, Dec 01, 2021 to Dec 31, 2021 ▾

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

- On the Department Summary page, you will be able to view the status of the Leave Report during the Leave Period you selected on the previous screen for all the employees for whom you are the approver.

Department Summary

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

Department: 943, IT ADMIN, FINANCE & PLANNING
Leave Period: Mar 01, 2022 to Mar 31, 2022
Leave Period Leave Entry Status: Open until Sep 30, 2022, 12:00 AM

Change Selection Select All, Approve or FYI Reset Save

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
@#####	JUSTIN TIME 000978 - 03 PROCEDURE&COMM. COORD	Approve	1.86	.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
@#####	TOM MORROW 000978-03 ASSISTANT	

Completed										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
@#####	THYME LEE 000978-03 DEPUTY DIRECTOR		3.00	.00	.00	Approved				Leave Balance Leave Updated

6. Click on an Employee's name to access the full details of their Leave Report. On this page you can view the employee's Leave Report and compare to Leave Balances available. Additionally, if there are any Error or Warning Messages that option will appear in the menu below the navigation buttons.

Employee Details

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

Employee ID and Name: @##### JUSTIN TIME **Department and Description:** 943 IT ADMIN, FINANCE & PLANNING
Title: 000978-03 PROCEDURE&COMM. COORD **Transaction Status:** Pending

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

[Leave Balances](#) | [Error or Warning Messages](#) | [Routing Queue](#)

Leave Report

Earning Code	Total Days	Total Units	Tuesday Mar 01, 2022	Wednesday, Mar 02, 2022	Thursday Mar 03, 2022	Friday Mar 04, 2022	Saturday Mar 05, 2022	Sunday Mar 06, 2022	Monday Mar 07, 2022	Tuesday Mar 08, 2022	Wednesday, Mar 09, 2022	Thursday Mar 10, 2022	Friday Mar 11, 2022	Saturday Mar 12, 2022	Sunday Mar 13, 2022	Monday Mar 14, 2022	Tuesday Mar 15, 2022
SICK HIRED AFTER 6/1/05	2																
VACATION	1																
Total Days:	3																
Total Units:		0															

Leave Balances as of Apr 01, 2022

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
---------------	---------------	--------	----------------	-----------------------------	--------	-------	-------------------

7. What to do if there are any Error or Warning Messages:
Any reports in error or warning status should be carefully reviewed to ensure that leave has been entered correctly before approving. (See [Known Errors List](#))

Error and Warning Messages				
Earning	Shift	Time Entry Date	Hours	Message
				WARNING No hours entered.

8. Select one of the following actions for the Leave Report:
- Approve:** If reported information is accurate and the employee has the leave balances to cover the time/earning codes selected. (See [Known Errors List](#))
- Return for Correction:** If the employee made a mistake in their report [Add Comments](#) explaining what changes are required and Return for Correction. *Promptly notify the employee as there is no automatic notification that is generated.* The leave report will display as Returned for Corrections for the employee and the previous entries will remain, they will need to edit the entries and make the appropriate corrections before submitting for approval again. Promptly notify the employee as there is no automatic notification that is generated.
- Change Record:** It is recommended that this function is used only in special situations, use the Return for Correction process when edits to a Leave Report are required but the employee is unavailable or unable to make the necessary edits; therefore, Return for Correction cannot be used.
- Delete:** If the employee made mistakes in their report you may also use the Delete option and it will clear all entries and return the leave report to the Not Started status. *Promptly notify the employee as there is no automatic notification that is generated.*

Important: Should an approver/proxy return or delete an employee's leave report, the approver/proxy must promptly notify the employee of those changes. There is no automatic notification that is generated. Any corrections must be noted by [adding a comment](#) to the leave report and then sending the employee an email to address the issues in the comments of the returned leave report then resubmit once corrected.

9. Tip: If an employee has accurately submitted a Leave Report with no time taken, you may skip the review of Leave Report against Leave Balances by selecting the "Approve or FYI" checkbox and clicking on "Save".

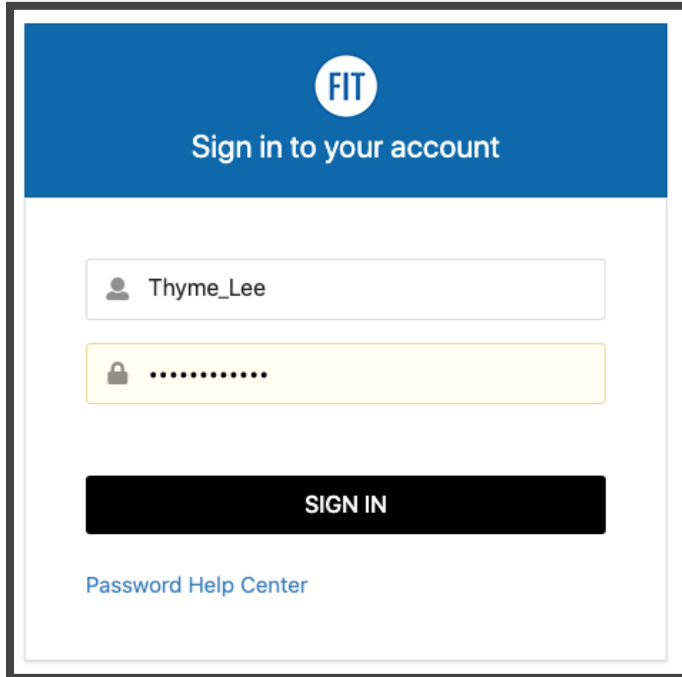
<input type="button" value="Change Selection"/> <input type="button" value="Select All, Approve or FYI"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>										
Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
@#####	JUSTIN TIME 000978 - 03 PROCEDURE&COMM. COORD	Approve	1.86	.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

10. When you have completed your tasks [log out properly to avoid errors.](#)

[\(Return to Table of Contents\)](#)

