

Leave Entry Training Frequently Asked Questions

The following are frequently asked questions that have been received to date regarding the new leave reporting system. Please review this list and feel free to contact your Payroll at extension 3047, your departments HR Associate, or email [HRIS](#) or [Payroll](#) with additional questions. This list will be updated frequently and posted on both the HR and Payroll websites.

1. How do I get to Employee Service to enter my leave report?

Using the internet, go to the TC home page (www.TC.edu) and click on the Faculty and Staff icon. Under quick links click on the icon labeled "Online Information System for employees". Enter you TC ID number and your PIN; click the "login" icon. Click on Employee Services, click on Employee Service. You will have two options – enter your leave time information or view your leave time balances, click on "Leave Time Report". The next screen will show your title, department, position number and budget index, and the leave report period and status (drop-down menu). Select the leave period you wish to enter your leave time and click on the "Leave report" Icon.

2. What is my user ID number?

It is your Teachers College (TC) identification number – usually your social security number. If you need assistance in obtaining your TC identification number please e-mail [Payroll](#) or [HRIS](#), or call Payroll at extension 3047.

3. I am new at TC or I have forgotten my PIN, where do I get my pin from?

Contact [HRIS](#) and they will provide you with your PIN.

4. When will I be able to enter my leave report?

The leave report data entry period is from the beginning of the month you are reporting on until 60 days after the end of the reporting month. We encourage you to enter your leave report when you return to the office after being out on leave.

5. When are the leave reports due?

The properly completed and approved leave reports are due on the 20th of the month following the leave period you are reporting on.

6. How do I modify/change my recorded leave after I have submitted my leave report to my supervisor for approval?

If you have already submitted your leave for approval, your supervisor needs to send his leave report for corrections and you need to restart and resubmit your leave.

7. Do I need to submit a leave report every month even if I did not take time off?

Yes, if you did not take any time then you still need to complete the leave report. You will need to enter the number 0 for leave time on the 1st day of the week, under "personal leave" and then click submit.

8. Do I need to enter the leave time under the correct date/day of the week or can I summarize everything on the First of the month?

You need to enter your leave time under the correct date/day of the week.

9. What happens if my properly approved leave report is not received by payroll on the 20th of the month?

Nothing happens unless you are more than one leave report behind. Starting with your second missing leave report, Payroll will discontinue your direct deposit or hold your paycheck in the Payroll Office. You will be required to pick-up your paycheck from Payroll no earlier than 12 pm on your scheduled pay dates. Payroll will require receipt of all missing leave reports (approved by your supervisor) prior to releasing your check. If your direct deposit is discontinued, you will have to sign up for it again to get reinstated.

10. I am trying to enter my leave report, but I can't move to the correct date of the month – how do I do this?

In order to move to a later day of the month, you will need to left-click on the “next” icon. To go back to an earlier date in the month left click on the “previous” icon.

11. How can I determine if my supervisor has approved my leave report?

In employee self service, you will see if your leave report has been approved or returned to you for correction by your supervisor.

12. I had more than one primary job during the month. How do I enter my leave report?

You must enter a leave report for each job. The leave hours must be entered for the appropriate job and period you worked on that job. For example if you were on leave on July 13th and July 25th, and your position XYZ was from July 1 through July 15th and you held position ABC from July 16th through July 31 – you would enter your July 13th leave time for position XYZ and your July 25th leave time for position ABC. If you need help with figuring out which position you should record the leave time for, please contact Payroll.

13. I had more than one primary job during the month and took no leave time during the month, what do I do?

For each position you held during the month, you must enter 0 leave hours on the 1st day of the month under personal time.

14. Can I access the leave reporting system from anywhere?

Yes, you can enter your leave report from any computer as long as you have your user ID and PIN.

15. Can you enter leave reports for periods before you were given access to the online system (i.e. System opened for me in October for September time, can I enter August leave)?

No, you will need to complete a blue card for leave reports prior to when you were given access to the system. For example, if you are missing an August or earlier blue card, then you will need to submit one manually.

16. Will the system remain open for me to enter previous months leave time if I haven't entered it yet?

Yes, the system will remain open for two months but your leave report is due by the 20th of each month. If you go two month without entering your leave report, payroll will stop your direct deposit.

17. How to I enter my leave report to reflect leave taken for the following categories not listed in the leave reporting system - Bereavement leave, Jury Duty or Military disability?

You should enter your leave time in the comments section of the leave reporting system.

18. Can you submit your leave report more than once for the same reporting period?

No, you can only submit your leave report once unless your supervisor has returned the submitted report for correction. If you try to submit your leave report twice, you will get the following error message - *Change Leave Record-Leave Balance Error*.

19. What type of notifications will employees receive from the system?

The system will generate the following notifications to aid in the leave entry process:

- **Return for correction** – Email generated to employees who had their leave report returned for correction by their supervisor.
- **Waiting for approval/Report Review Required** – At the end of each day, supervisors will receive a notification via email to go into the system and approve the leave report.
- **Not started/In progress** – Employees will receive a notification if they have not entered or completed entering their leave by the 15th of each month.