



# Leave From Campus: Employee Manual

Human Resources  
Lesley University

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## Foreword

The Employee Leave From Campus (LFC) form will allow you - the end user - to enter leave time that was taken in the *prior* month or to enter time in future months (up to 6 months from current month) that has not been taken but you are planning on taking.

This system is intended to be used by individuals who are employees of the University, and are paid on the monthly payroll, with at least one of the active leave plans listed below:

- Personal time
- Sick time
- Vacation time

Also, additional leave plans have been added to each employee's record to facilitate the LFC reporting. The additional (new) plans are listed below:

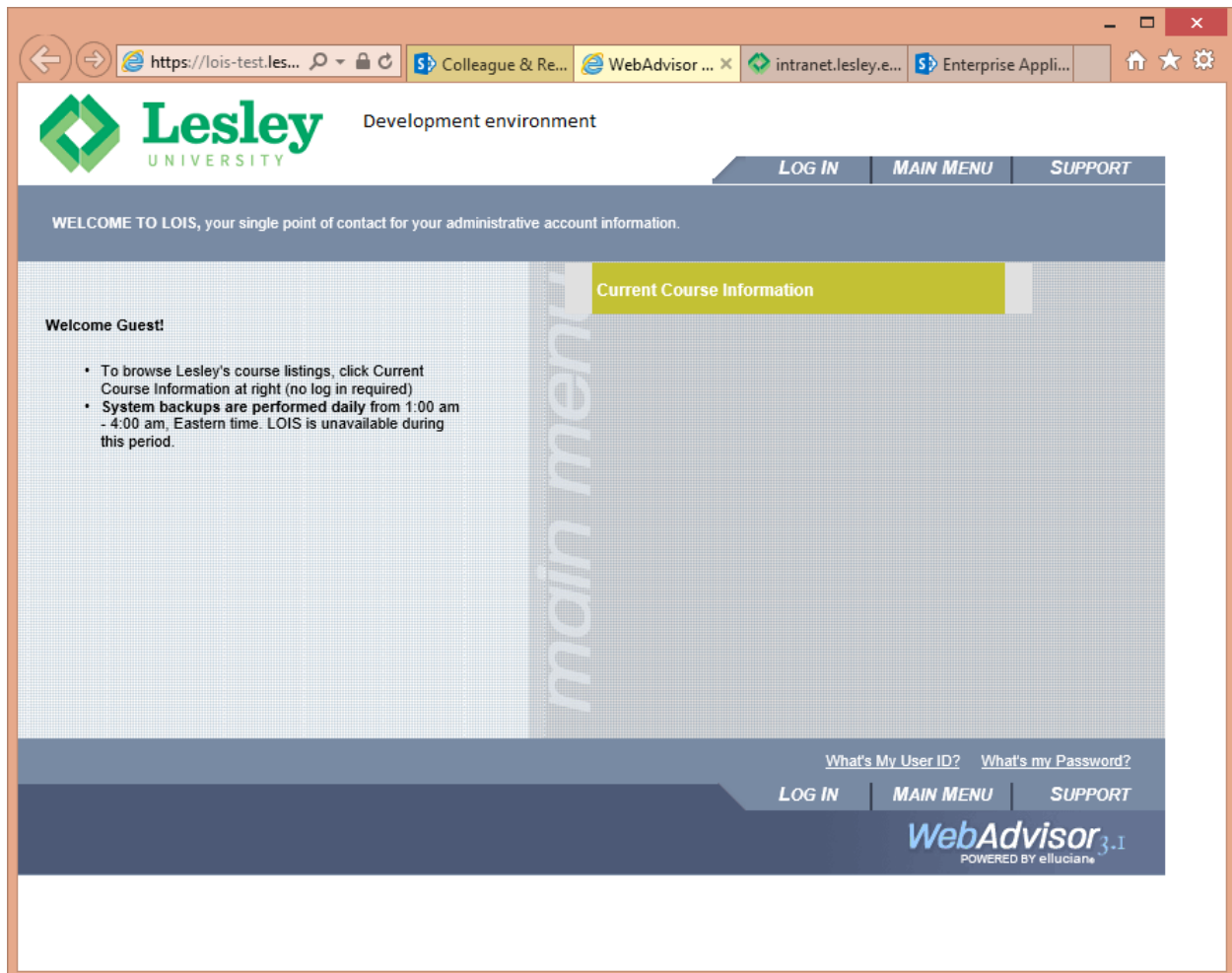
- Jury duty, which is used to report any time away from work that was for state or federal jury duty. A copy of the jury duty summons should be given to your supervisor.
- Bereavement, which is used to report any time away from work that was due to a death of a family member or relative. Please check HR policies for clarification.
- No Time Taken, which is used to report that no time off was taken for the month. When selecting this plan, you need to make the entry **on the first day of the month and enter 0 hours**. You should not enter any leave information if you select this plan.

