

# Quick Reference Guide:

## Quick Reference for Employee Self Service Time Entry:

### ADMINISTRATIVE & PROFESSIONAL FACULTY AND TEACHING & RESEARCH FACULTY ON 12 MONTH CONTRACTS ELIGIBLE FOR ANNUAL LEAVE

1. Access LeoOnline at: <http://www.leonline.odu.edu>
2. Upon entering into the system, select **the Enter LeoOnline News and Secure Area** link at the top of the page list, then scroll to the bottom of the page and click **Enter Secure Area**.
3. Login using your Midas credentials. You will then be redirected into the Employee Dashboard to access the timesheet portal.
4. From the Main Menu page (see below), click **Employee**,

#### Main Menu

- Personal Information  
Update Addresses or Contact Information; Review Name or Social Security Number Change Information; Change PIN; View MIDAS User ID and University Identification Number (UIN).
- Admissions, Registration, Student Records, Graduation Information  
Check Admissions Application Status and Transfer Credit Evaluation; View Holds; Register for Classes; Display Class Schedule; Review Charges and Payments; Display Grades or Transcripts. Check Graduation Information.
- Financial Aid  
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.
- Faculty & Advisors  
Enter Grades and Registration Overrides, View Class Lists and Student Information
- **Employee**  
Benefits, Leave or Job Data; Pay Stubs, W2 and W4 data.
- Finance  
Create or Review Financial Documents, Budget Information, and Approvals.
- Proxy Access  
Assign and maintain access for others to view your information.
- Make a payment on account, sign up for e-Refunds and/or sign up  
You will be redirected to a secure site to make your payment or set up an electronic
- Alternate Searchable Schedule

#### Employee

- Time Sheet
- Classic  
Classic menu for items under pmenu.P\_MainMnu except time sheet.
- **Employee Self Service**  
Employee Self Service

RELEASE: 8.9.1

Then **Employee Self Service** to open the Employee Dashboard:

My Activities

- Enter Time
- Enter Leave Report**
- Approve Time
- Approve Leave Report
- Effort Certification
- Labor Redistribution
- Pay Stub Administrator

5. Once in the Employee Dashboard, select **Enter Leave Report** (as highlighted below).
6. After selecting **Enter Leave Report**, you will notice the next leave report available for editing/entering. **Select Start Leave Report.**

Employee Dashboard | Leave Report

Leave Report

Approvals Timesheet **Leave Report**

Leave Report Period

Leave Period	Hours/Days/Units	Submitted On	Status
12/10/2020 - 12/24/2020		08/18/2020	Pending
11/25/2020 - 12/09/2020			Not Started

Prior Periods

Start Leave Report

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7. Once in your leave report, users will scroll to the right to view all the days available in the current pay period. Users are defaulted to a specific day, which is highlighted in dark blue. Use the **dropdown menu** to select the correct **Earn Code** and enter the hours for that particular day. Users may also **Restart** a leave report or **Review Leave Balances** from this screen.

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

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

↓ Add Earn Code

Earn Code  
Select Earn Code

Exit Page | Cancel | Save | Preview

**NOTE:** Use the **dropdown menu** to view other **Earn Codes** available to your user account/position.

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

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

↓ Add Earn Code

Earn Code

- Select Earn Code
- Annual Leave Taken
- Faculty Sick Leave Taken
- Community Service Leave Taken
- Recognition Leave Taken
- Eligible Holiday Leave Taken

Exit Page | Cancel | Save | Preview

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8. After selecting the desired **Earn Code**, enter the appropriate hours and select **Save** at the bottom of the window.

The screenshot shows the 'Leave Report' interface in the 'ellucian' system. At the top, there is a navigation bar with 'Employee Dashboard' and 'Leave Report'. A green notification banner states 'Leave Report data successfully saved.' Below this is a calendar view for the period 11/25/2020 - 12/09/2020. The calendar shows 8.00 hours entered for Wednesday, 11/25/2020. Below the calendar, there is a section for 'Annual Leave Taken' showing 8.00 Hours. At the bottom right, there are three buttons: 'Exit Page', 'Cancel', and 'Save'. A red arrow points to the 'Save' button.

**PLEASE NOTE:** If you need to add an additional **Earn Code** for the same day worked, select **Add Earn Code**, followed by the appropriate **Earn Code** located in the **dropdown menu**. Then add the hours for that particular **Earn Code**.

