Leave Report FAQ

Q1. Why are we moving from paper leave request form to an online leave report?

A1. Several factors:
   - Cost savings for the College
   - Reduce errors
   - Enhances supervisors response time for form completion
   - Traceable; reduce the amount of lost forms

Q2. Which browser do I use for leave reports?

A2. Chrome or Firefox

Q3. Can an employee create the leave report from home?

A3. Yes all ProcessMaker forms can be accessed anywhere through VPN. If you are not familiar with VPN or are unsure if your laptop or home PC is set-up for it, please contact Call2000 to set it up. Supervisor approval is needed for VPN

Q4. What if an employee is on leave long term and does not create the leave report?

A4. A process has not yet been developed to handle this situation. This will come at a later phase of the Leave Report roll-out. Until then, a supervisor will need to complete a paper leave form and send to Human Resources

Q5. How does an employee provide documentation for leave of absences such as jury duty, compassionate leave, military leave, critical illness, community service?

A5. Jury duty – employee provides a copy of the summons by attaching to the leave report
   Compassionate leave – employee designates immediate family member relationship on the leave report
   Military leave – employee provides a copy of the orders by attaching to the leave report
   Critical illness – employee provides a physician’s statement by attaching to the leave report
   Community service – employee provides a signed document from the agency

Note: Supervisor ensures the copy attached is legitimate
Q6. **May the leave report be completed in advance?**

**A6.** The leave request should be completed once the employee actually takes the leave; not in advance

Q7. **What if my supervisor has not approved my leave and I need to know if I can take vacation three months in advance because I am making travel arrangements.**

**A7.** Communication will be between supervisor and employee based on supervisor preferences. This will not be a ProcessMaker process and will not be routed to Human Resources

Q8. **How do I request leave over a range of dates?**

**A8.** Leave may only be entered for one day at a time. It will not accept a date range. A new row must be entered for each day. Since a new row is required each day, there is not a concern to have a leave report cross a pay period like June 30th - July 2nd

Q9. **What if an employee does not have enough leave to cover the absence?**

**A9.** A chart is provided at the top of the report that should show an accurate balance based on what has been entered. During payroll processing, Banner will not process vacation or sick leave if it is not available. Banner cascades first through sick and then vacation during a sick leave absence. An employee will receive notification after payroll has been processed if their leave was not processed through payroll as they had submitted

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**Monthly Leave Request FAQ – Supervisor**

Q1. **How does an employee request time off?**

**A1.** The request process can be determined by the supervisor. Human Resources will no longer be involved in monitoring

Q2. **Can the supervisor approve the leave report from home?**

**A2.** Yes, all ProcessMaker forms can be accessed anywhere through VPN. If you are not familiar with VPN or unsure if your laptop or home PC is set-up for it, please contact Call2000 to set it up. Supervisor approval is required

Q3. **Does the payroll certification form still need to be completed?**

**A3.** No, this form is no longer needed for monthly employees. The biweekly cover page will be needed until the next phase for biweekly employees is rolled out. Once the system is live, this form will also no longer be needed
ProcessMaker - Leave Report FAQ

Q1. I started a case/review but now I want to cancel it. What do I do?

A1. You may delete a case as long as it is still in your drafts. Click on your drafts folder, click once on the case you wish to delete, click on Actions at the top and then click Delete.

If the case has been sent to your supervisor and Human Resources hasn’t processed it, then you can ask your supervisor to reject the leave report. This will flag the case to not be processed by Human Resources/Payroll.

If the case has been processed by Human Resources, contact Eric Lewis ext. 7861 to correct. You will know that Human Resources/Payroll has processed the report because you will receive an email notification.

Q2. What do I do if my leave balance is wrong in ProcessMaker?

A2. Contact Eric Lewis ext. 7861, or Kendall Stirens ext. 7945 for inquiries about leave balances.

Q3. What is the max amount of hours that can be put on a single day?

A3. 10 hours

Q4. What is the difference between “Completed”, “To do” and “Draft” in the Status Column?

A4. “Completed” means the case has been completed. “To do” is that there is still a task or step in the process to be done. “Draft” means that it is a draft and has not been submitted.

Q5. Can I edit an employee’s hours reported? If so, how do I edit hours?

A5. No. You can reject the leave and ask the employee to submit another leave report.

Q6. I made a mistake, the “denied” status was saved when I actually wanted to approve them all.

A6. The supervisory approval process is like a hub and can be edited/changed up until Human Resources processes the leave. Once that happens the leave will drop off of your view on Supervisor approval case in your inbox. If you realize you made a mistake after the leave has been processed by Human Resources, then you will need to contact Eric Lewis in Human Resources to make corrections.

Q7. How do I know when I’ve reviewed all the employee reports?

A7. You will receive an email notification that a leave report has been submitted to you for approval.