

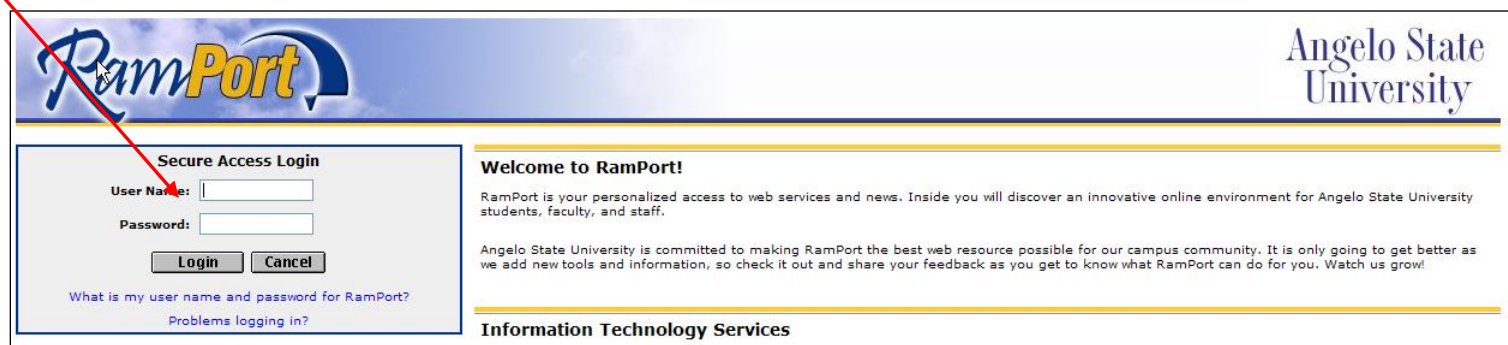
FAST-TRACK PROCEDURE GUIDE

LEAVE REPORTING

PURPOSE: This guide describes the procedures for reporting leave time taken by employees.

Step by Step instructions for reporting leave:

1. Log in to RAMPORT.



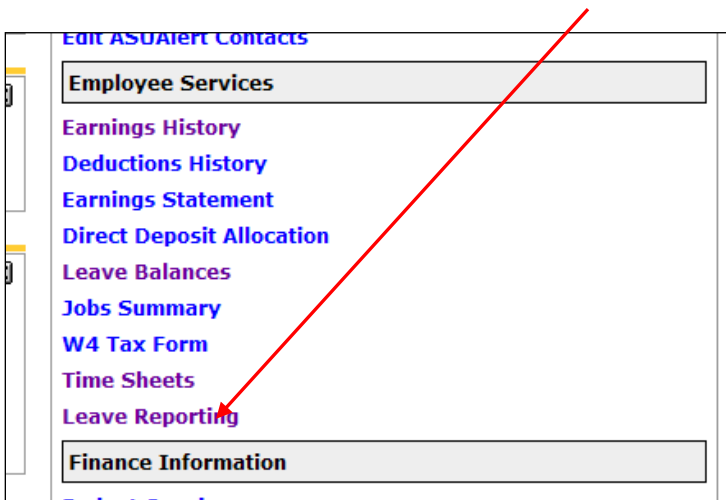
The screenshot shows the RamPort login interface. At the top left is the RamPort logo, and at the top right is the Angelo State University logo. Below the logo is a 'Secure Access Login' box containing a 'User Name' field, a 'Password' field, and 'Login' and 'Cancel' buttons. A red arrow points to the 'User Name' field. To the right of the login box is a 'Welcome to RamPort!' message and a link for 'Information Technology Services'.

2. Click on the Work Life Tab.



The screenshot shows the RamPort navigation menu. At the top left is the RamPort logo. Below the logo is a 'My Account' link and a 'Welcome Your Name' message. At the bottom is a navigation bar with tabs for 'Home', 'Library', 'Campus Life', 'Student Services', 'Work Life', 'Financial Aid', and 'myTab'. A red arrow points to the 'Work Life' tab.

