

Quick Reference Guide for Employee Self Service – Leave Reports 10 Month Teaching and Research Faculty enrolled in VSDP

- 10-month Faculty are not required to submit leave reports during the non-contract periods (June and July)
- The use of personal and VSDP sick leave must be reported on a pay-period basis and submitted by the established deadlines.

1. Log into LEO-ONLINE

<http://www.leoonline.odu.edu>

2. Click On Enter Leo Online News and Secure Area then click Enter Secure Area

3. Log in with your Midas ID and Password

4. From the Main Menu click Employee then click Employee Self Service to open the Employee Dashboard

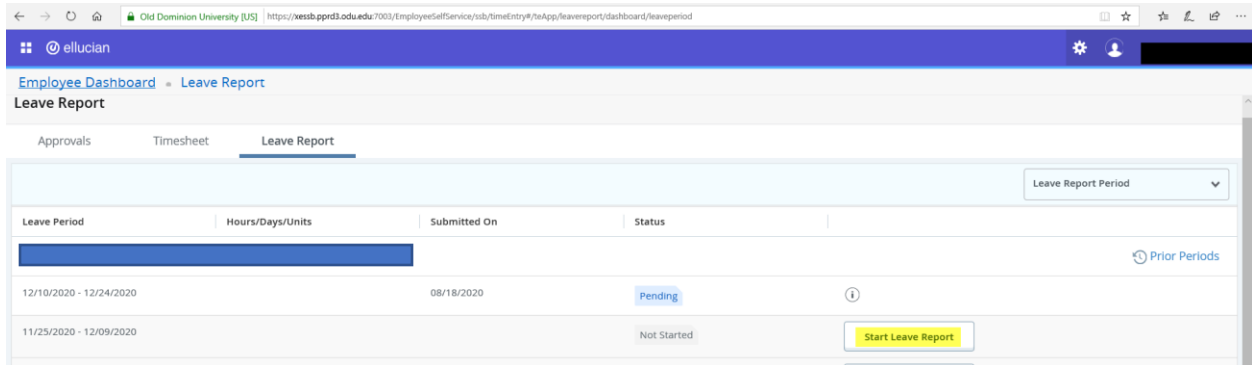
5. From the Employee Dashboard click on Enter Leave Report as indicated below

The screenshot displays the 'Employee Dashboard' interface. At the top, there's a navigation bar with the 'ellucian' logo and user information. Below this, the 'Employee Dashboard' title is visible. The main content area is divided into several sections:

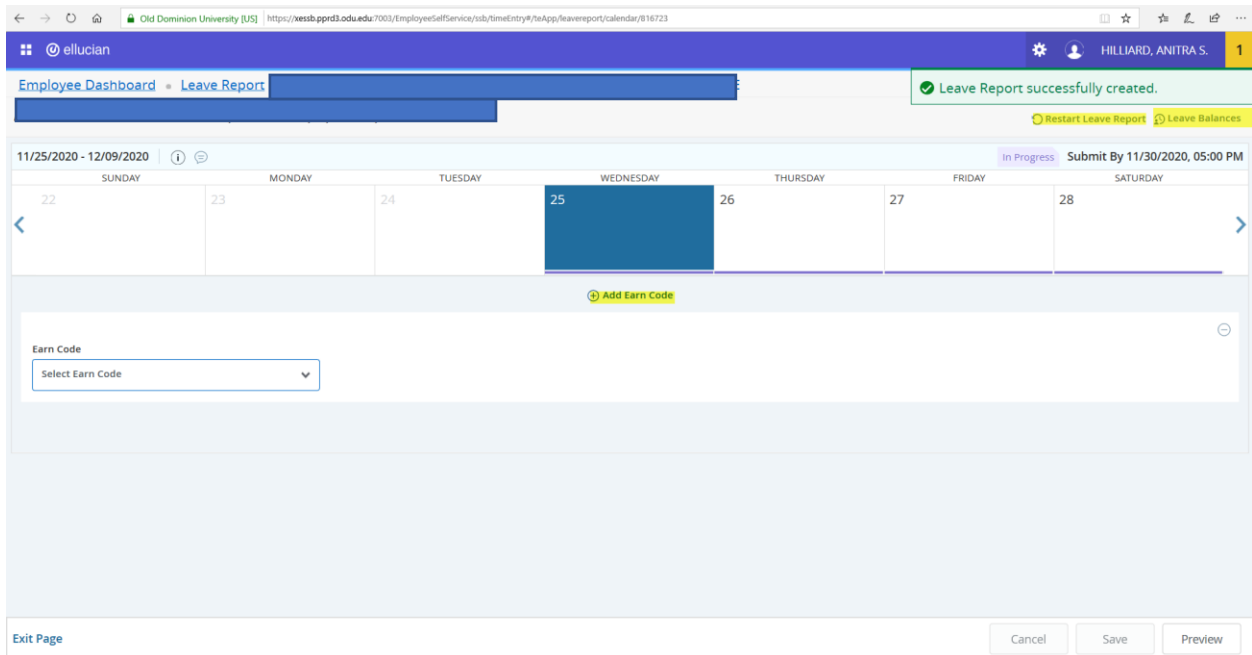
- My Profile** and **My Team** buttons are on the left.
- Leave Balances as of 08/18/2020** section contains a table with the following data:

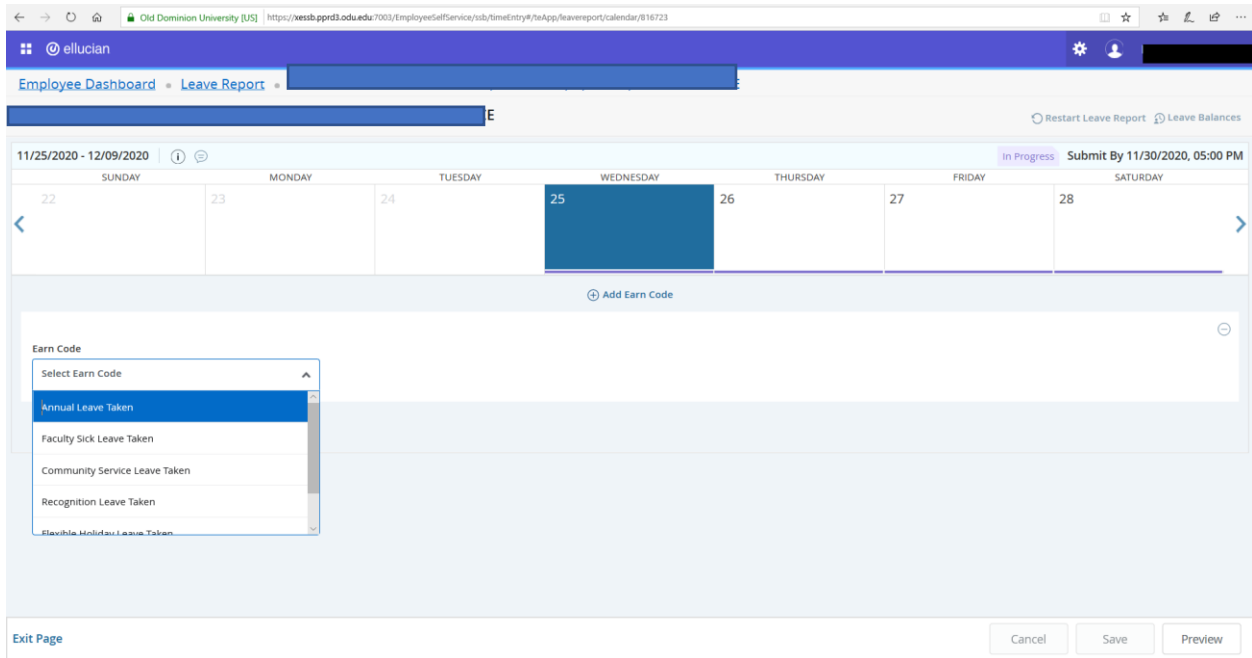
Annual Leave in hours	98.15	Faculty Sick Leave in hours	0.00	Flex-Holiday in hours	0.00
Annual Leave Loss in hours	0.00	Overtime Leave in hours	0.00	Compensatory Leave in hours	35.00
- Pay Information** section includes links for 'Latest Pay Stub: 07/31/2020', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'.
- Earnings**, **Benefits**, **Taxes**, **Job Summary**, and **Employee Summary** sections are listed with expandable arrows.
- My Activities** section on the right contains a list of actions: 'Enter Time', 'Enter Leave Report' (highlighted with a green arrow), 'Approve Time', 'Approve Leave Report', 'Effort Certification', 'Labor Redistribution', and 'Pay Stub Administrator'.