If you have any questions about the process, please contact **Human Resources** at [hr@lesley.edu](mailto:hr@lesley.edu), or by calling 617-349-8787.

Biweekly employees will continue to report their leave time via the TimeSaver system.

## Logging in to LOIS

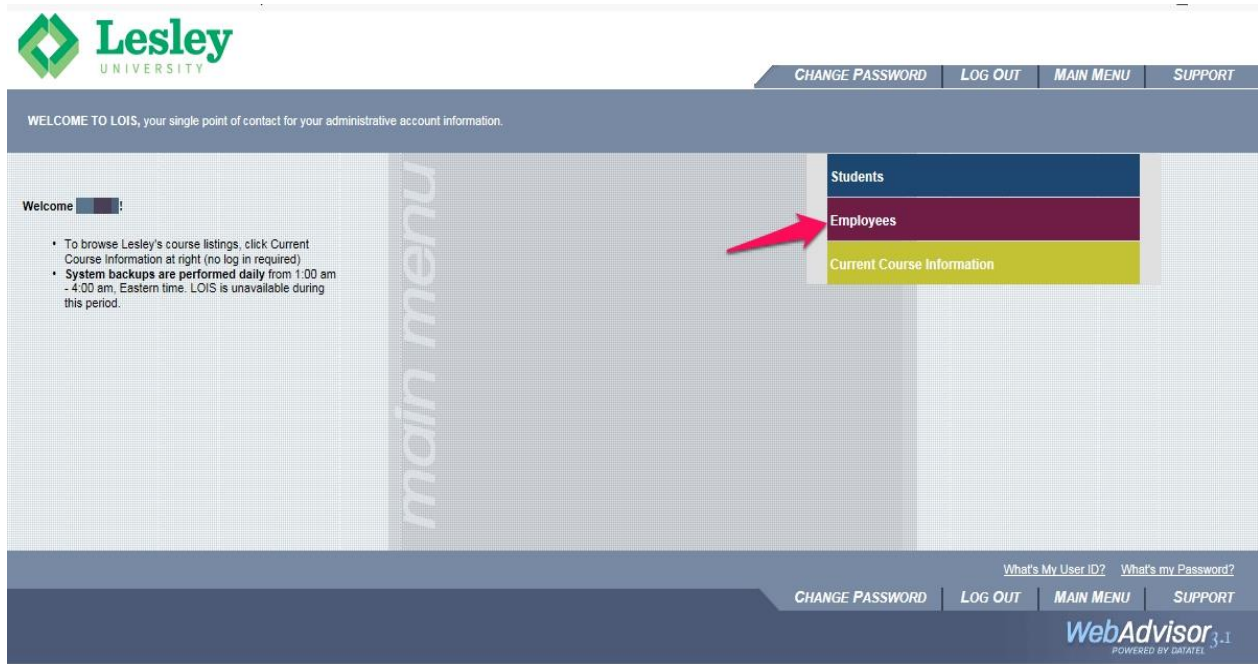
Access the LOIS form by clicking [here](#). This link will take you to the page displayed below.



To access LOIS, use your Lesley Username (not your Lesley email address) and Password. Contact [it@lesley.edu](mailto:it@lesley.edu) for log-in support.

