

Instructions for Leave Reporting for Exempt Employees

Self-Service

<https://selfservice.wittenberg.edu/>



IMPORTANT LEAVE INFORMATION

Leave reporting no longer requires the employee and supervisor to “sign off” on the leave every month. Supervisors should be actively approving leave requests and holding employees accountable for tracking leave.

Exempt employees are given vacation and sick leave in days. Unfortunately, the system cannot display leave in “days”. Therefore, all balances are displayed in hours. Per the Employee Manual, exempt employees must use leave time in increments of a half day (4 hours) or a full day (8 hours).

EMPLOYEES – ONLY REPORT LEAVE IN INCREMENTS OF 4 OR 8 HOURS!

Reminder: leave requests are considered legal documents.

DEFINITIONS

Advanced: Leave hours/days, that have not yet been accrued or earned, deposited into the employee's leave bank upon hire and then every Jan 1 thereafter. Employees can use advanced leave before it is accrued or earned.

Accrued: Leave hours/days that have been earned based on policy but not yet taken.

- Employees accrue 2.08 days (16.65 hours) of vacation for each full month they work. When an employee works Jan 1 through Dec 31, they will have accrued the amount they were advanced in January. Proration occurs for new hires after Jan 1.
- **Example:** Ezry was advanced 200 vacation hours on 1/1. He is retiring on 7/31. He will have accrued 116.5 hours by his retirement date. Because he earned 116.5 of his 200 vacation hours he will be paid for any unused hours up to the 116.5 hours with the remaining 83.5 hours considered unearned and no pay due.
 - **If Ezry used 40 of the accrued 116.5 hours**, he will be paid for 76.5 hours.
 - **If Ezry used 120.5 hours**, he will owe 4 hours of pay to the university.

Carry-over: Leave from a previous year allowed to rollover to the current year

Submit: The employee completes a leave request and submits for the supervisor to view and approve

Un-submit: The employee retracts the leave request before the supervisor approves

Approve: The supervisor views the employee's leave request and approves

Reject: The supervisor rejects the employee's leave request

Withdraw: The employee withdraws the leave request AFTER the supervisor approved the initial leave request

Withdraw Approval: The supervisor approves the withdrawal request and the employee can resubmit as needed

IMPORTANT VACATION POLICY DETAILS

(see full policy in [Employee Manual](#))

Exempt staff are advanced 25 days of vacation on January 1.

- If a new employee begins on April 1, they will accrue 18.5 days (148 hours) of vacation through December 31. Vacation time is prorated from the date of hire at the rate of 2.08 days (16.65 hours) per month for a total of 6.25 days (50 hours) per quarter (we should probably also put hours since that's the way the system is set up). Administrative staff may take vacation after thirty (30) days of continuous full-time employment.
- If an employee is leaving the university, they will only be paid based on the vacation earned up to their last working day. For example, if an employee's last day is June 30, they will only be paid out for 12.5 days (100 hours) they've earned. Additionally, to receive a vacation payout at the time of departure, the employee must have worked at the university for a full year and given at least a two week notice.

IMPORTANT VACATION POLICY DETAILS

(see full policy in [Employee Manual](#))

Carry-over – “use it or lose it!”

- With the new leave reporting and balances on Self-Service, it is up to the employee to be sure they are using carry-over time by June 30.
- Administrative staff can carry-over up to 10 days (80 hours) that must be used by June 30. Any carry-over time not used by June 30 will be removed from the balance and will appear as an adjustment. AGAIN, this is up to the employee to manage. The process will happen automatically and will not be adjusted for lack of knowing or action.
- Employees can now enter leave requests with a future date. Once those hours are approved by the Supervisor, the hours will be removed from the employee’s leave balance and Self-Service will show the adjusted balance. But use caution because this may not account for the need to use prior year carry-over days before 6/30.
- **For example:** An employee carried-over 10 days (80 hours) from the previous year for a total of 280 hours as of 1/1. On 3/31 they key into Self-Service that they used 5 days (40 hours) in March and also request 5 future days (40 hours) in July that their supervisor approved. Although the balance in Self-Service will adjust to show 200 hours remaining, they still have 5 days (40 hours) they must use before June 30 or else they will lose the 5 days (40 hours). This is up to the employee to manage.

Once logged into Self-Service, choose **Employee**.

The screenshot shows the Wittenberg University Colleague Self-Service portal. The header includes the Wittenberg University logo and navigation links for 'schlaker', 'Sign out', and 'Help'. The main content area displays a welcome message and a grid of service categories. The 'Employee' category is highlighted with a red border.