This screenshot shows the 'Leave Report' interface with the 'Add Earn Code' button highlighted by a red arrow. Below this button is a dropdown menu labeled 'Earn Code' with the text 'Select Earn Code'. The calendar view above shows 8.00 hours entered for Wednesday, 11/25/2020. At the bottom right, there are three buttons: 'Exit Page', 'Cancel', and 'Save'. A red arrow points to the 'Save' button.

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9. To copy specific days information instead of the entire pay period, select the **Copy** button and highlight the day you wish to copy.

Employee Dashboard • Timesheet

Restart Time Leave Balances

10/11/2020 - 10/24/2020 24.00 Hours In Progress Submit By 10/26/2020, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12	13 8.00 Hours	14 8.00 Hours	15	16	17

Add Earn Code

Annual Leave Taken 8.00 Hours

Total: 8.00 Hours Account Distribution

Exit Page Cancel Save Preview

10. From the pop-up window, select the appropriate days you wish to copy the information to, which will highlight in blue, and select **Save**. You will receive this notification message after saving:

✓ The entry has been successfully copied.

Employee Dashboard • Timesheet

Restart Time Leave Balances

10/11/2020 - 10/24/2020 24.00 Hours In Progress Submit By 10/26/2020, 05:00 PM

SUN	MON	TUE	WED	THU	FRI	SAT
11	12	13 8.00 Hours	14 8.00 Hours	15	16	17
18	19 8.00 Hours	20	21	22	23	24

Copy Time Entry

Annual Leave Taken : 8.00 Hours (10/14/2020, WEDNESDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Cancel Save

Exit Page Cancel Save Preview

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11. Repeat steps 7-10 above to complete entering hours/leave taken for the remaining workdays in the pay period. Then select **Save**.


The screenshot displays the Ellucian Employee Dashboard Timesheet interface. The user is logged in as 'FINANCIAL SVCS SPECIALIST I, 00536A-00, U, 1CLO0, FINANCE OFFICE'. The interface shows a calendar view for the period 10/11/2020 to 10/24/2020. A red box highlights the message 'Hours are copied to the date specified' above the calendar. A red arrow points to the 'Save' button at the bottom right of the interface. The interface also shows 'Annual Leave Taken 8.00 Hours' and 'Faculty Sick Leave Taken 1.00 Hours'.

12. **PLEASE NOTE:** You will notice three editing buttons at the bottom of the screen. See below for a description of what each allows users to do in the system:



