

Colleague Self-Service Leaves Guide

This reference guide will demonstrate the process of how to submit leave requests in Colleague Self-Service.

| Submitting a Leave in Collea | gue Self-Service | | | |
|---|--|-----------------------|--|--|
| Step | Image Reference | | | |
| Login into your MySWC webportal and click on the "Employee" link in the "Colleague Self- Service" pane. | Menu | | | |
| | MySWC Portal ► Staff Home | New Self-Service Pane | | |
| | Colleague Self-Service Menus | | | |
| | Hello! Follow the menu links below to login to Colleague Self-Service: | | | |
| | Search for Classes Employee Iax Information Counseling Financial Aid Counseling Financial Management | Employee link | | |



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| Once on the "Employee Overview" screen, click the "Leave" button on the right-hand side column. | Shit Ensidence Ensidence Ensidence Ensidence Ensidence Ensidence Tax Information Here you can change your consent for e-delivery of tax information Earnings Statements Earnings Statements Earnings Earnings Earnings Earnings<th>tion. © 2000-2023 Ellucian Company L.P. (</th><th>Banking Information Here you can view and update your b Here you can view your leave balance Here you can view your leave balance Current Benefits Here you can view all your current be Here you can view all your current be</th><th>anking information.</th><th>C> Sign out () Help</th> | tion. © 2000-2023 Ellucian Company L.P. (| Banking Information Here you can view and update your b Here you can view your leave balance Here you can view your leave balance Current Benefits Here you can view all your current be Here you can view all your current be | anking information. | C> Sign out () Help |
|--|--|--|---|---|---------------------|
| On the "Leave" screen, notice the available leave types and corresponding balances. | Emslovent · Emslovent · Leave Emslovent · Emslovent · Leave Co jaguart Leave All a Leave Starting Balar Bereavement Leave Qu Posting Holday Qu Jury Duty Qu Personal Business Leave Qu Vacation - Conf - Monthly dag Vacation - Conf - Monthly Vacation - Conf - Monthly | constraint constraint constraint Earrend constraint Earrend | Value Adjustrie 1 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. 0.00. | Balance Res ents 8.00 0.00 0.00 0.01 0.00 0.02 0.00 0.02 0.00 0.02 0.00 0.02 0.00 0.02 0.00 0.02 0.00 0.02 0.00 0.02 0.00 0.02 0.00 0.02 0.00 | C3 Sign out |
| 4. To request a leave, click the blue "Request Leave" button on the top-right corner of the screen. 5. On the new "Leave Request" screen, pay attention to the following items: a. Status of Leave b. "Leave Type" drop-down menu c. "Start Date" field d. "End Date" field | Request Leave | | | | |



HUMAN RESOURCES Leave plan balance information ≡ 〔→ Sign out e. SWC 8 (?) Hel f. Leave request options Employment · Employee · Leave Leave Request Leave ŵ New Request 🧹 a 6 <u>___</u> **()**)5 Submit Delete 1 Leave Type Select a Leave Type 0.00 hou Start Date * End Date 0.00 hour M/d/yyyy M/d/mn © 2000-2023 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy 6. To complete a leave request, fill in the Employee · Leave Employment following details: Leave Request a. Select "Leave Type" < Leave b. Enter "Start Date" Vacation 6/5/2023 - 6/8/2023 匬 6 R \bigcirc c. Enter "Leave Date" Delete Save Submit Comments d. Enter corresponding days/hours pertaining to the leave Leave Type Current Leave Balance 48.00 hours Pending: -0.00 hours e. Notice the leave plan information (the Vacation Effective Balance 48.00 hours system will not allow leaves with Start Date * End Date * Total Requested: 40.00 hours insufficient time, and the hours will not 6/5/2023 Ö Ö 6/8/2023 consume until the time has lapsed even if the leave is approved) SU MO TU WE TΗ FR SA f. The user has the option to: 4 5 6 7 8 9 10 > i. "Save" a leave request if 10.00 10.00 10.00 10.00 submission isn't ready ii. "Submit" the leave for approval (and "Unsubmit" once 而 В \bigcirc R submitted) Unsubmit iii. Add "Comments" to the Save Comments Delete request (screenshot now reflecting unsubmit option) iv. "Delete" the leave request