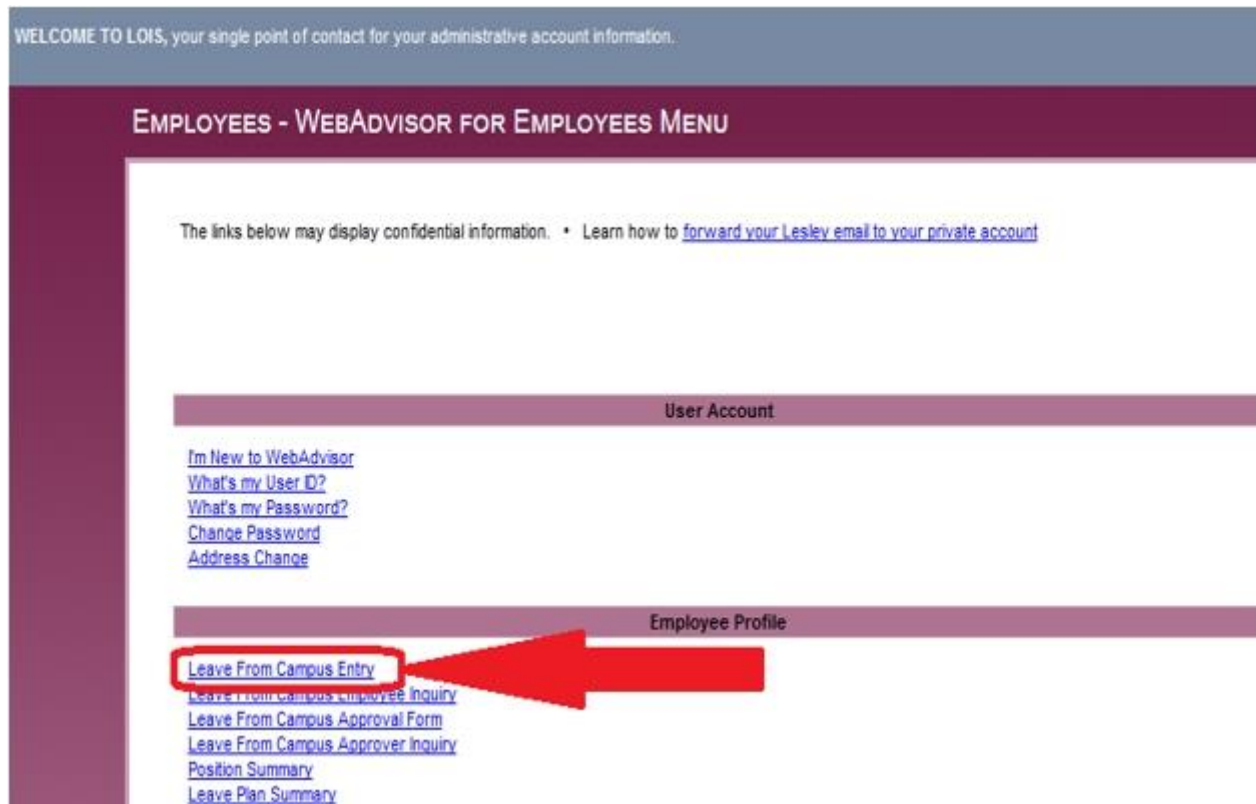
## Main Menu

After you log in, click on the **Employee** button.



## Employees Menu

Under the Employee Profile section, click on the **Leave from Campus Entry** link.



# Leave from Campus Forms

## Landing Page

The Leave from Campus Entry system is **now** broken up into two forms. The first form is referred to as the landing page. From this form you will be able to see your current active leave plans and related usage and balances. The second form is the entry form.

The landing page is too large to show on one page. The sections are broken into the following pages:

Greeting	7
Users Information	8
Current Leave Plans	8
Month Selection	9

The form below is the “**Greeting**” section of the Leave From Campus landing page. If you decide not to make any leave entries at this time, select **Main Menu** or **Log Out** to exit without making any changes or entries.

