



COLLEAGUE
SELF-SERVICE
FOR
LEAVES

Zoom Forum 2023





INSTITUTIONAL CODE OF PROFESSIONAL ETHICS

Reference: *Accreditation Standard III.A.1.d*

All employees of Southwestern Community College District are instrumental to the District's mission of providing an environment in which students successfully achieve their educational goals and objectives. To support this mission, each employee is charged with personal responsibility to demonstrate a commitment to excellence in education without compromise to the principles of ethical behavior, and to uphold the District's Code of Professional Ethics.

Code of Professional Ethics

1. Maintain awareness that the District exists to serve the needs of its students;
2. Fulfill the duties of employment to the highest standards;
3. Respect the personal values, beliefs and behaviors of others and reflect this in interactions with colleagues, students, and the public;
4. Avoid conflicts of interest or the appearance of impropriety between obligations to the District and private business or personal commitments and relationships;
5. Refrain from using District time, supplies, and equipment for non-District activities;
6. Refrain from using the goodwill or name of the District for personal gain;
7. Keep information confidential regarding students or staff obtained in the course of District employment;
8. Promote the efficiency of the District through professional growth and development;
9. Encourage open communication and make positive contributions to the District through participation in the shared governance process;
10. Support and abide by the District's established policies and procedures and act within applicable laws, codes and regulations;
11. Maintain awareness of the cultural and economic make-up, geographic distribution, characteristics and educational needs of the community;
12. Demonstrate commitment to the highest ideals of honor and integrity in all public and personal relationships and activities.

Change is hard and can also be frustrating (and clunky at first!), but we ask that everyone lead with patience and grace in understanding that we are all working to achieve the mission of the District.

We strive to be partners in this forum and remember to be professional in all our interactions.

Feedback is welcome and we commit ourselves to actively promote honesty, integrity, respect and care for every person.

We strive to ensure a welcoming environment and endeavor to help every member of our Jaguar community feel a strong sense of appreciation and belonging.



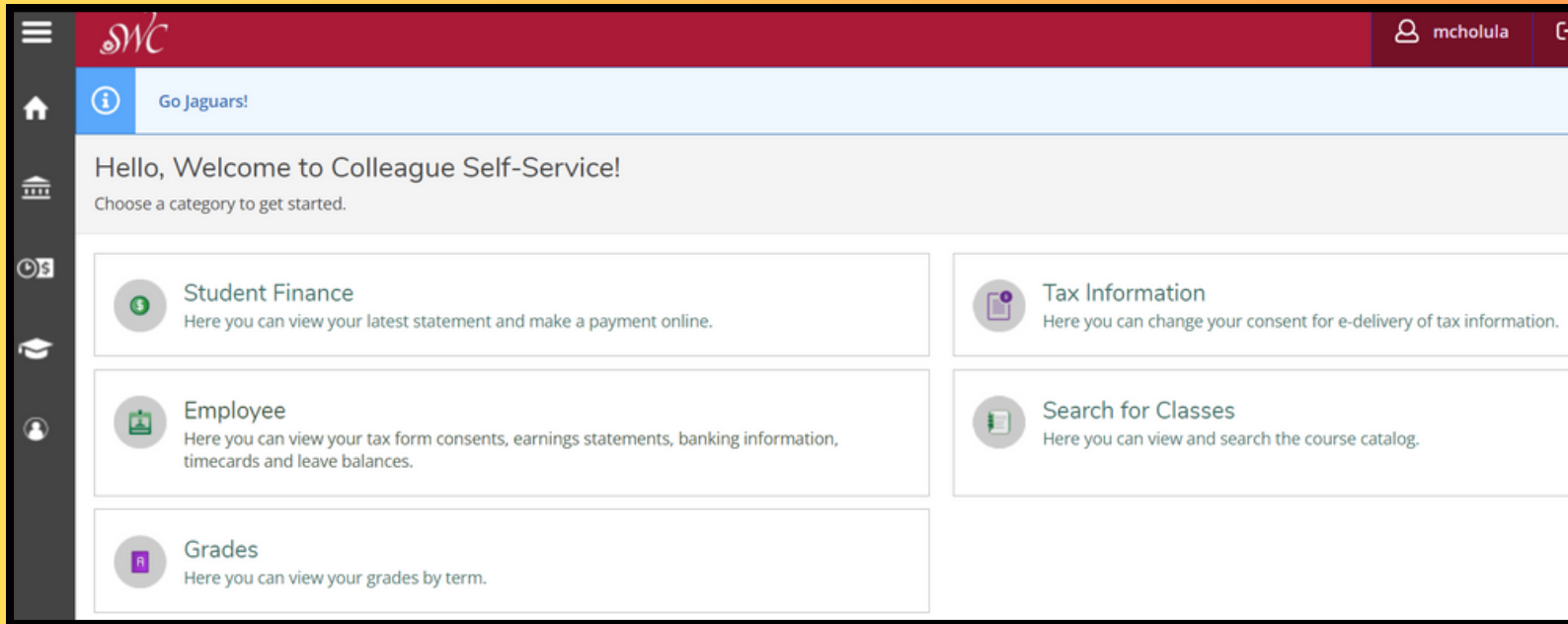
WHAT IS SELF-SERVICE AND WHY ARE WE MOVING OUR LEAVES?