Wittenberg UNIVERSITY

schlaker Sign out Help

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Financial Aid**
Here you can access financial aid data, forms, etc.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Banking Information**
Here you can view and update your banking information.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Course Catalog**
Here you can view and search the course catalog.
- Grades**
Here you can view your grades by term.
- Graduation Overview**
Here you can view and submit a graduation application.
- Academic Attendance**
Here you can view your attendances by term.

Please note: your options may be different than mine.

Choose Leave

[Employment](#) · [Employee](#) · [Employee Overview](#)

Welcome to Colleague Employee Self-Service!



Tax Information

Here you can change your consent for e-delivery of tax information.



Time Entry

Here you can fill out your timecards.



Earnings Statements

Here you can view your earnings statement history.



Employee Proxy

Here you can delegate certain types of work tasks to another employee.



Supervisor Employee Leave Balances

Leave Balances



Banking Information

Here you can view and update your banking information.



Time Approval

Here you can approve or reject timecards for the people you supervise



Faculty Contracts

Here you can view your contract assignment details.



Leave

Here you can view your leave balances and leave requests.



Time History

Here you can view your paid timecards.

Please note: some of the options displayed are not active.

This is the home page for leaves. Here you can view **Leave Balances** and **Leave Requests**.

[Employment](#) · [Employee](#) · [Leave](#)

Leave



Leave Balance

Leave Requests

[Request Leave](#)

i You have no outstanding leave requests

Vacation: 25 days = 200 hours
Sick: 24 days = 192 hours

 Vacation (Hours)	 Sick (Hours)
0.00 200.00 Used Balance	0.00 192.00 Used Balance

Leave - As Of 4/11/2023

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Exempt	<u>0.00</u>	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	200.00	... View
Sick-Exempt	<u>0.00</u>	<u>192.00</u>	<u>0.00</u>	<u>0.00</u>	192.00	...

Scroll down to see a detailed description of all leave types.

IMPORTANT

Exempt employees are given vacation and sick leave in days. Unfortunately, the system cannot display leave in “days”. Therefore, all balances are displayed in hours. Per the Employee Manual, exempt employees must use leave time in increments of a half day (4 hours) or a full day (8 hours).

Leave Balance Details

Description	Vacation-Exempt
Accrual Rate	200.0000
Accrual Limit	280.0000
Maximum Carryover	80.0000
Maximum Rollover	
Starting Balance	0.00
Earned/Advanced-See Staff Manual	200.00
Used	0.00
Adjustments	0.00
Balance	200.00

Close

Leave - As Of 4/11/2023

Adjustments are for HR Office use only

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Exempt	<u>0.00</u>	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	200.00	... View
Sick-Exempt	<u>0.00</u>	<u>192.00</u>	<u>0.00</u>	<u>0.00</u>	192.00	... View

See **Earned/Advanced** definitions on page 3 & Employee Manual.

Balance is the total hours you have available to use.

To request or report vacation or sick leave, click **Request Leave**.

[Employment](#) · [Employee](#) · [Leave](#)

Leave

Leave Balance

Leave Requests

[Request Leave](#)



Vacation (Hours)

0.00	200.00
Used	Balance



Sick (Hours)

0.00	192.00
Used	Balance



You have no outstanding leave requests

You must “Request Leave” even if you are reporting leave taken in the past.

Leave - As Of 4/11/2023

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Exempt	<u>0.00</u>	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	200.00	... View
Sick-Exempt	<u>0.00</u>	<u>192.00</u>	<u>0.00</u>	<u>0.00</u>	192.00	...

Choose the leave under **Select a Leave Type**. Enter the **Start Date** and **End Date**.

[Employment](#) · [Employee](#) · [Leave](#)

Leave Request

< [Leave](#)

New Request

Leave Type

Select a Leave Type

Start Date * 

M/d/yyyy

End Date *

M/d/yyyy

Leave Type

Select a Leave Type

Sick

Vacation



Save



Submit



Comments



Delete

Current Leave Balance:	0.00 hours
Pending:	-0.00 hours
Effective Balance:	0.00 hours
Total Requested:	0.00 hours

Sick

Start Date * 

If your time off request is not greater than 1 day, your start and end date should be the same



Add **Comments** for supervisors & HR to view. Please specify if the sick time falls under approved FMLA, Jury Duty, Bereavement or a Family Sick Day.