## Greeting

The greeting section gives an overview of the top of the landing form.

**EMPLOYEES**

**Leave From Campus Entry**

\* = Required

**Welcome to the Leave From Campus Entry system.**

Using this form you will enter your leave information for the prior month. All active leave plans will be available for selection ALONG with the following generic leave plans:

- Bereavement
- Jury Duty
- No Time Taken during the month

If no time was taken, you will need to select the NTW leave plan on the first day of the month, enter zero hours and a comment. This is to provide a record that you did not utilize any leave time for the month.

Regards,

Human Resources Department  
Lesley University



### User Information

Below is the section from the Leave From Campus landing page that contains information identifying the user and their current position.

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Job Code	
Employment Status	Active
FTE	1.00
Department	
Business Title	
Your LFC Approver is:	

---

### Current Leave Plans

Leave Plan Description	Current Leave Plan Balance
No Time Taken for Month	N/A
Jury Duty	N/A
Bereavement	N/A
Sick 35 Hours FTE 1	339.00
Vacation 35 Hours FTE 1	21.03
Personal 35 Hours FTE 1	-21.00

---

This section provides information on the user's **active leave plan(s)** with leave balance(s).

**Please note** that there are no accruals associated with the following plans: the No Time Taken plan, the Jury Duty plan and the Bereavement plan.

### Month Selection - NEW

With the new form, you can select the prior month for reporting leave used. Or you can select a future month and enter 'planned' leave information for future months.

Month & Year	Select a Month*
December 2015	<input type="checkbox"/>
January 2016	<input type="checkbox"/>
February 2016	<input type="checkbox"/>
March 2016	<input type="checkbox"/>
April 2016	<input type="checkbox"/>
May 2016	<input type="checkbox"/>
June 2016	<input type="checkbox"/>
July 2016	<input type="checkbox"/>

---

Any information entered in future months will not be processed by your approver until that month **has passed**. You are encouraged to review the entries prior to the month being reported.

You can **only select one month at a time**. If you select more than one month and then click the submit button, the system will return you to the landing form and display an error message at the top.

If you decide not to select a month and enter leave entries at this time, select **Main Menu** or **Log Out** to exit.

Once you have selected a month, click the submit button to take you to the entry form. See entry form explanations/descriptions on the next page.

## Leave Entry Form

This form is where you will enter your leave information for the month selected.

The entry page contains multiple sections. The form is too large to show on one page, so the sections are broken into the following pages:

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The form below is the “**Greeting**” section of the Leave From Campus landing page. If you decide not to make any leave entries at this time, select **Main Menu** or **Log Out** to exit without making any changes or entries.

## Greeting

**EMPLOYEES**

**Leave From Campus Entry**

\* = Required

**Welcome to the Leave From Campus Entry system.**

Using this form you will enter your leave information for the prior month. All active leave plans will be available for selection ALONG with the following generic leave plans:

- Bereavement
- Jury Duty
- No Time Taken during the month

If no time was taken, you will need to select the ITW leave plan on the first day of the month, enter zero hours and a comment. This is to provide a record that you did not utilize any leave time for the month.

Regards,

Human Resources Department  
Lesley University

## User Information

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**Leave Entry for Colleague Id: 0281783**

**Leave Entry for January 2016**

Please note, entries with an **approved status** that have been applied to a Leave Plan cannot be changed.

---

This section includes: the user's Colleague ID number, confirmation of the month selected for leave entries that are entered, and a brief informational note stating that approved leave entries cannot be modified by the user.

## Position Information

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Job Code

Employment Status      Active

FTE                      1.00

Department

Business Title

Your LFC Approver is:

---

This section provides specific information about the user's position at the University.

## Current Leave Plans

Leave Plan Description		Current Leave Plan Balance
No Time Taken for Month		N/A
Jury Duty		N/A
Bereavement		N/A
Sick 35 Hours FTE 1		339.00
Vacation 35 Hours FTE 1		21.03
Personal 35 Hours FTE 1		-21.00

---

This section provides information on the user's **active leave plan(s)** with leave balance(s).

