

## **PROCEDURES: 420.4**

**Area: Finance**

Adapted: February 3, 2017

*Original signature is on file in  
Administration & Finance*

Certified by \_\_\_\_\_  
Dr. Cynthia Jackson-Hammond  
University President

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### **Subject: Employees Payroll- Leave**

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Vacation, personal and sick leave are paid accordingly with the respective negotiated agreement or the University Leave policies.

Leave for an hourly employee is entered in electronic time sheet system in their MyCSU account, and is approved by the supervisor on-line via the supervisor's MY CSU account. Hourly employees are still required to fill out a leave form.

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

Leave request forms are forwarded to the Payroll Specialist who inputs forms in the Banner. All leave balances are updated in the Banner system automatically. All leave forms are kept in the Human Resources office as reference after they have been processed.