

# Arkansas State University

## Employee Self Service

### Full-time Exempt Employee Leave Reporting

Leave Reporting in Employee Self Service is available for Full-time Exempt employees to submit Vacation, Sick, Jury Duty, Child Education, FMLA, and Wellness Release Time. The current [Payroll Deadlines](#) are available under “**News and Events**” on the Human Resources/Payroll Services web pages.

#### **To access Employee Self Service:**

1. Log in to myCampus: <https://mycampus.astate.edu/>
2. Click on the **Employee** folder and click on **Self Service**
3. Click on the **Employee** menu

#### **To access Leave Reports:**

1. Click on the **Leave Report** link

## Employee

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Problems with this screen? Please contact [BANNER /Tech Support](#) for assistance.

Questions about Account Balances should be directed to Student Account Services at :



### Leave Report

Must be utilized by fulltime benefited employees to report vacation, sick, and comp time taken.

### Time Sheet

Must be utilized by students to submit hourly timesheets via the web. These hours are submitted for hours v

2. Select the **Access my Leave Report** radio button.
3. Click **Select**.
4. Select the appropriate **Pay Period** in the drop-down menu.

Title and Department	My Choice	Leave Report Period and Status
Project Program Dir, A00083-00 Hannah C Assoc VC Finance, 311012	<input checked="" type="radio"/>	Jun 01, 2015 to Jun 15, 2015 Not Started ▾

5. Click **Leave Report**.
6. The Leave Report will appear with the eligible leave options.

**Leave Report**

**Title and Number:** Project Program Dir -- A00083-00  
**Department and Number:** Hannah C Assoc VC Finance -- 311012  
**Leave Report Period:** Jun 01, 2015 to Jun 15, 2015  
**Submit By Date:** Jun 22, 2015 by 06:00 AM

Earning	Total Hours	Total Units	Monday Jun 01, 2015	Tuesday Jun 02, 2015	Wednesday Jun 03, 2015	Thursday Jun 04, 2015	Friday Jun 05, 2015	Saturday Jun 06, 2015	Sunday Jun 07, 2015
Sick Pay NC	0		<a href="#">Enter Hours</a>						
Vacation Pay NC	0		<a href="#">Enter Hours</a>						
Jury Duty NC	0		<a href="#">Enter Hours</a>						
Child Education Leave NC	0		<a href="#">Enter Hours</a>						
FMLA Sick NC	0		<a href="#">Enter Hours</a>						
Wellness Release Time	0		<a href="#">Enter Hours</a>						
<b>Total Hours:</b>	0		0	0	0	0	0	0	0
<b>Total Units:</b>		0	0	0	0	0	0	0	0

7. To enter the hours, click on the **Enter Hours** link under the appropriate date.
8. Enter the total number of hours for the day in the **Hours** field.
9. Click **Save**.

**To Copy Hours for Multiple Days**

- 10. To enter hours for multiple days, click on the **Copy** button. The dates in the pay period will appear with check boxes displayed under them.
- 11. Select the check boxes for the appropriate dates and click **Copy**.
- 12. Click on the **Leave Report** button to return to the leave report.

<b>Leave Code:</b>	Vacation Pay NC, Shift 1				
<b>Date and leave time to copy:</b>	Jun 01, 2015, 8 Hours				
<b>Copy from date displayed to end of the leave period:</b>	<input type="checkbox"/>				
<b>Include Saturdays:</b>	<input type="checkbox"/>				
<b>Include Sundays:</b>	<input type="checkbox"/>				
<b>Copy by date:</b>					
<b>Monday</b> Jun 01, 2015	<b>Tuesday</b> Jun 02, 2015	<b>Wednesday</b> Jun 03, 2015	<b>Thursday</b> Jun 04, 2015	<b>Friday</b> Jun 05, 2015	<b>Saturday</b> Jun 06, 2015
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 13. To add comments to the leave report, click on the **Comments** button at the bottom of the web page.
- 14. Enter the desired text. Please Do NOT use miscellaneous characters or symbols.

<b>Made By:</b>	You
<b>Comment Date:</b>	Jun 11, 2015
<b>Enter or Edit Comment:</b>	<input type="text" value="Family vacation and wedding"/>

- 15. Click **Save**.
- 16. Click the **Previous Menu** button to return to the leave report.

**To Submit Leave for Approval**

- 17. Click **Submit for Approval** when all leave has been entered.
- 18. Enter your PIN number to certify the leave reported.
- 19. Click **Submit**.

Click on the **Forgot your PIN? Click Here** link if you forgot your PIN number.

Banner will display the date and time the Leave Report was submitted and to whom it was sent to for approval. Once the Time Sheet has been submitted, additional time **cannot** be reported for the pay period.

Contact Payroll Services at 972-2293 for additional assistance.