**Please note** that there are no accruals associated with the following plans: the No Time Taken, the Jury Duty and the Bereavement.

## Monthly Grid for Leave Entry

Date & Day	Leave Type*	Hours*	Status of Entry	Comments	Cancel
05/01/2015 - Friday	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
05/02/2015 - Saturday	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
05/03/2015 - Sunday	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
05/04/2015 - Monday	VE35 - Vacation 35 Hours FTE 1	7		<input type="text"/>	<input type="checkbox"/>
05/05/2015 - Tuesday	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
05/06/2015 - Wednesday	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
05/07/2015 - Thursday	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>

The Monthly Grid for Leave Entry form lists each day of the month selected, including weekends and holidays.

Included in the Monthly Grid for Leave Entry are: columns for the Leave Type used, the amount of hours used, status of entry (non-maintainable by the user), a comment and the option to **Cancel** a leave entry.

**Please note, you cannot Cancel a leave record that has already been approved. See the Entering/Reporting Leave section for more information.**

## Submit to Leave Approver/Supervisor for Final Approval

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Submit to Leave Approver/Supervisor for Final Approval

---

Y - Yes  
N - No

The “Yes” is selected from the drop down menu when you have entered your leave information for the month and you are ready to submit to your LFC Approver/Supervisor for approval. Once the “Yes” is selected and submitted an email is sent to your LFC Approver indicating that you have completed the reporting of your leave time for the month and it is ready for the LFC Approver/Supervisor to complete the processing of your reported leave entries.

After clicking SUBMIT, you, the user, can receive up to two different emails from the system detailing the leave information you entered. The different emails are controlled by whether you have chosen to submit your leave entries to your LFC Approver/Supervisor.

## Not Submitting for Approval

If you select “No” from the drop down menu, you will receive an e-mail message.

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Submit to Leave Approver/Supervisor for Final Approval

---

Y - Yes

N - No

At the bottom of the email, there will be a note indicating that you **did not** submit the entries for approval. Below is a sample of the email you will receive:

## LFC Entry Report for June

This email is to notify you of the entries you made in the Web Leave From Campus form.

Below you will see a table that includes the leave entries you submitted for the month indicated at the top of the table.

Please review these entries. Once you are sure about the entries you will need to return to this form and select the Submit for Approval to notify your leave approver that you have completed your entries for the month.

Regards,

Human Resources Department  
Lesley University

Leave Date	Leave Hours	Leave Type	Leave Status	Leave Comment
06/04/2015	3.50	SE35	Entered/Pending	I went to the doctor
06/10/2015	7.00	VE35	Entered/Pending	Vacation Time Entry

**\*\* Please note your leave has not been reported to the LFC Approver\*\***

## Submitting for Approval

If you select “Yes” from the drop down menu, you and your LFC Approver/Supervisor will receive an e-mail. A sample of the email you will receive is below:

### LFC Entry Report for June

This is a notification of the Web Leave From Campus Form entries.  
Your entries will be sent to your designated LFC approver.

The table below details the leave information you entered for the month noted above. Once your entries have been approved or denied by your designated LFC approver, you will **not** be able to make any changes to the form via the Web Leave From Campus Form. If you require changes to your entries, please notify your manager of any changes and contact Human Resources at [hr@lesley.edu](mailto:hr@lesley.edu) or at (617)349-8787.

Regards,

Human Resources Department  
Lesley University

Leave Date	Leave Hours	Leave Type	Leave Status	Leave Comment
06/04/2015	3.50	SE35	Entered/Pending	I went to the doctor
06/10/2015	7.00	VE35	Entered/Pending	Vacation Time Entry

## Clicking SUBMIT

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**SUBMIT**

By clicking the **SUBMIT** button and “Yes” to “Submit to Leave Approver/Supervisor for Final Approval” any leave entries will be applied against your current leave balances upon approval from your supervisor. You will receive an email message from [hr@lesley.edu](mailto:hr@lesley.edu) with a short informational message and a table (like above) listing the entries you made.

