
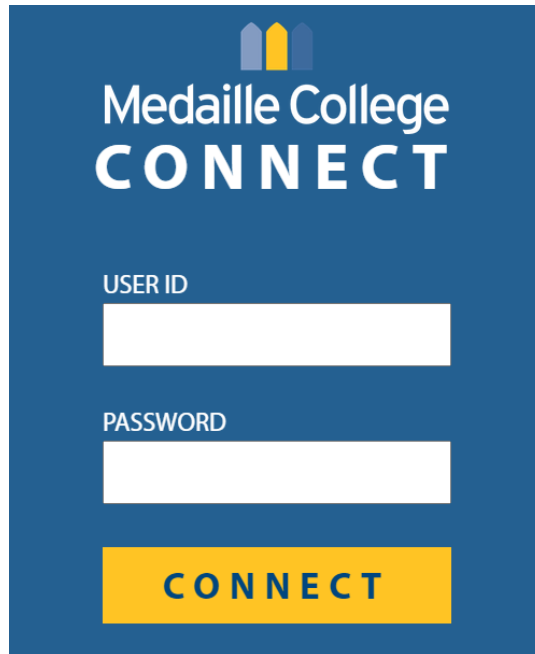


Employee's instruction for *Electronic Leave Report*.

Open Internet Explorer and type in: one.medaille.edu or Click on  at the top of Medaille IT homepage at it.medaille.edu. You should see:

The image shows a login form for Medaille College. It has a blue background. At the top, there is a logo with three stylized buildings in blue, yellow, and blue. Below the logo, the text "Medaille College" is in white, and "CONNECT" is in large, bold, white capital letters. Underneath, there are two white input fields. The first is labeled "USER ID" and the second is labeled "PASSWORD". Below these fields is a yellow button with the word "CONNECT" in blue capital letters.

1. Enter your username
2. Enter your password
(your username and your password are your Medaille email username and password)
3. Click on Login button.

You will see the following and need to click on the correct tab at the top
(360 for Faculty or 360 for Staff).

The image shows the header for the Medaille 360 - Faculty page. It features the same three-building logo as the login form, followed by the text "Medaille 360 - Faculty" in a dark blue font.

[360 for Students](#)

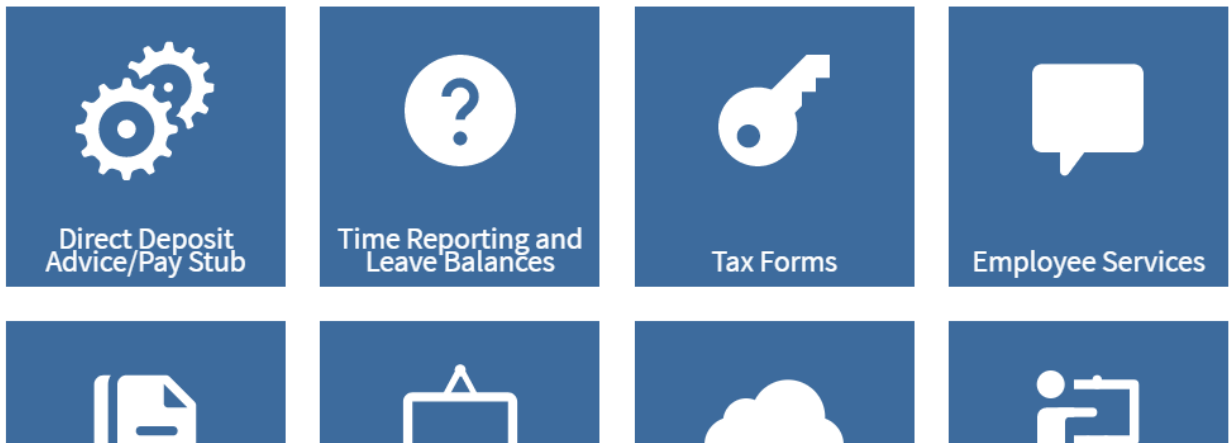
[360 for Faculty](#)

[360 for Staff](#)

[Feedback](#)

[Sign Out](#)

Then select the “Time Reporting and Leave Balances” Tile.



Next select:



Monthly Leave Reporting

For salaried employees reporting or approving leave time.

Create or approve leave time for current pay period. View past leave time.

Then you will see the following page

Next Click on **Access my Leave Report:** ☒ radio button and click on the **Select** button.

In the “**Leave Report Selection**” you will see your Position and its code, Your Division/Dept name and its code, and the active month with its status:

You may need to select the appropriate **Leave Report Period** by clicking on  down arrow and then click on 

Earning	Total Hours	Total Units	Tuesday Jun 01, 2010	Wednesday Jun 02, 2010	Thursday Jun 03, 2010	Friday Jun 04, 2010	Saturday Jun 05, 2010	Sunday Jun 06, 2010	Monday Jun 07, 2010
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

In order to report your **Sick, Vacation or Personal Leave Hours** you need to click on appropriate under the Date and Earning.

[Enter Hours](#)

**Thursday
Jun 03, 2010**

and [Vacation Leave](#)

, you will see.