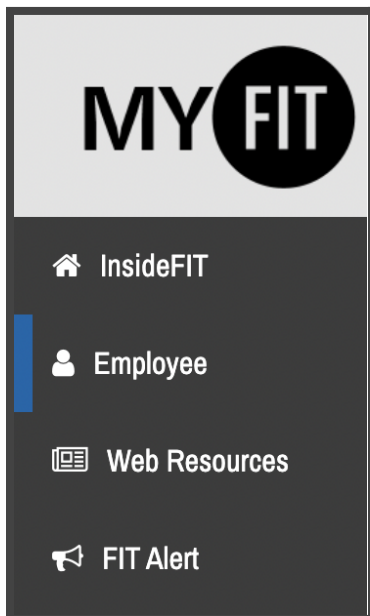
How to set up a proxy

1. [Sign in to MyFIT](#)



The screenshot shows the MyFIT sign-in interface. At the top, there is a blue header with the FIT logo and the text "Sign in to your account". Below the header, there are two input fields: the first contains the username "Thyme_Lee" and the second contains a masked password ".....". A black "SIGN IN" button is positioned below the password field. At the bottom left, there is a link for "Password Help Center".

2. Select the Employee page from the left-hand navigation menu



- Under Online Resources, click on Online Information System. (Note you will not see proxy options if you use the Approve Time (Supervisors) shortcut under Time and Attendance.)

Online Resources

[Online Information System](#)
Register for courses, search the course catalog, view grades and transcripts, update your personal information, complete time sheets, pay bills, view your financial aid information, and access many other administrative services.

- Click on Employee

Main Menu

[Personal Information](#)
View / update mail and email addresses, sign up for emergency text messaging, answer a survey.

[Student](#)
Register for classes; Display your class schedule; Display Admissions Requests and Applications; A

[Financial Aid](#)
View/Update financial aid application status and awards.

[Employee](#)
Benefits, Leave Reporting, Leave Balances, Timesheet, W2 Forms, W4 Data

[Off Campus Housing](#)

- Click on Leave Report

Employee

[Time Sheet](#)

[Leave Report](#)

[Pay Information](#)

- Click on Proxy Set Up near the bottom of the page

Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

[Proxy Set Up](#)

RELEASE: 8.12.1.5

7. Select the employee you wish to be a proxy from the drop-down menu. Note you may begin typing the name to jump to the name on the list (all FIT employees are eligible to be a proxy). Once selected the employee's name will be listed in the field, click on the box under Add (a check will appear when selected), and then click the Save button. Please limit your proxies to two.

Proxy Set Up

Name	Add	Remove
GLADYS FRIDAY, GLADYS_FRIDAY	<input type="checkbox"/>	
EARL E. BIRD, EARL_BIRD	<input checked="" type="checkbox"/>	

8. Proxies will not get an email alerting them they have been set up as your proxy. We recommend individuals setting up proxies email those individuals after they complete the steps above.

Subject	You are now a time and attendance proxy
----------------	---

Hello,

This email is to alert you that you have been added as a time and attendance proxy for [Insert Name]. Please review the [Managing leave reports as a proxy \(proxy role instructions\)](#).

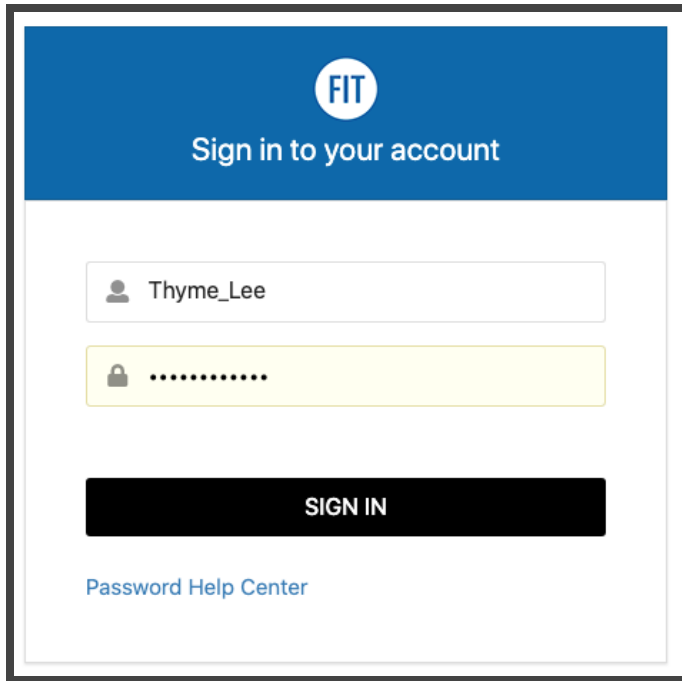
Thank you,

9. When you have completed your tasks [log out properly to avoid errors](#).

[\(Return to Table of Contents\)](#)

How to remove a proxy

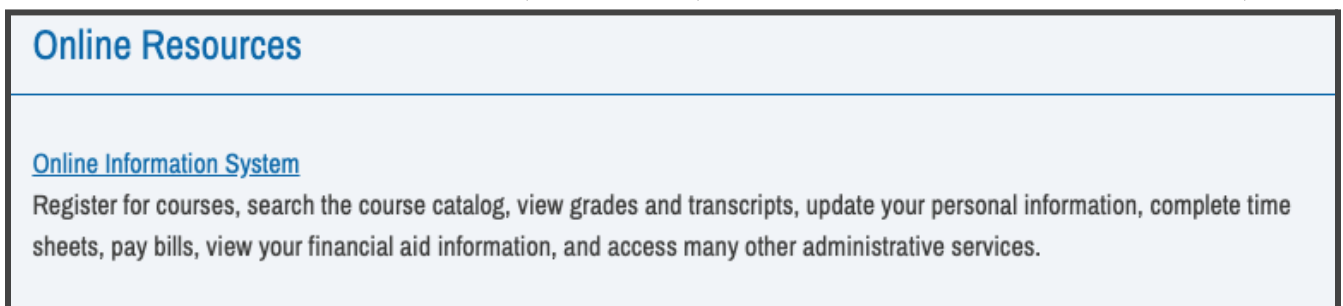
1. [Sign in to MyFIT](#)