## Entering/Reporting Leave Information



After selecting the Leave From Campus Entry on the Employees menu, you will be brought to the form to report your leave time (if any) for the prior month.

This section will deal directly with inputting leave information.

### Date & Day

This Date & Day column lists all the dates and days of the month (including weekends and holidays) for leave entries

### Leave Type Selection

Date & Day	Leave Type*	Hours*	Status of Entry	Comments	Cancel
05/01/2015 - Friday		<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
05/02/2015 - Saturday	NTW - No Time Taken for Month	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
05/03/2015 - Sunday	JD - Jury Duty	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
05/04/2015 - Monday	BR - Bereavement	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
05/05/2015 - Tuesday	SE35 - Sick 35 Hours FTE 1	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
	VE35 - Vacation 35 Hours FTE 1	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
	PE35 - Personal 35 Hours FTE 1	<input type="text"/>		<input type="text"/>	<input type="checkbox"/>
05/06/2015 - Wednesday		<input type="text"/>		<input type="text"/>	<input type="checkbox"/>

When entering Leave information, select the date/day that the leave was taken, click the drop down arrow on the **Leave Type** column to see your available Leave Plans. Select the Leave Type you are reporting time taken for the day.

Please note, if you select NTW – No Time Taken for Month, this should have been selected for the first day of the month (regardless whether weekend or weekday) and **you must enter zero hours (0)**. If you do not enter any hours you will receive an error message.

### Entering Hours

Hours should be entered in whole numbers. If your work schedule is full time (1.00 FTE) and you are reporting a half-day, for 35 hours a week, you would enter 3.5 hours. If you are reporting a full day out, then you would enter 7 hours. (If your work week is 40 hours, you would enter 8 for a full day out and 4 for a half-day.) If your work schedule is part-time, you would enter the hours taken based on your weekly hours divided by 5 days (for example, if you worked 17.5 hours a week, your hours per day would be 3.5 hours). If you have questions about your daily hours, please contact HR at [lfc@lesley.edu](mailto:lfc@lesley.edu).

**Please note, you cannot use more than 1 leave plan for each day reported. If you have split a day between Vacation and Personal, you will need to report one of the types on this form and then notify your LFC Approver via email which day/date, leave plan and the amount of hours. You can also use the "Comments" section to clarify your intent, if needed.**



## Status of Entry

The Status of Entry column is not a field that can be maintained by you. This field is populated only if you, on a prior visit to the form, made entries and clicked Submit at the bottom of the form. See illustration below:

Date & Day	Leave Type*	Hours*	Status of Entry	Comments	Cancel
05/01/2015 - Friday	VE35 - Vacation 35 Hours FTE 1	7.00	Denied	Vacation Day	<input type="checkbox"/>
05/02/2015 - Saturday					<input type="checkbox"/>
05/03/2015 - Sunday					<input type="checkbox"/>
05/04/2015 - Monday	PE35 - Personal 35 Hours FTE 1	7.00	Entered/Pending	personal day	<input type="checkbox"/>
05/05/2015 - Tuesday					<input type="checkbox"/>

Any previously made entries will have a Status of Entry value. Any newly made entries (prior to clicking submit) will have no status value displayed for the date/day you entered leave information.

## Entering Comments

Please note that the Comment column is **optional** and if not populated, will be filled with a generic message for the Leave Type selected. You can enter up to 30 characters in the Comment column.

## Cancelling an Entry

You can only cancel entries (Cancel column check box) **that have a Status of Entry value that is not approved**. You would select this box only A), if during a previous visit to the entry form, you made entries but **did not submit for approval** or B), for entries made during a prior visit listed in date/days that were entered (see below) with a Status of Entry value of **Entered/Pending, Denied**.