Self-Service is the next step in our evolution towards a full service one-stop-shop experience for employees (and even has functionality for students!)

Self-Service is so much more than leave accruals – it is used for tax information, counseling, financial management, benefits (we are using it now in Open Enrollment!) and more!

Moving leaves over to this platform is a necessary and exciting progression towards the future!

BIGGER THAN JUST LEAVES!

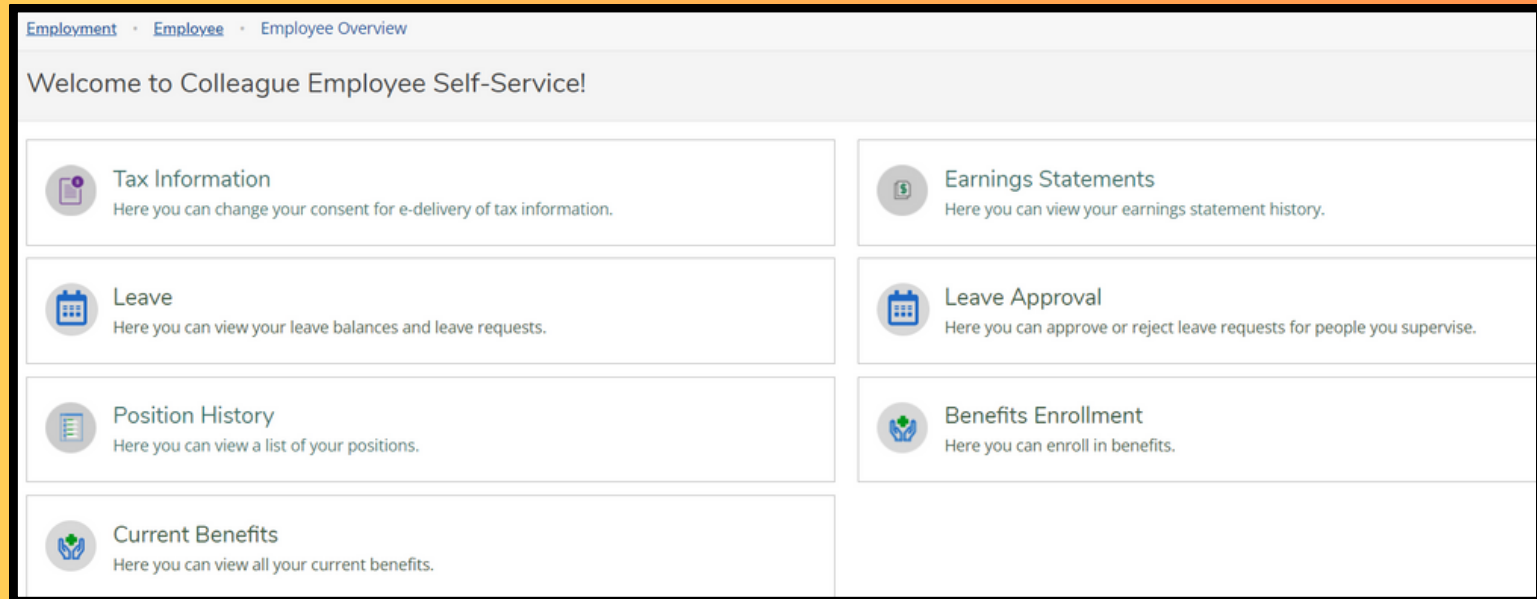


The screenshot shows the Colleague Self-Service homepage. At the top, there is a navigation bar with the SMC logo on the left, a user profile icon labeled 'mcholula' on the right, and a home icon. Below the navigation bar is a light blue banner with an information icon and the text 'Go Jaguars!'. The main content area features a welcome message: 'Hello, Welcome to Colleague Self-Service!' followed by the instruction 'Choose a category to get started.' There are five category tiles: 'Student Finance' (with a dollar sign icon), 'Employee' (with a person icon), 'Grades' (with a purple 'R' icon), 'Tax Information' (with a document icon), and 'Search for Classes' (with a book icon). Each tile includes a brief description of the services available.

Go Jaguars!

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

- Student Finance**
Here you can view your latest statement and make a payment online.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Grades**
Here you can view your grades by term.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Search for Classes**
Here you can view and search the course catalog.



The screenshot shows the Colleague Employee Self-Service page. At the top, there is a breadcrumb trail: 'Employment > Employee > Employee Overview'. Below this is a welcome message: 'Welcome to Colleague Employee Self-Service!'. The main content area features seven category tiles: 'Tax Information', 'Earnings Statements', 'Leave', 'Leave Approval', 'Position History', 'Benefits Enrollment', and 'Current Benefits'. Each tile includes a brief description of the services available.