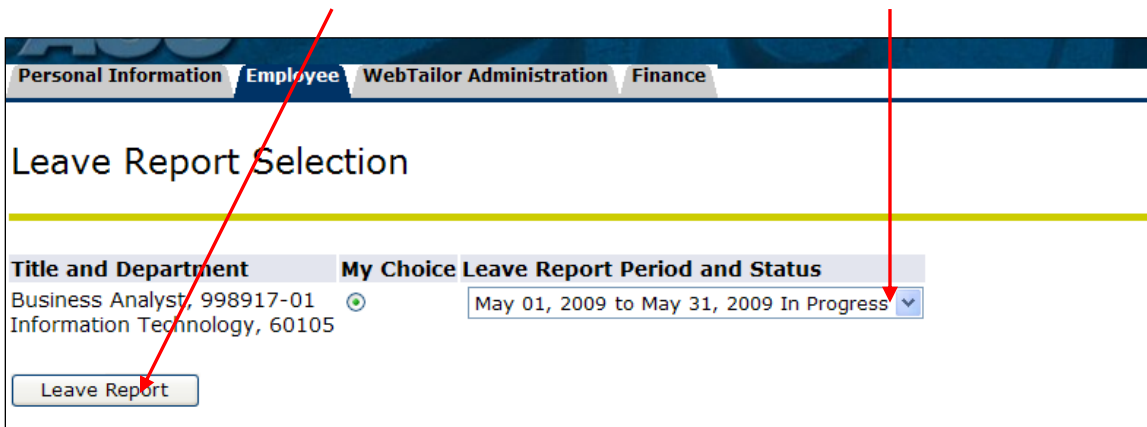
3. Under Employee Services, click on Leave Reporting.



Note: If you are a Supervisor you will be given the option to “Access my Leave Report”, “Approve or Acknowledge Time”, or “Act as Proxy”. Select the “Access my Leave Report” for the purpose of this tutorial. The other options will be discussed in another tutorial.

If you are not a Supervisor, skip to Step 4.

4. Select the leave report period (the period in which leave was taken) desired from the drop-down box. Then click on the Leave Report button.



The Leave Reporting screen will appear.

Note: Available Leave Balances are displayed.

5. Select the “Enter Hours” link under the date to enter hours. Select NEXT (or PREVIOUS) to navigate through the dates within the period.

- 1) At the top of your screen you'll see a [Time Conversion Table](#)
- 2) Available Leave Balances will display your current vacation, sick and use/lose hours.
- 3) Leave Report shows your current job title & number, department & number, the current leave report period, and the date you must submit your leave report by.
- 4) Leave Type displays the calendar month open for leave reporting.
- 5) Buttons:
 - a) Position Selection – lets you select your appropriate job and department that you need to report leave for
 - b) Comments – place for you to enter comments for your supervisor to see
 - c) Preview – gives you a preview of your leave before you submit it for approval
 - d) Submit for Approval – sends your leave report to your supervisor for his/her approval or correction
 - e) Restart – exits the leave reporting period and does not save your changes
 - f) Next – takes you to the next series of dates within the period

Personal Information **Employee** WebTailor Administration Finance

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

To convert minutes to decimal number use the [Time Conversion Table](#)

Available Leave Balances

Vacation Leave Balance	40.00
Sick Leave Balance	81.50
Use/Lose Balance through August 31	.00

Leave Report

Title and Number: Business Analyst -- 998917-01
Department and Number: Information Technology -- 60105
Leave Report Period: May 01, 2009 to May 31, 2009
Submit By Date: Jun 15, 2009 by 01:00 A.M.

Earning	Total Hours	Total Units	Friday May 01, 2009	Saturday May 02, 2009	Sunday May 03, 2009	Monday May 04, 2009	Tuesday May 05, 2009	Wednesday May 06, 2009	Thursday May 07, 2009
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

6. Once you are at the date that you want to report leave, select "Enter Hours".

Personal Information **Employee** WebTailor Administration Finance

SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

To convert minutes to decimal number use the [Time Conversion Table](#)

Available Leave Balances

Vacation Leave Balance	40.00
Sick Leave Balance	81.50
Use/Lose Balance through August 31	.00

Leave Report

Title and Number: Business Analyst -- 998917-01
Department and Number: Information Technology -- 60105
Leave Report Period: May 01, 2009 to May 31, 2009
Submit By Date: Jun 15, 2009 by 01:00 A.M.

Earning	Total Hours	Total Units	Friday May 01, 2009	Saturday May 02, 2009	Sunday May 03, 2009	Monday May 04, 2009	Tuesday May 05, 2009	Wednesday May 06, 2009	Thursday May 07, 2009
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

7. Enter the number of hours to report for the specific leave type.

Available Leave Balances

Vacation Leave Balance	40.00
Sick Leave Balance	81.50
Use/Lose Balance through August 31	.00

Leave Report

Title and Number: Business Analyst -- 998917-01
Department and Number: Information Technology -- 60105
Leave Report Period: May 01, 2009 to May 31, 2009
Submit By Date: Jun 15, 2009 by 01:00 A.M.