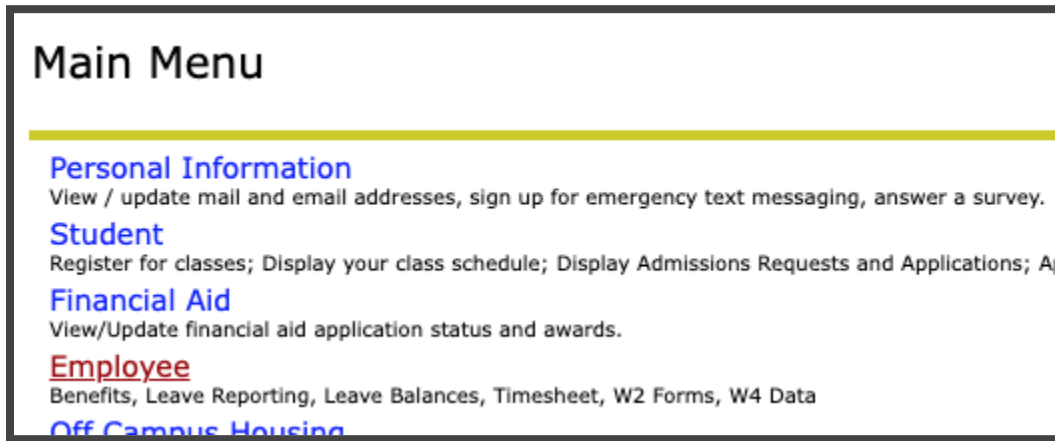
2. Select the Employee page from the left-hand navigation menu



3. Under Online Resources, click on Online Information System. (Note you will not see proxy options if you use the Approve Time (Supervisors) shortcut under Time and Attendance.)



4. Click on Employee



Main Menu

[Personal Information](#)
View / update mail and email addresses, sign up for emergency text messaging, answer a survey.

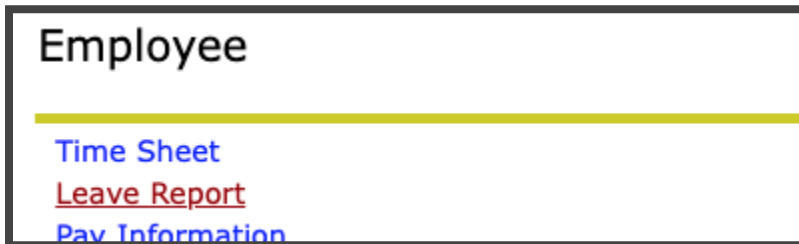
[Student](#)
Register for classes; Display your class schedule; Display Admissions Requests and Applications; Ag

[Financial Aid](#)
View/Update financial aid application status and awards.

[Employee](#)
Benefits, Leave Reporting, Leave Balances, Timesheet, W2 Forms, W4 Data

[Off Campus Housing](#)

5. Click on Leave Report



Employee

[Time Sheet](#)

[Leave Report](#)

[Pay Information](#)

6. Click on Proxy Set Up near the bottom of page



Approve or Acknowledge Time:

Approve All Departments:

Act as Proxy:

Act as Superuser:

[Proxy Set Up](#)

RELEASE: 8.12.1.5

7. Click the box next to the employee name you wish to remove as a proxy and click the Save button.

Proxy Set Up

Name	Add Remove
GLADYS FRIDAY, GLADYS_FRIDAY	<input checked="" type="checkbox"/>
EARL E. BIRD, EARL_BIRD	<input type="checkbox"/>

8. Proxies will not get an email alerting them they have been removed as your proxy. We recommend individuals removing proxies email those individuals after they complete the steps above.

Example Email:

Subject	You have been removed as a time and attendance proxy
----------------	--

Hello,

This email is to alert you that you have been removed as a time and attendance proxy for [insert name].

Thank you,

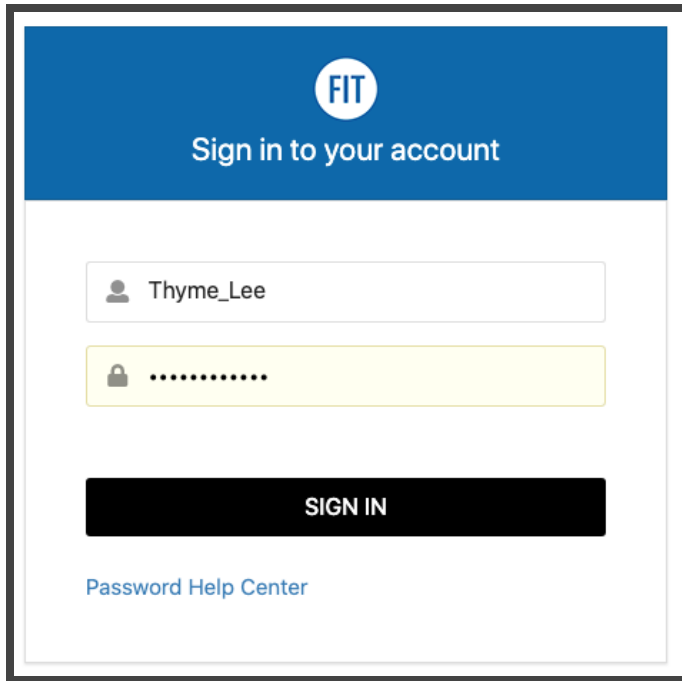
9. When you have completed your tasks [log out properly to avoid errors](#).