[Employment](#) · [Employee](#) · [Leave](#)

Leave Request


[< Leave](#)

Sick 4/11/2023

-  Save
-  Submit
-  Comments
-  Delete

Leave Type

Sick

Start Date * 

4/11/2023 

End Date *

4/11/2023 

Current Leave Balance:	192.00 hours
Pending:	-0.00 hours
Effective Balance:	192.00 hours
Total Requested:	8.00 hours

	SU	MO	TU	WE	TH	FR	SA
	9	10	11	12	13	14	15
	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

4/11 - Was not feeling well

You may only enter time in the dates that you specified. The other dates are grayed out unless the start or end date is changed. **You must only enter 4 or 8 in the box.**
4 = half day
8 = full day

Save the request as a Draft for later as shown below. When the leave request is final, click Submit.

Employment · Employee · Leave

Leave Request

< Leave

New Request Sick 4/11/2023 **Draft**

Save **Submit** Comments Delete

Leave Type	Sick
Total Hours	8.00
Date Range	4/11/2023 - 4/11/2023
Actioner	Ms. Marie Thompson
Status	Draft

Leave Type: Sick

Start Date *: 4/11/2023

End Date *: 4/11/2023

SU	MO	TU	WE	TH	FR	SA
9	10	11	12	13	14	15
		8.00				

Current Leave Balance:	192.00 hours
Pending:	-0.00 hours
Effective Balance:	192.00 hours
Total Requested:	8.00 hours

Leave Request

< [Leave](#)

New Request

Sick 4/11/2023 Submitted

Save Unsubmit Comments Delete

Outstanding Leave Requests

Leave Type	Sick
Total Hours	8.00
Date Range	4/11/2023 - 4/11/2023
Actioner	Ms. Marie Thompson
Status	Submitted

Leave Type

Note the pending 8 hours and the effective balance.

Current Leave Balance:	192.00 hours
Pending:	-8.00 hours
Effective Balance:	184.00 hours
Total Requested:	8.00 hours

Start Date * i

End Date *

Once **Submitted**, a blue box will appear confirming the submission.

	SU	MO	TU	WE	TH	FR	SA
	9	10	11	12	13	14	15
			8.00				

See page 18 to make changes after supervisors have approved.

The employee can **Unsubmit** and make changes before the supervisor approves if necessary.

The request will change to a draft for the employee to make changes or delete the request

Employment · Employee · Leave

Sick Request unsubmitted successfully

Leave Request

< Leave

Click **Submit when changes are final.**

New Request Sick 4/11/2023 **Draft**

Save Submit Comments Delete

Outstanding Leave Requests

Leave Type	Sick
Total Hours	8.00
Date Range	4/11/2023 - 4/11/2023
Actioner	Ms. Marie Thompson
Status	Draft

Leave Type: Sick

Start Date *: 4/11/2023

End Date *: 4/11/2023

SU	MO	TU	WE	TH	FR	SA
9	10	11	12	13	14	15
		8.00				

Current Leave Balance:	192.00 hours
Pending:	-0.00 hours
Effective Balance:	192.00 hours
Total Requested:	8.00 hours

Click here to delete

To make a change, simply adjust the dates and/or the hours entered.

Employees will receive a notification as shown here and the blue box confirming they submitted.

[Employment](#) • [Employee](#) • [Leave](#)

✓ Sick request submitted

Leave Request

[← Leave](#)

New Request

Sick 4/11/2023 Submitted

Save Unsubmit Comments Delete

Outstanding Leave Requests

Leave Type Sick
Total Hours 4.00
Date Range [4/11/2023 - 4/11/2023](#)
Actioner Ms. Marie Thompson
Status Submitted

Leave Type

Sick

Start Date *

4/11/2023

End Date *

4/11/2023

Current Leave Balance:	192.00 hours
Pending:	-4.00 hours
Effective Balance:	188.00 hours
Total Requested:	4.00 hours

SU	MO	TU	WE	TH	FR	SA
9	10	11	12	13	14	15
		4.00				



In this scenario, the employee worked half a day instead of a full day, so they changed their hours to 4 instead of 8.

To add a new request, choose **Request Leave**.

Leave

Notice the Sick Leave Balance will not change until the request is approved.

Leave Balance

 Vacation (Hours)	 Sick (Hours)
0.00 200.00 Used Balance	0.00 192.00 Used Balance

Leave Requests

[Request Leave](#)

Leave Type	Total Hours	Date Range	Actioner	Status
Sick	4.00	4/11/2023	Ms. Marie Thompson	Submitted

Navigation: [⏪](#) [⏩](#) Page **1** of 1 [⏪](#) [⏩](#) Per Page: [4](#) Total: 1

Leave - As Of 4/11/2023

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Exempt	0.00	200.00	0.00	0.00	200.00	⋮ View

In this scenario, the employee is taking vacation leave greater than one week. This employee's regular working hours are Monday through Friday.