**NOTE:**  click here if you need to edit your hours after you have saved them

**NOTE:**  click here to copy to another day

**NOTE:**  click here to delete the entry from that day (it will warn you and ask you to confirm this action)

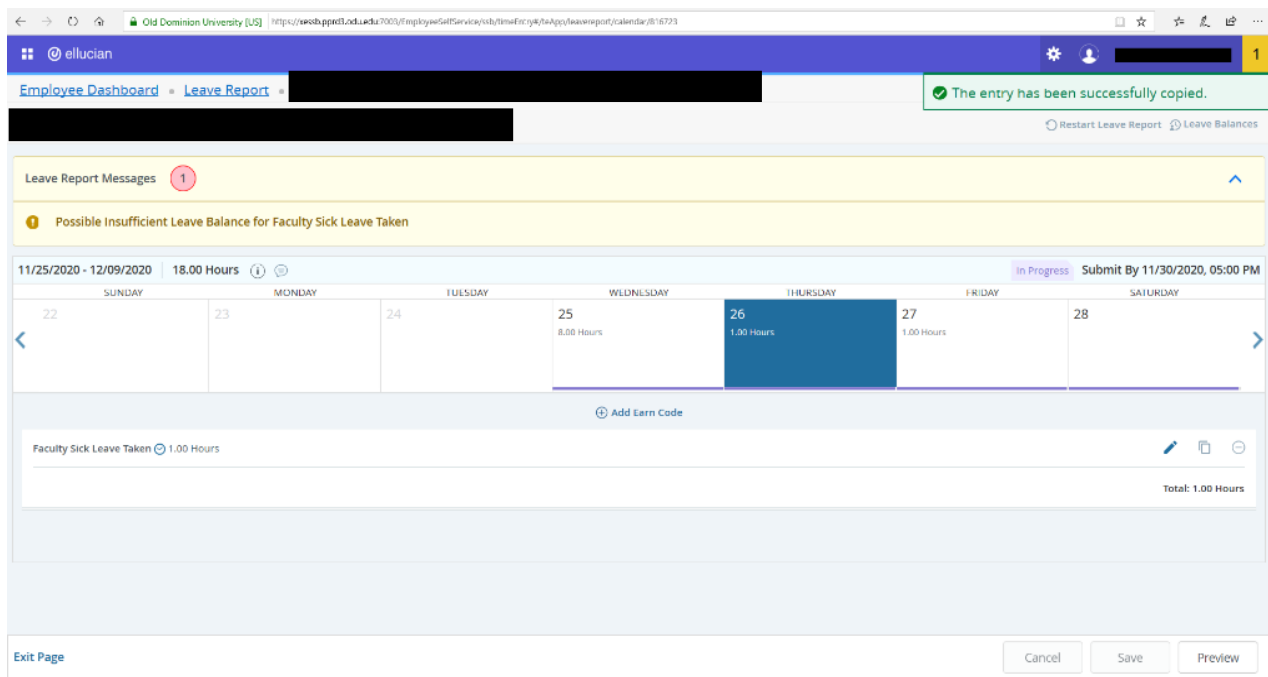
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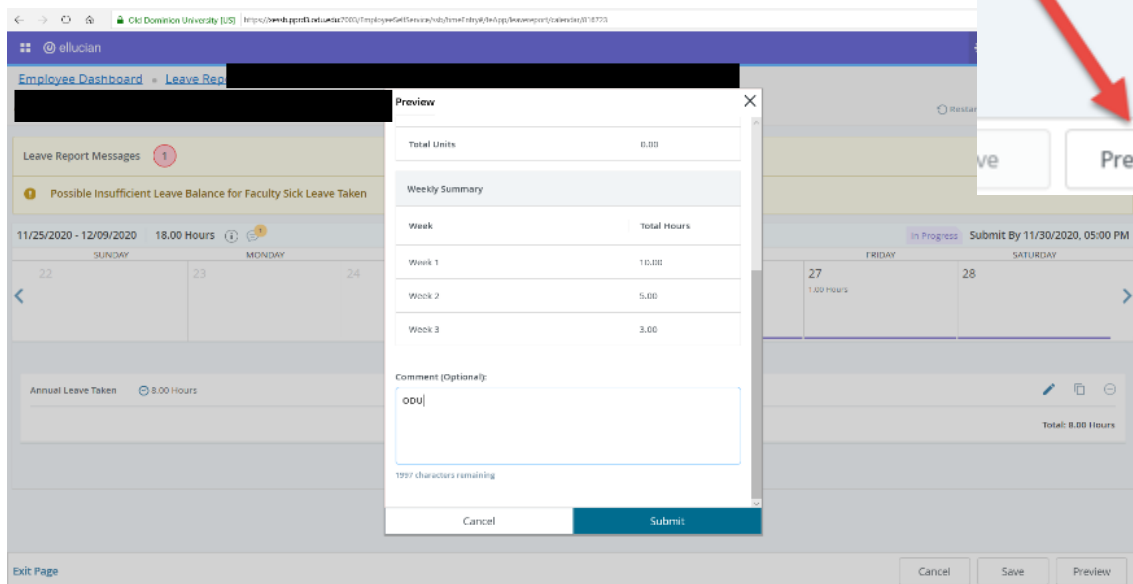
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13. To copy hours onto multiple date selections within a pay period, you may do so day-by-day or throughout the end of the pay period. Select either **Copy to End of Pay Period** or **Copy Day-by-Day**. If users select to copy hours through the end of the pay period, the selection starts from the current day selected and posts on each subsequent date. Edit as needed on each individual day's selection.
14. To enter comment, select **Preview** and then select **Submit**.

**If no leave is taken for the pay period, please enter "No Leave Taken" into this comment section before submission.**



15. After entering all relevant days, users may Preview their leave report. Select **Preview** to view a recap of hours entered for each **Earn Code**. As users scroll down, they may view the total hours submitted for each week.