Earning: Vacation
Date: May 01, 2009
Hours:

Earning	Total Hours	Total Units	Friday May 01, 2009	Saturday May 02, 2009	Sunday May 03, 2009	Monday May 04, 2009	Tuesday May 05, 2009	Wednesday May 06, 2009	Thursday May 07, 2009
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

In this example, 8 hours for Vacation were entered.

Available Leave Balances

Vacation Leave Balance	40.00
Sick Leave Balance	81.50
Use/Lose Balance through August 31	.00

Leave Report

Title and Number: Business Analyst -- 998917-01
Department and Number: Information Technology -- 60105
Leave Report Period: May 01, 2009 to May 31, 2009
Submit By Date: Jun 15, 2009 by 01:00 A.M.

Earning: Vacation
Date: May 01, 2009
Hours:

Earning	Total Hours	Total Units	Friday May 01, 2009	Saturday May 02, 2009	Sunday May 03, 2009	Monday May 04, 2009	Tuesday May 05, 2009	Wednesday May 06, 2009	Thursday May 07, 2009
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

If you need to enter multiple leave types, be sure to select all appropriate links to enter all vacation and sick time.

Once you have entered your time, press the SAVE button. When you hit SAVE, what you entered will appear on the calendar. Total hours taken for the period will show.

8. At the beginning of each month following the leave reporting period, you need to 'Submit for Approval' your leave report for the previous month time period.

Once you click the 'submit for approval' button, you cannot make any more changes for that time period. If you submit by mistake, inform your supervisor, and they will return it to you.

Available Leave Balances

Vacation Leave Balance	40.00
Sick Leave Balance	81.50
Use/Lose Balance through August 31	.00

Leave Report


Title and Number: Business Analyst -- 998917-01
Department and Number: Information Technology -- 60105
Leave Report Period: May 01, 2009 to May 31, 2009
Submit By Date: Jun 15, 2009 by 01:00 A.M.

Earning	Total Hours	Total Units	Friday May 01, 2009	Saturday May 02, 2009	Sunday May 03, 2009	Monday May 04, 2009	Tuesday May 05, 2009	Wednesday May 06, 2009	Thursday May 07, 2009
Vacation	16		8	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Sick Pay	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	2	Enter Hours	Enter Hours
Total Hours:	18		8	0	0	0	8	2	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

9. You will get a confirmation message after submission.

Once the Approver approves your leave report, your leave balances are updated.

 **Your leave report was submitted successfully.**

Available Leave Balances

Vacation Leave Balance	40.00
Sick Leave Balance	81.50
Use/Lose Balance through August 31	.00

Leave Report

Title and Number: Business Analyst -- 998917-01
Department and Number: Information Technology -- 60105
Leave Report Period: May 01, 2009 to May 31, 2009
Submit By Date: Jun 15, 2009 by 01:00 A.M.

Earning	Total Hours	Total Units	Friday May 01, 2009	Saturday May 02, 2009	Sunday May 03, 2009	Monday May 04, 2009	Tuesday May 05, 2009	Wednesday May 06, 2009	Thursday May 07, 2009
Vacation	16		8	Enter Hours	Enter Hours	8	Enter Hours	Enter Hours	Enter Hours
Sick Pay	2		Enter Hours	Enter Hours	Enter Hours	Enter Hours	2	Enter Hours	Enter Hours
Total Hours:	18		8	0	0	8	2	0	0
Total Units:		0	0	0	0	0	0	0	0

Submitted for Approval By: You on Jun 12, 2009
Approved By:
Waiting for Approval From: Jeffrey Sefcik

Things to Remember:

- All employees must submit a leave report each month even if no time was taken.
- Employees must SUBMIT their time taken from the previous month within the first two weeks of the current month.
- If you work in multiple departments/positions during a month, always use the position in effect at the beginning of the month to report time.
- If you wish to enter time at various points throughout the month, remember to SAVE. DO NOT SUBMIT until the month has been completed.
- Employees should check their leave balances after the 15th of each month and report any discrepancies to their supervisor or approve

