

PROCEDURES: 420.3

Finance

*Original signature is on file in
Administration & Finance*

Adopted: February 3, 2017

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted:

Subject: Employees Payroll- Leave

Vacation, personal, and sick leave are paid according to University leave policies and negotiated collective bargaining agreements.

Bi-weekly (hourly) employees enter their leave time in the self-service portal along with their work time. The electronic timesheet, stating the leave time taken, is approved by the supervisor before being processed by the Payroll Office. In addition to entering leave on the electronic timesheet, bi-weekly (hourly) employees are still required to fill out a leave form.

Salaried (monthly) employees are required to complete a paper leave form with the approval and signature of their immediate supervisor.

Leave request forms are forwarded to the HR/Payroll Office which processes the leave data in the Payroll System. All leave balances are updated and displayed in the Employee's self-service portal automatically. All leave forms are kept in the Human Resources office as reference after they have been processed.