Employment > Employee > Employee Overview

Welcome to Colleague Employee Self-Service!

- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Earnings Statements**
Here you can view your earnings statement history.
- Leave**
Here you can view your leave balances and leave requests.
- Leave Approval**
Here you can approve or reject leave requests for people you supervise.
- Position History**
Here you can view a list of your positions.
- Benefits Enrollment**
Here you can enroll in benefits.
- Current Benefits**
Here you can view all your current benefits.

MINDSET-SHIFT (SORT-OF) WHAT WE ARE USED TO

Non-academic employees have been requesting their vacation time via an online system for years.

We are used to telling someone in our department (called a “timekeeper”) to log our sick time.

Some areas had employees send the timekeepers an email with this information (sometimes cc’ing the applicable manager, but not always!) while some areas accepted a verbal request.

Self-Service combines sick and vacation requests into one system, and it eliminates the need for a “timekeeper” - we all do it ourselves!

REFERENCE GUIDES

[From the SWCCD Homepage:](#)

[Human Resources](#) → [Employee Resources](#) → [Leave Documents](#)

Self-Service Leave Documents

- [Employees - How to request leaves?](#)
- [Supervisors - How to approve leaves?](#)
- [Self-Service FAQ's](#)

NOTIFICATIONS



- Employees will receive an email notification upon a final approval or denial (end state) of their request.
 - Employees will not receive an email notification upon submitting a leave accrual usage request – we can simply log into our Self-Service portal and see the status of our request.
- Managers/supervisor will receive an email upon their employee submitting a request.

