

# York Technical College eLeave Training

From the YTC homepage, select Faculty & Staff and then select eLeave.



Use the User Name and Password that were emailed to you to log in to system.

A screenshot of the "Employee Leave" login page. The page has a blue background. At the top left is the logo for "SC TECHNICAL COLLEGE SYSTEM" featuring a tree and a crescent moon. Below the logo, the title "Employee Leave" is centered. There are two input fields: "User Name:" and "Password:". Below the password field is a checkbox labeled "Remember me next time." and a "Log In" button. A link for "Forget your password?" is located below the button. At the bottom of the page, there is a message: "If you are not a user of the system, please contact IT Services and Support Center at [helpdesk@sctechsystem.edu](mailto:helpdesk@sctechsystem.edu)".

This is what you will see when you login. You can view your leave balances on the left and request your leave on the right.

<b>Leave</b>	Non-Exempt	Approval	Reports	Options	Administration
> Leave					
Leave Request		Yearly Totals	View All Transactions	Future Leave	
<b>Leave Balance</b>			<b>Enter Request for Leave</b>		
Approved Annual Leave	40.00 / 5 Days 0 Hrs 0 Mins	Leave Type	Annual Leave		
Pending	0.00 / 0 Days 0 Hrs 0 Mins	Family Member			
Available Balance	40.00 / 5 Days 0 Hrs 0 Mins	FMLA Requirements	<input type="checkbox"/> FMLA Leave		
			Leave Year	2010	
Approved Sick Leave	40.00 / 5 Days 0 Hrs 0 Mins	Date			
Pending	0.00 / 0 Days 0 Hrs 0 Mins	Hours	0.00		
Available Balance	40.00 / 5 Days 0 Hrs 0 Mins	Comments			
			Leave must be entered in quarter hour increments		
Approved Holiday Leave Com.	0.00 / 0 Days 0 Hrs 0 Mins	Submit   Reset			
Pending	0.00 / 0 Days 0 Hrs 0 Mins				
Available Balance	0.00 / 0 Days 0 Hrs 0 Mins				
Days Pending Approval					

To enter new leave, select the Leave Type by using the drop down box. If you select Sick Leave – Family or Funeral Leave, you will also need to select the Family Member. Leave must be entered in quarter hour increments. If you are off two or more consecutive days, you will have to individually enter each day. The box on the left is the available types for Staff and the box on the right is the available types for Faculty.

<b>Enter Request for Leave</b>	
Leave Type	Annual Leave
Family Member	Annual Leave
FMLA Requirements	Funeral Leave
Leave Year	Holiday Leave Com.
Date	Jury Duty
Hours	Mandatory Furlough
Comments	Military Leave
Leave must be entered	Military Leave - Active Duty
	Other
	Sick Leave
	Sick Leave - Family
	Voluntary Furlough
Submit   Reset	

Sick Leave Sick Leave - Family LWOP Military Leave Military Leave - Active Duty Funeral Leave Jury Duty Mandatory Furlough Voluntary Furlough Personal Summer Leave Personal FNWD Leave Other
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The Future Leave screen (under the Future Leave tab) shows your current balance with pending leave and future accruals.

Leave	Non-Exempt	Approval	Reports	Options	Administration
> Leave					
Leave Request	Yearly Totals	View All Transactions	Future Leave		
<b>Employee Future Leave</b>					
<b>Sick Leave</b>			<b>Annual Leave</b>		
Current Balance	40.00		Current Balance	40.00	
- Pending	0.00		- Pending	0.00	
+ Future Accrual	60		+ Future Accrual	60	
- Maximum Allowed	1440		- Maximum Allowed	360	
Will Lose	0		Will Lose	0	
Accrual amount(s) for balance of the current year:					
Month	Annual	Sick			
July	10.00	10.00			
August	10.00	10.00			
September	10.00	10.00			
October	10.00	10.00			
November	10.00	10.00			
December	10.00	10.00			

# Supervisors/Managers

To approve requested leave for all employees, click on the Approval tab. Next, click the box beside the employee's name and click on Approve Selected Days.

Leave Non-Exempt **Approval** Reports Options Administration

> Approval

Approve Leave

Approve Selected Days

<input type="checkbox"/>	Type	FMLA	Date	Hours	Comments
Employee: Brakefield, Candee					
<input type="checkbox"/>	Sick Leave	<input type="checkbox"/>	11/30/2010	4.00	

To approve weekly timesheets for non-exempt employees, click on Approval and then the Approve Weekly Timesheet (Non-exempt Employees) tab. Next, click the box beside the employee's name and click on Approve Time Sheet.

Leave Non-Exempt **Approval** Reports Options Administration

> Approval

Approve Leave Approve Weekly Timesheet (Non-exempt Employees)

Time Sheet Status: Pending Approval  
 Employee:   
 Year:  Week Ending:  Refresh View

Approve Time Sheet

Approve		View Leave	Employee	Week Ending	Leave Taken	Total Weekly Hours	Status
<input type="checkbox"/>	Timesheet	Leave	Hughes, Roslyn	11/27/2010	8.00	8.00	Pending Approval
<input type="checkbox"/>	Timesheet	Leave	Hughes, Roslyn	12/4/2010	11.50	27.50	Pending Approval

# Non-Exempt Employees

To enter your timesheet, click on Non-Exempt on the top tab. Select the date from the Week Ending box and the week will display. Enter the time you worked each day. You will have to click the box below to verify that you have all leave entered properly and then the Submit Time Sheet button will become active. Click on Submit Time Sheet to route to your supervisor for approval.