[Employment](#) · [Employee](#) · [Leave](#)

Leave Request

< [Leave](#)

Add **Comments** as needed and **Submit** when finished.

Outstanding Leave Requests

Vacation 6/19/2023 - 6/30/2023


 Save  Submit  Comments  Delete

Leave Type Sick
Total Hours 4.00
Date Range [4/11/2023 - 4/11/2023](#)
Actioner Ms. Marie Thompson
Status [Submitted](#)

Leave Type

Vacation

Current Leave Balance: 200.00 hours
Pending: -0.00 hours
Effective Balance: 200.00 hours
Total Requested: 40.00 hours

Start Date * 

6/19/2023

End Date *

6/30/2023

Enter the **Start and End Dates** of the leave. The employee entered "0" on Saturday and Sunday since those are regular non-working days. The rest of the days must be entered as 4 (half day) or 8 (full day).

	SU	MO	TU	WE	TH	FR	SA	
<	18	19	20	21	22	23	24	>
		8.00	8.00	8.00	8.00	8.00	0.00	
<	25	26	27	28	29	30	1	>
	0.00	8.00	8.00	8.00	8.00	8.00		

Click this arrow to see more days.

Any "0.00" in italics must be entered again as "0.00" or else you will receive an error.

Once submitted, changes cannot be made unless the employee **Unsubmits**.

[Employment](#) · [Employee](#) · [Leave](#)

✓ Vacation request submitted

Leave Request

< [Leave](#)

New Request

Vacation 6/19/2023 - 6/30/2023 Submitted

Save **Unsubmit** Comments Delete

Outstanding Leave Requests

Leave Type	Vacation
Total Hours	80.00
Date Range	6/19/2023 - 6/30/2023
Actioner	Ms. Marie Thompson
Status	Submitted
Leave Type	Sick
Total Hours	4.00
Date Range	4/11/2023 - 4/11/2023
Actioner	Ms. Marie Thompson
Status	Submitted

Leave Type

Vacation

Start Date *

6/19/2023

End Date *

6/30/2023

Current Leave Balance:	200.00 hours
Pending:	-80.00 hours
Effective Balance:	120.00 hours
Total Requested:	80.00 hours


	SU	MO	TU	WE	TH	FR	SA	
<	18	19	20	21	22	23	24	>
		8.00	8.00	8.00	8.00	8.00		

Important: Leave balances will not change until the supervisor approves!

[Employment](#) · [Employee](#) · [Leave](#)


Leave

Leave Balance



Vacation (Hours)

0.00	200.00
Used	Balance



Sick (Hours)

0.00	192.00
Used	Balance

Leave Requests

[Request Leave](#)

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	80.00	6/19/2023 - 6/30/2023	Ms. Marie Thompson	Submitted
Sick	4.00	4/11/2023	Ms. Marie Thompson	Submitted

Page 1 of 1

Per Page: 4 Total: 2

Leave - As Of 4/11/2023

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Exempt	0.00	200.00	0.00	0.00	200.00	... View
Sick-Exempt	0.00	192.00	0.00	0.00	192.00	... View


The supervisor has now approved the leave requests submitted. The Leave Balances have been updated to reflect these changes.

Leave

Leave Balance


Leave Requests

[Request Leave](#)



Vacation (Hours)

80.00	120.00
Used	Balance



Sick (Hours)

4.00	188.00
Used	Balance

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	80.00	6/19/2023 - 6/30/2023	Mrs. Carol Nickoson	Approved
Sick	4.00	4/11/2023	Mrs. Carol Nickoson	Approved

⏪ ⏩ Page 1 of 1 ⏪ ⏩
Per Page: 4 ⏵ Total: 2

Leave - As Of 4/12/2023

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Exempt	0.00	200.00	80.00	0.00	120.00	⋮ View
Sick-Exempt	0.00	192.00	4.00	0.00	188.00	⋮ View

Scenario: The employee's vacation plans changed and they need to update the leave request that was already approved by the supervisor. The employee must **Withdraw** the request.