Earning:	Vacation Leave
Date:	Jun 03, 2010
Hours:	<input type="text" value="8"/>
<input type="button" value="Save"/>	<input type="button" value="Copy"/>

You may enter a number between 2 and 8 as a whole number. Now you have option of saving it and go on by clicking on

Earning:	Vacation Leave					
Date:	Jun 03, 2010					
Hours:	<input type="text" value="8"/>					
<input type="button" value="Save"/>	<input type="button" value="Copy"/>					

Earning	Total Hours	Total Units	Tuesday Jun 01, 2010	Wednesday Jun 02, 2010	Thursday Jun 03, 2010	Friday Jun 04, 2010	Saturday Jun 05, 2010
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	8		Enter Hours	Enter Hours	8	Enter Hours	Enter Hours
Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	8		0	0	8	0	0
Total Units:		0	0	0	0	0	0

<input type="button" value="Position Selection"/>	<input type="button" value="Comments"/>	<input type="button" value="Preview"/>	<input type="button" value="Submit for Approval"/>	<input type="button" value="Restart"/>	<input type="button" value="Next"/>
---	---	--	--	--	-------------------------------------

To copy the same hours to other days by clicking on **Copy** , in this case June, 10 and 11.

Leave Code: Vacation Leave, Shift 1
 Date and leave time to copy: Jun 03, 2010, 8 Hours
 Copy from date displayed to end of the leave period: ☐
 Include Saturdays: ☐
 Include Sundays: ☐
 Copy by date:

Tuesday Jun 01, 2010	Wednesday Jun 02, 2010	Thursday Jun 03, 2010	Friday Jun 04, 2010	Saturday Jun 05, 2010	Sunday Jun 06, 2010	Monday Jun 07, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Jun 08, 2010	Wednesday Jun 09, 2010	Thursday Jun 10, 2010	Friday Jun 11, 2010	Saturday Jun 12, 2010	Sunday Jun 13, 2010	Monday Jun 14, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Jun 15, 2010	Wednesday Jun 16, 2010	Thursday Jun 17, 2010	Friday Jun 18, 2010	Saturday Jun 19, 2010	Sunday Jun 20, 2010	Monday Jun 21, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Jun 22, 2010	Wednesday Jun 23, 2010	Thursday Jun 24, 2010	Friday Jun 25, 2010	Saturday Jun 26, 2010	Sunday Jun 27, 2010	Monday Jun 28, 2010
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday Jun 29, 2010	Wednesday Jun 30, 2010					
<input type="checkbox"/>	<input type="checkbox"/>					

After clicking on the **Leave Report** You should see,

Leave Report
 Title and Number: Senior Banner Systems Admin -- E00076-00
 Department and Number: Information Services & Technology -- 4511
 Leave Report Period: Jun 01, 2010 to Jun 30, 2010
 Submit By Date: Dec 31, 2010 by 11:00 P.M.
 Earning: Vacation Leave
 Date: Jun 03, 2010
 Hours: 8
 Save Copy

Earning	Total Hours	Total Units	Tuesday Jun 01, 2010	Wednesday Jun 02, 2010	Thursday Jun 03, 2010	Friday Jun 04, 2010	Saturday Jun 05, 2010	Sunday Jun 06, 2010	Monday Jun 07, 2010
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	24		Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	24		0	0	8	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 8.2

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Now by clicking on **Next** and **Previous** you should be able to see other weeks in the month.

Earning	Total Hours	Total Units	Tuesday Jun 08, 2010	Wednesday Jun 09, 2010	Thursday Jun 10, 2010	Friday Jun 11, 2010	Saturday Jun 12, 2010	Sunday Jun 13, 2010	Monday Jun 14, 2010
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	24		Enter Hours	Enter Hours	8	8	Enter Hours	Enter Hours	Enter Hours
Personal Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	24		0	0	8	8	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Previous Next

By clicking  you should be able to see the entire month.

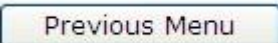
Siavash Razavi
Senior Banner Systems Admin, E00076-00

Information Services & Technology, 4511

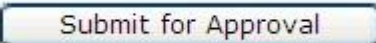
Leave Report


Earning Code	Total Hours	Total Units	Tuesday, Jun 01, 2010	Wednesday, Jun 02, 2010	Thursday, Jun 03, 2010	Friday, Jun 04, 2010	Saturday, Jun 05, 2010	Sunday, Jun 06, 2010	Monday, Jun 07, 2010	Tuesday, Jun 08, 2010	Wednesday, Jun 09, 2010	Thursday, Jun 10, 2010	Friday, Jun 11, 2010	Saturday, Jun 12, 2010	Sunday, Jun 13, 2010
Vacation	24				8							8	8		
Leave						8						8	8		
Total Hours:	24				8							8	8		
Total Units:		0													



After you are done, the  tab will take you back to the Form.

You may complete this form at the end of the Pay Period or during the month for all categories (Earnings; Sick, Vacation and Personal Leave). You can submit the completed form only once at the end of any Pay Period (month).

This process will inform your supervisor by an email by clicking on the . You must complete and submit this form at the end of any Pay Periods. Your Birth Date and your last 4 digits of your SSN is required to finish the following form.




Personal Information **Faculty Services** **Employee**

Certification

SSN (Last Four Digits):

Birth Date (MM/DD/YYYY):



Other points that you need to know about this form

Title and Number: Department and Number: Leave Report Period: Submit By Date:	General information about you and the Pay Period that you are working on.
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<input type="button" value="Comments"/>	You may add a comment to automatic email to your supervisor when you submit your electronic leave Report.
<input type="button" value="Submit for Approval"/>	After you complete your Electronic Salaried Time Report you need to submit it to your supervisor
<input type="button" value="Next"/> or <input type="button" value="Previous"/>	Will take you to next or previous week in a pay period.
<input type="button" value="Preview"/>	Will show you the entire entries for the month that you are in.
<input type="button" value="Restart"/>	You may restart (reset) the month that you are in and restart again before you submit you Electronic Salaried Time Report
<input type="button" value="Position Selection"/>	Will take you back to the Leave Report Section menu
<input type="button" value="Submitted for Approval By:"/> <input type="button" value="Approved By:"/> <input type="button" value="Waiting for Approval From:"/>	After you submit the form, you will see