Leave **Non-Exempt** Reports Options

> Non-Exempt

Weekly Schedule **View Time Sheet**

Employee  Week Ending

Work Date	Scheduled Hours	Leave Taken	Hours Worked	Comments
Sunday, January/02/2011	0.00	0.00	<input type="text" value="0.00"/>	<a href="#">Add/View Comments</a>
Monday, January/03/2011	8.00	7.00	<input type="text" value="0.00"/>	<a href="#">Add/View Comments</a>
Tuesday, January/04/2011	8.00	0.00	<input type="text" value="0.00"/>	<a href="#">Add/View Comments</a>
Wednesday, January/05/2011	8.00	0.00	<input type="text" value="0.00"/>	<a href="#">Add/View Comments</a>
Thursday, January/06/2011	8.00	0.00	<input type="text" value="0.00"/>	<a href="#">Add/View Comments</a>
Friday, January/07/2011	8.00	0.00	<input type="text" value="0.00"/>	<a href="#">Add/View Comments</a>
Saturday, January/08/2011	0.00	0.00	<input type="text" value="0.00"/>	<a href="#">Add/View Comments</a>

Total weekly hours (including all leave transactions):

Before you continue you should verify that all leave entries for the selected week have been properly entered. Once this time sheet has been approved you will not be able to enter leave for this week. If you still need to enter leave, please go to the ADD LEAVE screen under the LEAVE menu option. You must confirm this before you save the time sheet.

# Password Problems

If you are having problems getting logged in to the system, click on the “Forget your password?” link from the main login page.



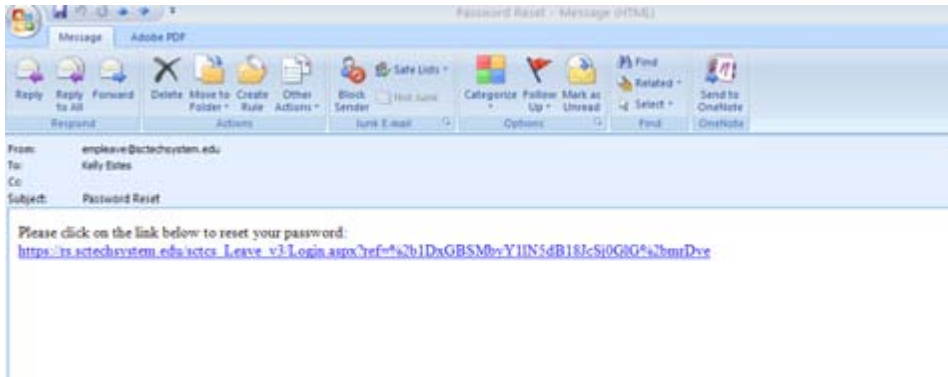
The screenshot shows the top of the login page with the SC TECHNICAL COLLEGE SYSTEM logo. Below the logo is the title "Employee Leave". There are two input fields: "User Name:" and "Password:". Below the password field is a checkbox labeled "Remember me next time." with a mouse cursor over it. A "Log In" button is positioned below the checkbox. At the bottom of the form area is a blue hyperlink that reads "Forget your password?".

The next screen will ask you for your User Name. Enter your User Name and click Submit.



The screenshot shows the "Forgot Your Password?" page. It features the same SC TECHNICAL COLLEGE SYSTEM logo at the top. Below the logo is the title "Employee Leave". The main heading is "Forgot Your Password?". Below this is the instruction "Enter your User Name to receive your password." followed by a "User Name:" label and an input field. A "Submit" button is located below the input field. At the bottom of the page is a purple hyperlink that reads "Login".

You will then receive an email with a link to reset your password.



When you click on the link, it will take you to a page that allows you to create a new password.



The next screen tells you that your password change was complete and you can click on Continue to get into the system.



**If you are still having problems, please call our Helpdesk at x.7111.**

## Leave Tips

- Employees can enter a leave request from any computer.
- Each day of leave must be entered individually.
- Leave cannot be keyed in future calendar years.
- Employees will have to inform their supervisor that leave has been requested leave for approval. Requesting leave does not mean automatic approval.
- Supervisors/managers will need to log into the leave system to review all leave requests for approval or denial.
- Supervisors/managers will not immediately receive an e-mail when a leave request is keyed in, but if the leave request is not approved after seven (7) days, the system will generate an email reminder.
- Annual leave and Faculty Nonwork Days should be requested in advance except in the case of an emergency.
- Sick leave requests should be keyed within three (3) days of returning to work or in advance for scheduled appointments or medical treatments.
- Leave guidelines and definitions are included in the system, so certain types of leave will require additional information, such as leave requested for FMLA or Leave without Pay (LWOP) or absences for more than three (3) consecutive sick leave days.
- Medical certification is typically required if three (3) consecutive days are missed due to illness.
- If you have a question about leave, please contact the HR Department at 8009 or 7183 or contact Ann Geter or Candee Brakefield.