NOTIFICATIONS - EMPLOYEE (REQUEST END STATE)

-----Original Message-----

From: hrleave@swccd.edu <hrleave@swccd.edu>

Sent: Tuesday, November 7, 2023 8:50 AM

To: [REDACTED]

Subject: Leave Request Approve

The following leave request submitted by [REDACTED] was approved by [REDACTED].

-----Leave Time Request Details-----

Leave Type: Sick Leave

Leave Dates: 11/06/2023 - 11/06/2023

Leave Hours: 8.00

NOTE TO SUPERVISORS AND EMPLOYEES

Access Self-Service Leaves for Employees at: <https://collselfserv.swccd.edu/Student/HumanResources/Home>

It is the responsibility of the supervisor either to approve or deny the request prior to the first leave date. If no action is taken or communicated to the employee, then the request is assumed to be denied by default, and the employee should report to work as scheduled. However, the supervisor must still approve or deny the request after the fact in accordance with actual events. Supervisors will be held responsible for all pending leave requests.

Although the on-line leave request system is designed to prevent unearned leave requests, requests for leave and use of approved leave is the sole responsibility of the employee. It is strongly recommended that the employee reconcile any negative leave plan balances. The employee will be held accountable for taking unearned leave. Unearned leave liability is assessed by the Human Resources department who will take appropriate actions against employee interests to offset District losses.

NOTIFICATIONS - MANAGER (REQUEST SUMMITTED)

-----Original Message-----

From: hrleave@swccd.edu <hrleave@swccd.edu>

Sent: Tuesday, November 7, 2023 7:44 AM

Subject: Leave Req Submit

The following leave request was submitted by [REDACTED] and is **pending approval.**

-----Leave Time Request Details-----

Leave Type: Sick Leave

Leave Dates: 11/06/2023 - 11/06/2023

Leave Hours: 8.00

NOTE TO SUPERVISORS AND EMPLOYEES

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WHAT ABOUT MEDICAL LEAVES?

LOGGING HOURS FOR EMPLOYEES OUT ON LEAVES

We are working with IT and Ellucian (Colleague) to give managers access to enter time only for employees out on extended LOAs, but until then, please be patient.

The Benefits office has a list of all employees out on medical LOAs, and the necessary accruals will be deducted via the Colleague system if needed.

More to come!





SELF-SERVICE “PROS”

- **Modern web experience - works on mobile devices**
- **Employees will be able to log their own sick leave**
- **Employees can “unsubmit” an approved leave directly – no more form and wait time!**
- **System will not allow submissions in excess of specific accrual banks, so it has built in fail safes**
- **All requests will be listed which helps employees not submit duplicate request and/or getting stuck if they run out of hours in a specific plan**
- **Batch approvals - Managers can select all the requests for an employee review & approve them all at once**

WHAT ABOUT THE TIMEKEEPERS?

- **There are no timekeeper duties in Self-Service – so that role does not exist! Each employee is responsible for entering their own accrual usage request. As a result, XATK is no longer active, along with any related timekeeping functions.**
- **Leave reports were not a part of Web Advisor’s features. HR allowed access to “timekeepers” as it was the only way for managers to see if their employee had requested to log their sick leave accruals.**
- **Self-Service has built-in functionality that allows managers to see the employees’ total leave history – just apply the filters!**



QUESTIONS - CHECK YOUR RESOURCES OFTEN!



- Visit the [EMPLOYEE RESOURCES](#) page often - we are adding FAQs all the time!
- All technical questions about Self-Service can be routed to:
 - Jason Abel
 - Systems Architect
 - Institutional Technology
 - jabel@swccd.edu
- Inquiries about Sick Leave Balances:
 - [Responsible Payroll Technician](#)
- Inquiries about Vacation Leave Balances:
 - [Responsible HR Specialist](#)

THANK YOU FOR YOUR PARTNERSHIP!



MERCI

TERIMA
KASIH



THANK YOU

DANKE

Shukran



ARIGATOU

GRACIAS