[\(Return to Table of Contents\)](#)

Managing leave reports as a proxy (proxy role instructions)

How to access and process leave reports submitted for approval

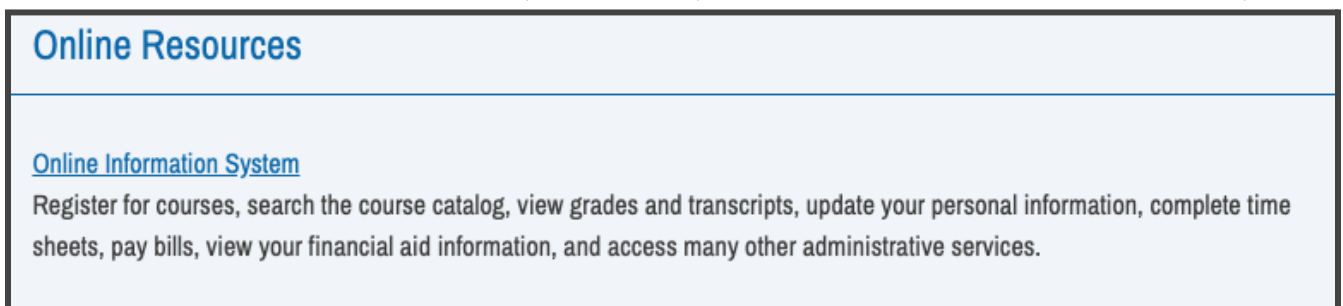
1. [Sign in to MyFIT](#)



2. Select the Employee page from the left-hand navigation menu



3. Under Online Resources, click on Online Information System. (Note you will not see proxy options if you use the Approve Time (Supervisors) shortcut under Time and Attendance.)



4. Click on Employee

Main Menu

[Personal Information](#)
View / update mail and email addresses, sign up for emergency text messaging, answer a survey.

[Student](#)
Register for classes; Display your class schedule; Display Admissions Requests and Applications; Ag

[Financial Aid](#)
View/Update financial aid application status and awards.

[Employee](#)
Benefits, Leave Reporting, Leave Balances, Timesheet, W2 Forms, W4 Data

[Off Campus Housing](#)

5. Click on Leave Report

Employee

[Time Sheet](#)

[Leave Report](#)

[Pay Information](#)

6. Click on the drop-down box next to Act as Proxy:

Leave Reports **(IMPORTANT: Leave balances must be checked before submitting or approving leave reports.)**

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

Select

7. Select the name of the Employee for which you will be acting as a proxy

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input checked="" type="checkbox"/> Self <input type="checkbox"/> NICK OVTIME, NICK_OVTIME
Act as Superuser:	<input type="checkbox"/>

Select

8. Navigate to the Leave Report section on the Approver Selection page (note some approvers will have Time Sheets, Leave Requests, and other items in this section but most will only see the Leave Report option). Using the Radial Button under My Choice select the Department and Description you wish to review/approve a leave report. Then select the Leave Period you wish to view from the dropdown list.

Approver Selection

Leave Report

Department and Description	My Choice	Leave Period
627, HELP DESK	<input type="radio"/>	LR, Apr 01, 2019 to Apr 30, 2019
943, IT ADMIN, FINANCE & PLANNING	<input checked="" type="radio"/>	✓ LR, Mar 01, 2022 to Mar 31, 2022
945, ACADEMIC COMPUTING	<input type="radio"/>	LR, Apr 01, 2019 to Apr 30, 2019
946, VP / CHIEF INFORMATION OFFICER	<input type="radio"/>	LR, Dec 01, 2021 to Dec 31, 2021

Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

9. On the Department Summary page, you will be able to view the status of the Leave Report during the Leave Period you selected on the previous screen for all the employees under the approver for which you are the proxy.

12. What to do if there are any Error or Warning Messages:

Any reports in error or warning status should be carefully reviewed to ensure that leave has been entered correctly before approving. (See [Known Errors List](#))

Error and Warning Messages				
Earning	Shift	Time Entry Date	Hours	Message
				WARNING No hours entered.

13. Select one of the following actions for the Leave Report:

Approve: If reported information is accurate and the employee has the leave balances to cover the time/earning codes selected. (See [Known Errors List](#))

Return for Correction: If the employee made a mistake in their report [Add Comments](#) explaining what changes are required and Return for Correction. *Promptly notify the employee as there is no automatic notification that is generated.* The leave report will display as Returned for Corrections for the employee and the previous entries will remain, they will need to edit the entries and make the appropriate corrections before submitting for approval again. Promptly notify the employee as there is no automatic notification that is generated.

Change Record: It is recommended that this function is used only in special situations, use the Return for Correction process when edits to a Leave Report are required but the employee is unavailable or unable to make the necessary edits; therefore, Return for Correction cannot be used.

Delete: If the employee made mistakes in their report you may also use the Delete option and it will clear all entries and return the leave report to the Not Started status. *Promptly notify the employee as there is no automatic notification that is generated.*

Important: Should an approver/proxy return or delete an employee's leave report, the approver/proxy must promptly notify the employee of those changes. There is no automatic notification that is generated. Any corrections must be noted by [adding a comment](#) to the leave report and then sending the employee an email to address the issues in the comments of the returned leave report then resubmit once corrected.

14. Tip: If an employee has accurately submitted a Leave Report with no time taken, you may skip the review of Leave Report against Leave Balances by selecting the "Approve or FYI" checkbox and clicking on "Save".

<input type="button" value="Change Selection"/> <input type="button" value="Select All, Approve or FYI"/> <input type="button" value="Reset"/> <input type="button" value="Save"/>										
Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
@#####	JUSTIN TIME 000978 - 03 PROCEDURE&COMM. COORD	Approve	1.86	.00	.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Change Leave Record Leave Balance

15. When you have completed your tasks [log out properly to avoid errors.](#)

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How to log out of Time and Attendance Web Resources

Properly logging out of the Self-Service Banner (SSB) and MyFIT is important to avoid errors and keep your data secure. Note most [errors](#) individuals encounter are because they failed to log out properly.