Date & Day	Leave Type*	Hours*	Status of Entry	Comments	Cancel
05/01/2015 - Friday	VE35 - Vacation 35 Hours FTE 1	7.00	Denied	Vacation Day	<input type="checkbox"/>
05/02/2015 - Saturday					<input type="checkbox"/>
05/03/2015 - Sunday					<input type="checkbox"/>
05/04/2015 - Monday	PE35 - Personal 35 Hours FTE 1	7.00	Entered/Pending	personal day	<input type="checkbox"/>
05/05/2015 - Tuesday					<input type="checkbox"/>

If you have made an entry **but have not yet clicked Submit, you do not need to check the cancel check box**, you can remove the entry by going to the Leave Type column and the day and date for which you are removing the entry and select the first line that is blank, and clear the hours and any comment you have entered. With this information removed, a leave record will not be created.

To cancel an entry **that has a status (Entered/Pending, Denied)**, click the check box in the Cancel column and then click submit.

05/10/2015 - Sunday					<input type="checkbox"/>
<b>05/11/2015 - Monday</b>	JD - Jury Duty	7.00	<b>Entered/Pending</b>	On Hernandez Jury	<input checked="" type="checkbox"/>
05/12/2015 - Tuesday					<input type="checkbox"/>
05/13/2015 - Wednesday					<input type="checkbox"/>

On your next visit to the entry form, you will see that the date & day field is not highlighted and the cancelled entry has been removed.

05/11/2015 - Monday					<input type="checkbox"/>
05/12/2015 - Tuesday					<input type="checkbox"/>

**Please note**, any entries with an Approved status (Applied to Leave Plan) **cannot be cancelled or changed in any way**. In order to correct entries that have been applied to your leave plans, please **notify** your **LFC Approver/Supervisor** and contact **HR** at [hr@lesley.edu](mailto:hr@lesley.edu) or (617)349-8787.

Date & Day	Leave Type*	Hours*	Status of Entry	Comments	Cancel
<b>05/01/2015 - Friday</b>	VE35 - Vacation 35 Hours FTE 1	7.00	<b>Applied to Leave Plan</b>	Vacation Day	<input type="checkbox"/>
05/02/2015 - Saturday					<input type="checkbox"/>
05/03/2015 - Sunday					<input type="checkbox"/>
<b>05/04/2015 - Monday</b>	PE35 - Personal 35 Hours FTE 1	7.00	<b>Entered/Pending</b>	personal day	<input type="checkbox"/>
05/05/2015 - Tuesday					<input type="checkbox"/>

## Reporting No Time Taken

If you have not taken any time for the month being processed, you would select **NTW – No Time Taken for Month** from the Leave Type Column (see below). On the **first day of the month** choose **NTW** from the **Leave Type drop down menu**. Please note that it does not matter whether or not the first day is a workday.