You should see your next available leave report, click on Start Leave Report as highlighted below

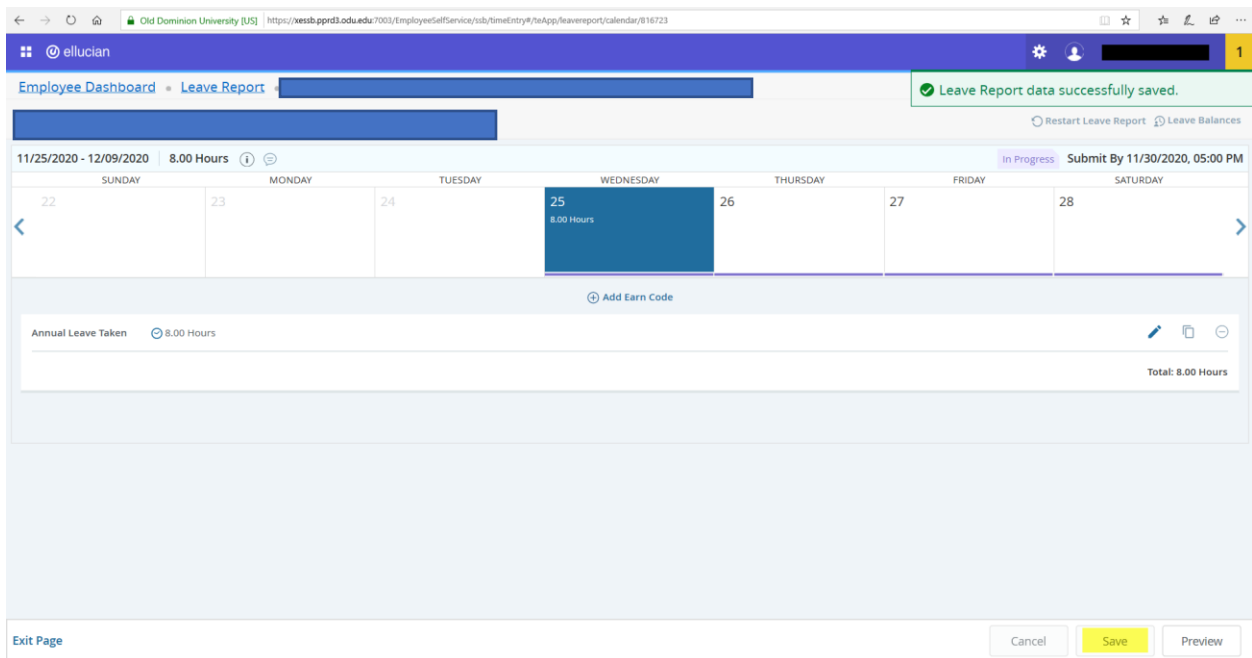


Your leave report will appear . Use the arrows to scroll to see all the dates in the leave period. You are on a specific day when it is dark blue. Use the drop down menu to select the correct earn code and enter the hours taken . You can also restart your leave report or view your leave balances.





Once you have made your earn code selection enter the appropriate number of hours and click “save” as indicated in yellow.



If you need to add an additional earn codes for the same day click add earn code and select the appropriate code enter the number of hours and save.

Old Dominion University [US] | https://xesb.pprd3.odu.edu/7003/EmployeeSelfService/sb/timeEntry/#/toApp/leaveReport/calendar/816723

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Employee Dashboard » Leave Report » [Redacted]

Restart Leave Report | Leave Balances

11/25/2020 - 12/09/2020 | 8.00 Hours | In Progress | Submit By 11/30/2020, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25 8.00 Hours	26	27	28

Add Earn Code

Annual Leave Taken 8.00 Hours

Total: 8.00 Hours

Earn Code

Select Earn Code

Exit Page | Cancel | Save | Preview

Repeat the previous steps to enter hours for the remaining days in the pay period.

Old Dominion University [US] | https://xesb.pprd3.odu.edu/7003/EmployeeSelfService/sb/timeEntry/#/toApp/leaveReport/calendar/816723

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Employee Dashboard » Leave Report » [Redacted]

Leave Report data successfully saved.

Restart Leave Report | Leave Balances

Leave Report Messages 1

11/25/2020 - 12/09/2020 | 9.00 Hours | In Progress | Submit By 11/30/2020, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25 8.00 Hours	26 1.00 Hours	27	28

Add Earn Code

Faculty Sick Leave Taken 1.00 Hours

Total: 1.00 Hours

Exit Page | Cancel | Save | Preview

Use the three editing buttons at the bottom of the leave report to make the changes as indicated below.




Timesheet data successfully saved.

Restart Time Leave Balances

In Progress Submit By 05/26/2020, 10:00 AM

FRIDAY	SATURDAY
22	23

Total: 8.00 Hours | Account Distribution

- Note:
-  click the pencil to edit your hours after saving
 -  click the square to copy hours to another day
 -  click the circle to delete an entry (you will be asked to confirm this action)

To copy you may copy selected hours to the end of the pay period or you may copy by day. Note the copy to end of the pay period starts from the day selected and goes forward.