1. Close the browser window/tab that opened when you selected the time and attendance web resource (Approve Time, Leave Balances and Leave Reports).
2. Click on Sign Out in the top right-hand corner of MyFIT. Allow the browser to refresh the sign-in page before closing the tab.



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Common Leave Reporting Errors and Troubleshooting Tips

Initial Troubleshooting Steps

1. Confirm there is no planned maintenance or a known issue by going to <https://it.fitnyc.edu/system-status/>.
 - o The Division of Information Technology regularly performs upgrades and maintenance on FIT IT Systems to improve functionality and prevent unplanned outages; during these times select services may be unavailable.
2. Ensure you are not attempting to access during the annual leave rollover and that all leave reports must be submitted and approved by August 31 each year.
3. [Log out properly](#) and [log back in](#).

Known Errors List

Error: Insufficient Leave Balance...

Example/Image  **Possible Insufficient Leave Balance.**

 **Possible Insufficient Leave Balance for OPTIONAL - COLUMBUS,**

⚠ Possible Insufficient Leave Balance for JURY DUTY.

⚠ Possible Insufficient Leave Balance for SICK HIRED AFTER 6/1/05.

Cause The leave report will show a warning message for hours/days listed under earnings codes that do not accrue leave (i.e. [excused absences with pay](#) such as jury leave, death in family, NYS cancer screening) as well as for leave types where accruals are only one (1) day. Reports can also appear in error or warning status if the employee does not have enough leave to cover the hours/days entered.

Solution: Any reports in error or warning status should be carefully reviewed to ensure that leave has been entered correctly before submitting for approval or approving.

Error: No hours entered.

Example/Image **⚠ No hours entered.**

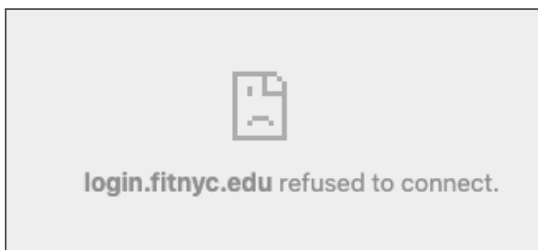
Cause If a leave report is submitted for approval with zero hours entered the originator, approver and proxy will see the "No hours entered" warning.

Solution: Any reports in error or warning status should be carefully reviewed to ensure that leave has been entered correctly before approving.

As a reminder, most errors can be avoided by properly logging out of Self-Service Banner (SSB) and MyFIT. Below you will find specific errors encountered.

Error: login.fitnyc.edu refused to connect

Example/Image

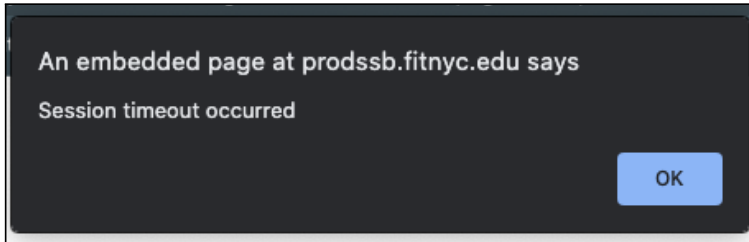


Cause This error typically occurs when an individual clicks the “Exit” option from the Self-Service Banner menu in the upper left-hand corner, then attempts to regain access on the still open MyFIT tab.

Solution: Follow the [How to log out of Time and Attendance Web Resources instructions](#)

Error: An embed page at prodssb.fitnyc.edu says Session timeout occurred

Example/Image

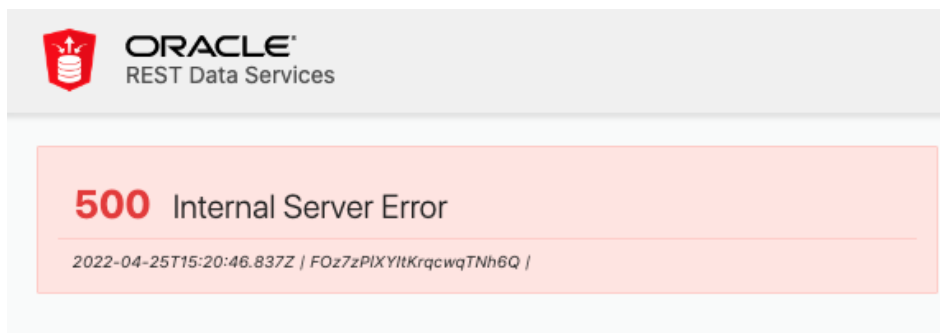


Cause Recent maintenance or an individual did not log out properly during their previous session.

Solution: Follow the [How to log out of Time and Attendance Web Resources instructions](#) and/or clear cache

Error: Oracle 500 Internal Server Error

Example/Image

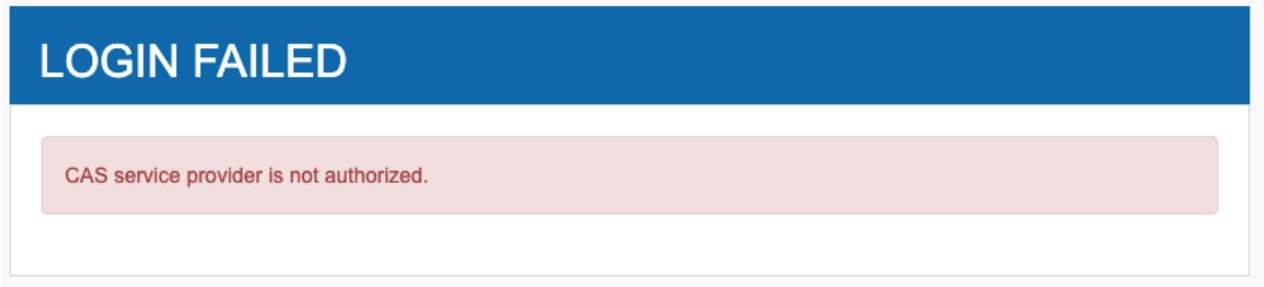


Cause Error can occur when the Self-Service Banner (SSB) tab is closed, then reopened with keyboard shortcuts. Additionally, those accessing their leave report then accessing leave reports as a proxy may encounter this error. Error also appears if you enter any number in excess of 99 in the “Enter days” field.