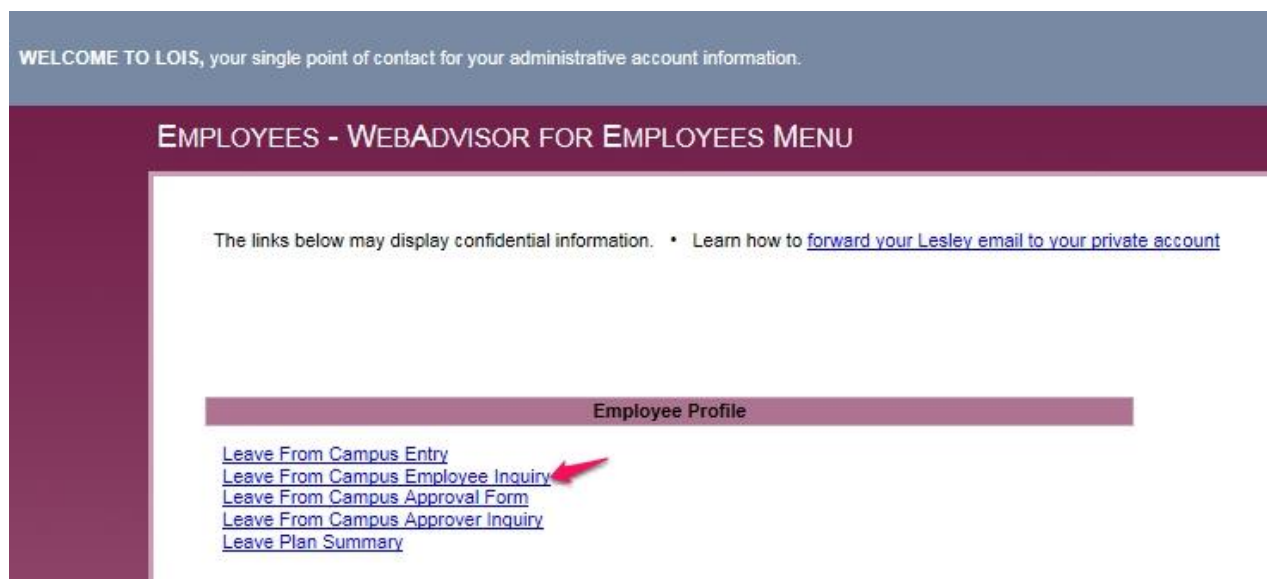
Date & Day	Leave Type*	Hours*	Status of Entry	Comments	Cancel
05/01/2015 - Friday					<input type="checkbox"/>
05/02/2015 - Saturday	NTW - No Time Taken for Month				<input type="checkbox"/>
05/03/2015 - Sunday	JD - Jury Duty				<input type="checkbox"/>
05/04/2015 - Monday	BR - Bereavement				<input type="checkbox"/>
05/05/2015 - Tuesday	SE35 - Sick 35 Hours FTE 1				<input type="checkbox"/>
	VE35 - Vacation 35 Hours FTE 1				<input type="checkbox"/>
	PE35 - Personal 35 Hours FTE 1				<input type="checkbox"/>

Enter zero (0) hours in the **Hours** column. Anytime you select a leave plan you **must enter hours**. Not entering hours when a leave plan is selected will cause an error requiring you to re-enter any information.

## Leave From Campus Employee Inquiry

This process will allow you to view the Leave From Campus entries that have been made. The user can elect to view all the entries or enter date parameter(s) to restrict the records that appear.

Click on the **Leave From Campus Employee Inquiry** link found in the Employee Profile.



You will see the same information that is displayed on the Leave Plan Summary menu item. From this form you can restrict which Leave records are selected by:

- Entering a start date
- Entering an end date
- Entering a start and an end date

## Leave From Campus Employee Inquiry

You have the option to limit the inquiry by entering a start and/or end dates.

Leave Plan	Accrual Rate/Hrs	Hours Carried Over From Prev Year	Hours Accrued Since Jan 1	Hours Used Since Jan 1	Hours Used Last Update Date	Balance
No Time Taken for Month				0.00		N/A
Jury Duty				0.00		N/A
Bereavement				0.00		N/A
Vacation 35 Hours FTE 1	0.00	28.04	35.01	0.00		63.05
Sick 35 Hours FTE 1	0.00	16.00	21.00	21.00	03/09/15	16.00
Personal 35 Hours FTE 1	0.00	0.00	21.00	10.50	03/09/15	10.50

Enter Start Date  Enter End Date

[View Report](#)

You can press the View Report button to see the actual entries you made, or change the date range before you do so. In this example, no date changes were made, and the display lets you know that:

## Leave From Campus Employee Inquiry - Display

Listed below are records you selected from the *Leave From Campus* system.

No START date for record selection was entered.  
No END date for record selection was entered.

Leave Type	Leave Date	Leave Hours	Leave Comment	Status	Date	Approval Comments (if any)
Personal 35 Hours FTE 1	06/17/2015	7.00	Personal Time Entry	Entered/Pending	07/31/2015	
Sick 35 Hours FTE 1	06/04/2015	3.50	I went to the doctor	Cancelled by User	07/31/2015	
Vacation 35 Hours FTE 1	06/10/2015	7.00	Vacation Time Entry	Entered/Pending	07/31/2015	
Vacation 35 Hours FTE 1	06/23/2015	7.00	Went to Paris for the day	Entered/Pending	07/31/2015	

[SUBMIT](#)

Press the **Submit** button to go back to the Employee Profile menu.