New Request

Vacation 6/19/2023 - 6/30/2023 Approved



Save

Withdraw

Comments

Delete

Outstanding Leave Requests

Leave Type: Vacation
Total Hours: 80.00
Date Range: [6/19/2023 - 6/30/2023](#)
Actioner: Mrs. Carol Nickoson
Status: Approved

Leave Type: Sick
Total Hours: 4.00
Date Range: [4/11/2023 - 4/11/2023](#)
Actioner: Mrs. Carol Nickoson
Status: Approved

Leave Type

Vacation

Start Date *

6/19/2023

End Date *

6/30/2023

Current Leave Balance: 120.00 hours
Pending: -0.00 hours

Effective Balance: 120.00 hours

Total Requested: 80.00 hours

	SU	MO	TU	WE	TH	FR	SA	
<	18	19	20	21	22	23	24	>
		8.00	8.00	8.00	8.00	8.00		

The employee must enter a reason for withdrawing the leave request. See example below. After entering a reason, choose **Withdraw**.

Leave Request

< [Leave](#)

New Request

Vacation 6/19/2023 - 6/30/2023 Approved

Save Withdraw Comments Delete

Outstanding Leave Requests

Leave Type: Vacation
Total Hours: 80.00
Date Range: [6/19/2023 - 6/30/2023](#)
Actioner: Mrs. Carol Nickoson
Status: Approved

Leave Type: Sick
Total Hours: 4.00
Date Range: [4/11/2023 - 4/11/2023](#)
Actioner: Mrs. Carol Nickoson
Status: Approved

Withdraw Leave Request

Withdrawn By: Ms. Marie Thompson
Date: 4/12/2023
Reason:

I would like to edit my vacation leave request. We are now leaving on June 21 instead of June 19.

Cancel

Withdraw

Current Leave Balance: 120.00 hours
Pending: -0.00 hours
Effective Balance: 120.00 hours
Total Requested: 80.00 hours

SU	MO	TU	WE	TH	FR	SA
18	19	20	21	22	23	24
	8.00	8.00	8.00	8.00	8.00	

SINCE THIS VACATION REQUEST WAS APPROVED ONCE ALREADY BY THE SUPERVISOR, THE SUPERVISOR ALSO MUST APPROVE THE WITHDRAW REQUEST.

This is what the employee will see after submitting the withdrawal. They will not be able to edit until the supervisor approves the withdrawal. Email notifications will be sent to supervisors.

Leave Request

< [Leave](#)

Withdrawal of this leave request is pending approval.

New Request

Vacation 6/19/2023 - 6/30/2023 Approved

- Save
- Withdraw
- Comments
- Delete

Outstanding Leave Requests

Leave Type	Vacation
Total Hours	80.00
Date Range	6/19/2023 - 6/30/2023
Actioner	Mrs. Carol Nickoson
Status	Approved

Leave Type	Sick
Total Hours	4.00
Date Range	4/11/2023 - 4/11/2023
Actioner	Mrs. Carol Nickoson
Status	Approved

Leave Type

Vacation

Start Date * 6/19/2023

End Date * 6/30/2023

Current Leave Balance:	120.00 hours
Pending:	-0.00 hours
Effective Balance:	120.00 hours
Total Requested:	80.00 hours

	SU	MO	TU	WE	TH	FR	SA
	18	19	20	21	22	23	24
		8.00	8.00	8.00	8.00	8.00	

Notice the balance will not change until the supervisor approves the withdrawal. It is still showing 80 hours (10 days) of vacation leave was used.

Leave - As Of 4/12/2023

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Exempt	<u>0.00</u>	<u>200.00</u>	<u>80.00</u>	<u>0.00</u>	120.00	... View



Once the supervisor approves the withdrawal, the request returns to a draft and the balance is restored. The employee will receive email notification when the withdrawal is approved.


Leave

Leave Balance


Leave Requests

[Request Leave](#)

 <p>Vacation (Hours)</p> <hr/> <table border="0"> <tr> <td>0.00</td> <td>200.00</td> </tr> <tr> <td>Used</td> <td>Balance</td> </tr> </table>	0.00	200.00	Used	Balance	 <p>Sick (Hours)</p> <hr/> <table border="0"> <tr> <td>4.00</td> <td>188.00</td> </tr> <tr> <td>Used</td> <td>Balance</td> </tr> </table>	4.00	188.00	Used	Balance
0.00	200.00								
Used	Balance								
4.00	188.00								
Used	Balance								

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	80.00	6/19/2023 - 6/30/2023	Mrs. Carol Nickoson	Draft 
Sick	4.00	4/11/2023	Mrs. Carol Nickoson	Approved



 Page 1 of 1
 

Per Page: 4  Total: 2

Leave - As Of 4/12/2023

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Exempt	0.00	200.00	0.00	0.00	200.00	... View
Sick-Exempt	0.00	192.00	4.00	0.00	188.00	... View

Comments

Ms. Marie Thompson 4/12/2023 10:10 AM
I would like to edit my vacation leave request. We are now leaving on June 21 instead of June 19.