Solution: Follow the [How to log out of Time and Attendance Web Resources instructions](#)

Error: Login Failed CAS service provider is not authorized

Example/Image



Cause Self-Service Banner tab timed out (idle too long) or there is maintenance to the password authentication system.

Solution: Follow the [How to log out of Time and Attendance Web Resources instructions](#)

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List of Leave Types (Paid Time Off) and Explanations (including accruals, carryover and payout details)

Types of leave and available balances may be viewed in your [Leave Balances](#). Types of leave that have no accruals such as Jury Duty, Graduation, and Death in Family are also listed in Leave Balances for explanations of these types of leave [see excused absences with pay](#).

List of Leave Types

TYPE of Leave	Hours or Days	Banked Date Available	Available Beginning Balance	Earned as of Jun 02, 2022	Taken as of Jun 02, 2022	Available Balance as of Jun 02, 2022
---------------	---------------	-----------------------	-----------------------------	---------------------------	--------------------------	--------------------------------------

Type of Leave (Paid Time Off):

Compensatory Time (also known as Comp Time)

Definition/Explanation: Compensatory time off may be approved in lieu of overtime pay for irregular or occasional overtime work.

Accrual: Based on overtime worked.

Carryover (Cumulative): Yes

Payout upon separation from FIT: Yes, all accrued time.

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Type of Leave (Paid Time Off):

Free (also known as Free Days, Free Spring, Free Winter)

Definition/Explanation: Additional days granted to full-time staff, non-classroom faculty, and classroom assistants.

Accrual: Varies by position and hire date, review chart below.

Staff / Security hired on or after March 5, 2007		
Years of service	Total free days accrued yearly	Free days accrued in
1 – 2	Not eligible to accrue	0
3 and over	2	1 – Dec 1 – Mar or Apr
Staff / Security hired prior to March 5, 2007		
Years of service	Total free days accrued yearly	Free days accrued in
1 and over	4	2 – Dec 2 – Mar or Apr
Non-Classroom Faculty and Classroom Assistants hired on or after March 5, 2007		
Years of service	Total free days accrued yearly	Free days accrued in
1 – 5	3	December
6 – 8	4	December
9 and over	5	December
Non-Classroom Faculty and Classroom Assistants hired on or after December 15, 1994		
Years of service	Total free days accrued yearly	Free days accrued in
1 – 5	6	December
6 and 7	8	December

8 and 9	9	December
After 9	10	December
Non-classroom Faculty and Classroom Assistants hired before December 15, 1994		
10	December	0

Carryover (Cumulative): No. Free days that are not used by August 31 do not carry over to the next academic year.

Payout upon separation from FIT: Yes, all accrued and unused free days.

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Type of Leave (Paid Time Off):

Optional

Definition/Explanation: Four (4) optional days are additional days granted to full-time staff and security; for Columbus Day, Election Day, Veterans Day, and Lincoln’s Birthday. Full-time non-classroom faculty and classroom assistants do not accrue optional days. Upon the request of the employee, and with the prior written approval of the immediate supervisor and senior administrator, an optional holiday may be taken either on the day that it occurs or on a day thereafter. When the College is officially closed on the date of the optional holiday, or if one of the optional holidays falls on a weekend, eligible employees shall receive equal time.

Accrual:

See chart below

Full-time staff and security employees		
Years of service	Optional days accrued yearly	Optional days are accrued on
1 and over	4	October – Columbus Day November – Election Day November – Veterans Day February – Lincoln’s Birthday

*All other employees do not accrue optional days.

Carryover (Cumulative): No. Optional days that are not used by August 31 do not carry over to the next academic year.

Payout upon separation from FIT: Yes, all accrued and unused optional days.

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Type of Leave (Paid Time Off): **Personal**

Definition/Explanation: 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 personal or sick) legal or financial business and/or home repairs. Personal days may not be used for 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 that prevent such prior notification. However, upon return to work, an explanation must be furnished to the supervisor if requested.

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.

Accrual: Full-time employees may use up to five personal business days per academic year (September through August). [See Accrual Charts in Sick for more details.](#)

Carryover (Cumulative): Any unused personal days by August 31 will be rolled into the sick bank at the end of the academic year.

Payout upon separation from FIT: See CBA 34.1.2

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Type of Leave (Paid Time Off): **Sick**

Definition/Explanation: Used only for personal illness or employees may use two (2) sick leave days for the care of domestic partners or family members who are ill.

Accrual: Varies by position and hire date, review charts below.

All full-time employees hired on or after March 5, 2007			
Accrued	Sick days	Personal days	Total days
September	2	5	7
February	7	0	7

Yearly	9	5	14
All full-time employees hired on or after March 1, 1997			
Accrued	Sick days	Personal days	Total Days
September	3	5	8
February	8	0	8
Yearly	11	5	16
All full-time employees hired prior to March 1, 1997			
Accrued	Sick days	Personal days	Total Days
September	4	5	9
February	8	0	8
Yearly	12	5	17

Part-time staff, non-classroom faculty and classroom assistants				
Accrue sick time as follows and can carry over their sick hours to the following academic year (September – August) to a maximum of 280 hours.				
Hired prior to 3/1/97				
Hours worked per week	0-3 YRS Sick accrual per month	4-5 YRS Sick accrual per month	6-8 YRS Sick accrual per month	After 8 YRS Sick accrual per month
Hired on or after 3/1/97				
Hours worked per week	0-3 YRS* Sick accrual per month		4-5 YRS Sick accrual per month	6-8 YRS Sick accrual per month
			After 8 YRS Sick accrual per month	