Old Dominion University [US] | https://xessb.ppr3.odu.edu/7003/EmployeeSelfService/sby/timeEntry/#/toApp/leaveReport/calendar/816723

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Employee Dashboard Leave Report

The entry has been successfully copied.

Restart Leave Report Leave Balances

Leave Report Messages 1

Possible Insufficient Leave Balance for Faculty Sick Leave Taken

11/25/2020 - 12/09/2020 | 18.00 Hours | In Progress | Submit By 11/30/2020, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25 8.00 Hours	26 1.00 Hours	27 1.00 Hours	28

Add Earn Code

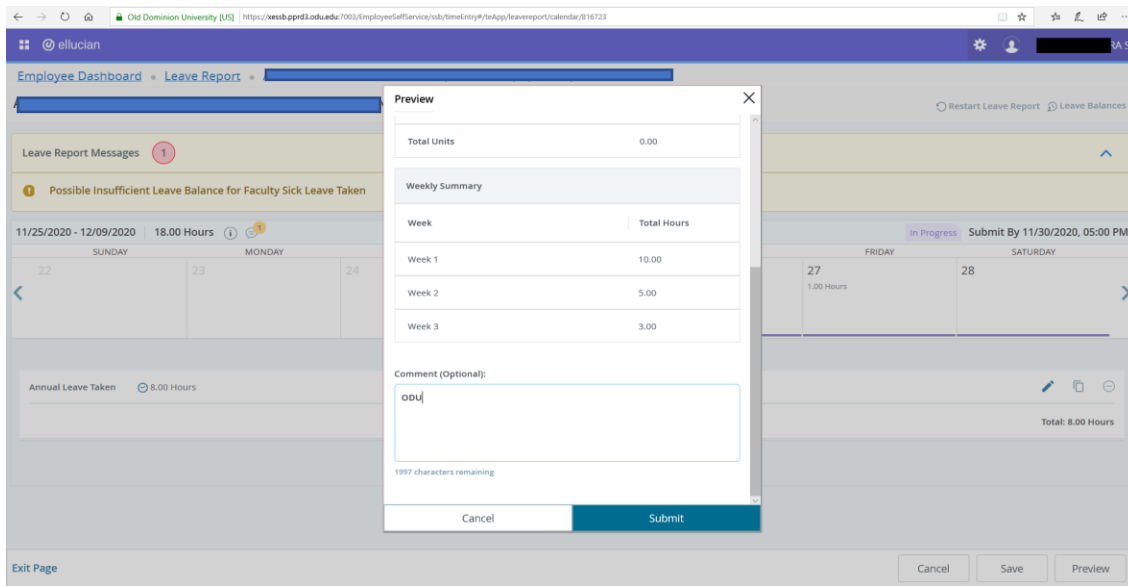
Faculty Sick Leave Taken 1.00 Hours

Total: 1.00 Hours

Exit Page

Cancel Save Preview

To enter comments click on preview. The comment box will appear type comments and submit.



Once you have entered all leave taken for the pay period click on the preview button to see the hours entered; as you scroll down you will see the total hours submitted for each week.

If your leave report is complete click submit. The "Cancel" button will only cancel the comments entered.

Once submitted you will see the message below. The Leave Report is now pending your supervisor's approval. If you need to make a change before the leave report is approved you may recall the leave report or preview as indicated below.

Employee Dashboard » Leave Report » [Redacted]

The Leave Report has been successfully submitted.

Leave Report Messages 1

Possible Insufficient Leave Balance for Faculty Sick Leave Taken

11/25/2020 - 12/09/2020 18.00 Hours Pending Submitted On 08/18/2020, 05:17 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25 8.00 Hours	26 1.00 Hours	27 1.00 Hours	28

Annual Leave Taken 8.00 Hours Total: 8.00 Hours

Exit Page Recall Leave Report Preview

If you recall the leave report you will see the message leave report successfully recalled. You can make changes by clicking on a specific date and clicking the edit button. After changes are made resubmit your leave report for approval.

Employee Dashboard » Leave Report » [Redacted]

Leave Report successfully recalled.

Restart Leave Report Leave Balances

Leave Report Messages 1

Possible Insufficient Leave Balance for Faculty Sick Leave Taken

11/25/2020 - 12/09/2020 18.00 Hours In Progress Submit By 11/30/2020, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
22	23	24	25 8.00 Hours	26 1.00 Hours	27 1.00 Hours	28

Add Earn Code

Annual Leave Taken 8.00 Hours Total: 8.00 Hours

Exit Page Cancel Save Preview