Ms. Marie Thompson 4/12/2023 3:16 PM
Removed time on June 19 and June 20.

Enter message

Add Comment

Close

The employee and supervisor can see all past comments. When adjusting the withdrawn request, the employee should add a comment with the changes they are making to the request.

Vacation 6/19/2023 - 6/30/2023 Draft

Save Submit Comments Delete

Current Leave Balance: 200.00 hours
Pending: -0.00 hours
Effective Balance: 200.00 hours
Total Requested: 64.00 hours

Leave Type: Vacation

Start Date * 6/19/2023 End Date * 6/30/2023

SU	MO	TU	WE	TH	FR	SA
18	19	20	21	22	23	24
	0.00	0.00	8.00	8.00	8.00	0.00

Scenario: The employee is adjusting the start date of the leave request. They are now leaving on June 21 instead of June 19. If they simply remove the hours on 6/19 and 6/20 and try to submit, they will receive the error on the next page.

If you receive a similar error, you must change the **Start Date**. Any “*0.00*” in italics must be entered again as “**0.00**” or else you will continue receiving an error.

 Please enter leave hours on both 6/19/2023 and 6/30/2023.

<	SU 18	MO 19	TU 20	WE 21	TH 22	FR 23	SA 24	>
		0.00	0.00	8.00	8.00	8.00	0.00	

Start Date * 
6/21/2023 

End Date *
6/30/2023 



<	SU 18	MO 19	TU 20	WE 21	TH 22	FR 23	SA 24	>
				8.00	8.00	8.00	0.00	

Once submitted, you will see this note. Click or hover over the note view.

Leave Request

< [Leave](#)

This request was withdrawn after original approval.

30/2023

Submitted



New Request

Vacation 6/21/2023 - 6/30/2023

Submitted



Save



Unsubmit



Comments



Delete

Outstanding Leave Requests

Leave Type: Vacation
Total Hours: 64.00
Date Range: [6/21/2023 - 6/30/2023](#)
Actioner: Ms. Marie Thompson
Status: Submitted

Leave Type: Sick
Total Hours: 4.00
Date Range: [4/11/2023 - 4/11/2023](#)
Actioner: Mrs. Carol Nickoson
Status: Approved

Leave Type

Vacation



Start Date *

6/21/2023



End Date *

6/30/2023




Current Leave Balance:	200.00 hours
Pending:	-64.00 hours
Effective Balance:	136.00 hours
Total Requested:	64.00 hours

	SU	MO	TU	WE	TH	FR	SA	
<	18	19	20	21	22	23	24	>
				8.00	8.00	8.00		

Once again, the leave balance will not change until the supervisor approves.


Leave

Leave Balance



Vacation (Hours)

0.00	200.00
Used	Balance




Sick (Hours)

4.00	188.00
Used	Balance

Leave Requests

[Request Leave](#)

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	64.00	6/21/2023 - 6/30/2023	Ms. Marie Thompson	Submitted 
Sick	4.00	4/11/2023	Mrs. Carol Nickoson	Approved

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Leave - As Of 4/12/2023

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Exempt	0.00	200.00	0.00	0.00	200.00	⋮ View
Sick-Exempt	0.00	192.00	4.00	0.00	188.00	⋮ View

Final Leave Balances after all approvals


Leave

Leave Balance



Vacation (Hours)

64.00	136.00
Used	Balance




Sick (Hours)


4.00	188.00
Used	Balance

Leave Requests

[Request Leave](#)

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	64.00	6/21/2023 - 6/30/2023	Mrs. Carol Nickoson	Approved 
Sick	4.00	4/11/2023	Mrs. Carol Nickoson	Approved

This request was withdrawn after original approval.



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Per Page: 4 Total: 2

Leave - As Of 4/17/2023

Description	Starting Balance	Earned/Advanced-See Staff Manual	Used	Adjustments	Balance	Actions
Vacation-Exempt	0.00	200.00	64.00	0.00	136.00	... View
Sick-Exempt	0.00	192.00	4.00	0.00	188.00	... View

Please contact Human Resources at hure-mail@wittenberg.edu or 937-327-7517 with any questions or suggested edits to these instructions.