25	2.33	2.50	3.33	4.58	5.00
24	2.25	2.42	3.29	4.50	4.96
23	2.19	2.33	3.25	4.42	4.92
22	2.10	2.25	3.21	4.33	4.88
21	2.04	2.17	3.17	4.25	4.83
20	1.96	2.08	3.13	4.17	4.79
19	1.88	2.00	3.08	4.08	4.75
18	1.81	1.92	3.04	4.00	4.71
17	1.73	1.83	3.00	3.92	4.67
16	1.67	1.75	2.96	3.83	4.63
15	1.58	1.67	2.92	3.75	4.58
14	1.48	1.56	2.73	3.50	4.27
13	1.38	1.44	2.52	3.25	3.98
12	1.27	1.33	2.33	3.00	3.67
11	1.17	1.23	2.15	2.75	3.35
10	1.06	1.10	1.94	2.50	3.06
0 – 9	0.00	0.00	0.00	0.00	0.00

*Part-time employees hired on or after 3/1/97 will accrue according to this schedule for the first three years of their employment. Beginning with the fourth year of employment, part-time employees will accrue at the same rate as employees hired before 3/1/97.

Part-time faculty (adjuncts)

Part-time faculty employees shall be granted two (2) hours of sick leave for every semester contact hour taught, cumulative to a maximum of 81 teaching hours.

Carryover (Cumulative): Yes, to a maximum of 220 total days (CBA 34.1.1)

Payout upon separation from FIT: See CBA 34.1.2

If for any anticipated or unforeseen reason(s) an employee is unable to work for an extended

period of time due to their own serious health condition, the employee should file the requisite leave of absence forms with the Office of Human Resources as soon as possible. Supervisors should also inform the Office of Human Resources as soon as they are made aware that an employee is unable to work due to his or her own serious health condition. Please visit [Leave and Time Management \(fitnyc.edu\)](http://fitnyc.edu) for more information.

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Type of Leave (Paid Time Off):

Vacation

Definition/Explanation: Pre-approved paid day off from work for the purpose of rest, relaxation, or other personal reasons.

Accrual:

Staff / Security hired on or after March 5, 2007			
Years of Service	Total vacation days accrued yearly	Vacation days are accrued monthly	Carry-over days
1 – 7	20	1.67	20
8 – 13	25	2.08	25
14 and over	30	2.50	30
Staff / Security hired prior to March 5, 2007			
Years of Service	Total vacation days accrued yearly	Vacation days are accrued monthly	Carry-over days
1 – 4	20	1.67	20
5	25	2.08	25
6	30	2.50	30
7	35	2.92	35
Non-Classroom Faculty and Classroom Assistants hired on or after March 5, 2007			
Years of Service	Total vacation days	Vacation days are	Carry-over days

	accrued yearly	accrued monthly	
1 – 6	25	2.08	15
7 – 9	30	2.50	15
10 and over	40	3.33	15

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

Years of Service	Total vacation days accrued yearly	Vacation days are accrued monthly	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

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

Total vacation days accrued yearly	Vacation days are accrued monthly	Carry-over days	
50	4.17	15	

Full-time non-bargaining employees classified as confidential hired during or after January 2012 are entitled to:

Years of Service	Total vacation days accrued yearly	Vacation days are accrued monthly	Carry-over days
1 – 7	20	1.67	20
8 – 13	25	2.08	25
14 and over	30	2.50	30

Full-time non-bargaining employees classified as administration

Are entitled to 30 vacation days each academic year (September – August). Vacation days are accrued at the rate of 2.50 days each month and can be carried over to a maximum of 50 days.

Full-time faculty

Shall be on vacation immediately after the latter of the graduation ceremony in the Spring semester or the submission of final grades. Such vacation shall continue without interruption until the faculty member's first assignment for the Fall semester which shall not be earlier than one (1) week before the resumption of classes for the Fall semester. They shall be on vacation immediately after the end of the Fall semester or submission of final grades until one (1) week before the start of classes in the Spring semester.

During the period prior to the resumption of classes, all full-time faculty members shall be available on campus for counseling and advisement of students.

Carryover (Cumulative): Yes

Payout upon separation from FIT: See CBA 33.3

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Excused Absence with Pay

All employees who are absent for any of the following reasons shall receive full pay during their absence if they follow the proper procedures for requesting and reporting leave.

College Business

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

Recording on Leave Report: The form to secure approval in advance is the [College Business Authorization and Travel Form](#) (found under General Forms). After attending a college business event, employees should record pertinent information on their leave report by [adding a comment](#) on their leave report.

Court of Law

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

Recording on Leave Report: Employees should enter all relevant information by [adding a comment](#) on their leave report.

Death in Family (Bereavement)

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, spouses, domestic partners, sisters, brothers, 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.

Recording on Leave Report: Employees should record absences for this reason by selecting death in the family in the earnings column on their leave report. Note: Leave will show as a negative in leave balances but is not deducting from any paid time off leave earnings.

Emergency College Closing

Official closing of the college because of an unforeseen emergency. Employees are encouraged to update their [FIT Alert](#) information regularly. FIT Alert is used for sending out emergency communications to employees and students, including official closing of the college announcements. Please note that the communications will indicate day and/or nighttime class cancellations as well as closure of administrative and service offices

Recording on Leave Report: If an employee is scheduled to be out on that day or for a portion of the day, the appropriate leave (PTO) must be charged as scheduled.
If an employee is scheduled to work on that day, no charge of PTO is required.

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 that 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.

Recording on Leave Report: Employees should record absences for this reason by selecting graduation in the earnings column on their leave report. Note: Leave will show as a negative in leave balances but is not deducted from any paid time off leave earnings.