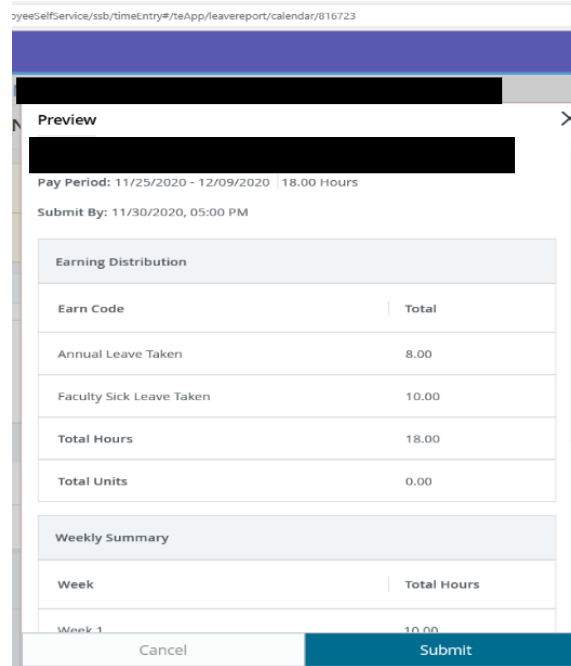


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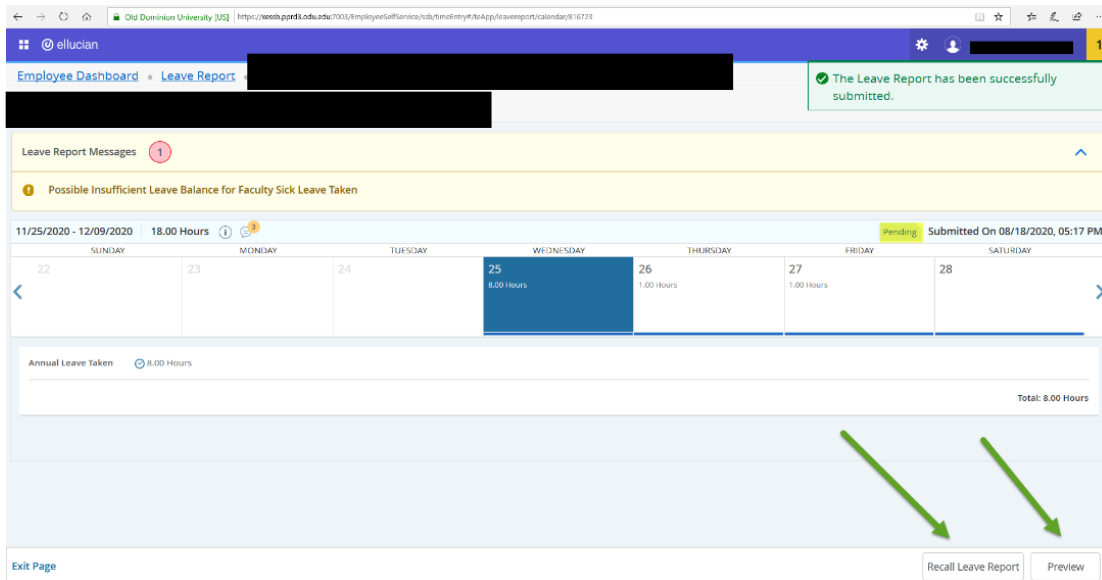
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16. If users are ready to submit the Leave Report, select the **Submit** button. **PLEASE NOTE:** The **Cancel** button becomes active and may only be used to make changes to a comment entered.



17. After submitting a Leave Report, users receive the message indicated below. The timesheet is now pending Supervisor's Approval. If users need to make a change before the Leave Report is approved, you may recall the Leave Report or Preview, as indicated below.



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**NOTE:** If you recall a Leave Report, you will notice the message “*Leave Report Successfully Recalled.*” You will then be able to make your change by selecting the **Edit** button, or by selecting the desired day and **Earn Code**, making your edits, and resubmitting for approval.

The screenshot displays the ellucian Leave Report interface. At the top, a navigation bar includes 'Employee Dashboard' and 'Leave Report'. A green notification banner at the top right states 'Leave Report successfully recalled.' Below this, a yellow message box contains the text 'Possible insufficient Leave Balance for Faculty Sick Leave Taken'. The main area features a calendar for the period 11/25/2020 to 12/09/2020, showing a total of 18.00 hours. The calendar highlights 8.00 hours on Wednesday, 25th, and 1.00 hours on Thursday, 26th, and Friday, 27th. Below the calendar is an 'Add Earn Code' button and a summary section for 'Annual Leave Taken' showing 8.00 hours. At the bottom, there are 'Cancel', 'Save', and 'Preview' buttons.