Jury Duty

All employees absent for jury duty, shall receive full salary during their absence and shall not lose paid time off (PTO) days.

Recording on Leave Report: Employees should record absences for this reason by selecting jury duty in the earnings column on their leave report.

Employees must submit the following documents through [HR Solution Center](#) by selecting "Submit Documents (includes proof of previous employment and peer evaluations). Please upload below." as soon as possible when selecting jury duty on leave reports.

- Jury summons letter
- If selected for jury service, the letter mailed by the court certifying the completed jury service

Note: Employees must also communicate with their supervisors regarding absences due to jury duty and supply similar documentation as proof of service. Additionally, leave will show as a negative in leave balances but is not deducted from any paid time off leave earnings.

Military

Under New York Military Law Section 242, a public employee who is ordered to perform "military duty", including but not limited to attendance at any service school conducted by the armed forces, is entitled to be paid their salary or other compensation for up to 22 working days or 30 calendar days (whichever is greater) in any one calendar year. However, participation in "routine reserve officer training corps training" is not considered to be ordered military duty except when the employee is performing "advanced training duty as a member of a reserve component of the armed forces." In addition, public employees who are ordered to perform military duty may be entitled to an additional 22 working or 30 calendar days pay if they qualify for supplemental military pay. An employee may only receive the supplemental benefit once.

Recording on Leave Report: Employees must complete the [Certification of Qualifying Exigency for Military Family Leave \(FMLA\) Form](#), upload the completed document with the [FIT Leave Request Process](#).

Employees should record absences for this reason by entering all relevant information by [adding a comment](#) on their leave report.

NYS Cancer Screenings (also known as Cancer Screenings)

Under New York State Civil Service Law, FIT is required to provide excused leaves of absence not to exceed a maximum of four (4) hours on an annual basis to undertake cancer screenings. An employee and their applicable physician must complete the [Excused Leave for Cancer Screening form](#) (found under Leave and Time Management) as validation of the cancer screening. The form should be retained for your records (it does not need to be submitted to Human Resources).

Recording on Leave Report: Employees should record absences for this reason by selecting NYS Screenings in the earnings column on their leave report. Note: Leave will show as a negative in leave balances but is not deducted from any paid time off leave earnings.

Worker’s Compensation

For full details, visit

<https://www.fitnyc.edu/about/administration/hr/current-employees/workers-comp/index.php>

Recording on Leave Report: Employees should record absences for this reason by selecting “Workers Compensation” earnings column on their leave report. Note: Leave will show as a negative in leave balances but is not deducting from any paid time off leave earnings.

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Deductions Schedule for Reporting Leave

Classroom Assistants

Based on a six (6) hour work day

Hours Absent	Hours to be Charged	
0.5	0.8	If you are regularly scheduled to work a 6 hour day 5 days a week and you are out a whole day, charge 1 day on your leave report.
1	0.17	
1.5	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	0.33	
2.5	0.42	
3	0.5	If you are regularly scheduled to work 4 days a week (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.
3.5	0.58	
4	0.67	
4.5	0.75	
5	0.83	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 leave balances.
5.5	0.92	
6	1	
6.5	1.08	
7	1.17	

7.5	1.25
8	1.33
8.5	1.42
9	1.5
9.5	1.58
10	1.67

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Faculty

Based on a standard work day

Hours Absent	Hours to be Charged	
0.5	0.7	If you are scheduled to teach 1 class during the day and you are absent, charge 1 day on your leave report.
1	0.14	
1.5	0.21	If you are scheduled to teach 2 classes during the day and you are absent from both classes, charge 1 day on your leave report.
2	0.29	
2.5	0.36	If you miss 1 of your 2 classes during the day, charge .5 on your leave report.
3	0.43	
3.5	0.5	If you are scheduled to teach an evening class and you are absent, charge 1 day on your leave report.
4	0.57	
4.5	0.64	If you miss your day and evening classes, charge 2 days on your leave report.
5	0.71	
5.5	0.79	See Collective Bargaining Agreement, section 34.1.1 for more information.
6	0.86	
6.5	0.93	
7	1	

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Non-Classroom Faculty

Based on a six (6) hour work day

Hours Absent	Hours to be Charged

0.5	0.8	If you are regularly scheduled to work a 6 hour day 5 days a week and you are out a whole day, charge 1 day on your leave report.
1	0.17	
1.5	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	0.33	
2.5	0.42	
3	0.5	If you are regularly scheduled to work 4 days a week (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.
3.5	0.58	
4	0.67	
4.5	0.75	
5	0.83	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 leave balances.
5.5	0.92	
6	1	
6.5	1.08	
7	1.17	
7.5	1.25	
8	1.33	
8.5	1.42	
9	1.5	
9.5	1.58	
10	1.67	

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Non-Bargaining

Based on seven (7) hour work day

Hours Absent	Hours to be Charged	
0.5	0.7	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 on your leave report.
1	0.14	
1.5	0.21	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	0.29	
2.5	0.36	
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

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Security

	7 hour work day	8 hour work day
Hours Absent	Hours to be Charged	Hours to be Charged
0.5	0.7	0.6
1	0.14	0.13
1.5	0.21	0.19
2	0.29	0.25
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

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 on your leave report.

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.

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Staff

Based on a seven (7) hour work day

Hours Absent	Hours to be Charged	
0.5	0.7	If you are regularly scheduled to work a 7 hour day 5 days a week and you were out a whole day, charge 1day on your leave report.
1	0.14	
1.5	0.21	
2	0.29	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	
3	0.43	
3.5	0.5	Those entitled to work shorter hours during recess periods are to charge 1 day for each whole day absent.
4	0.57	
4.5	0.64	If you work a 4 day work week during the summer period 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	0.71	
5.5	0.79	
6	0.86	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 leave balances.
6.5	0.93	
7	1	
7.5	1.07	
8	1.14	
8.5	1.21	
9	1.29	
9.5	1.36	
10	1.43	

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