

## Exempt leave reporting and approval quick guide.

Effective January 2020, exempt leave utilization is required to be entered by the employee and approved by the supervisor on a monthly basis. Exempt employees will not accrue leave time if they have not reported leave utilization or “No Time Used” for the preceding month.

This quick guide is intended to help exempt employees and their supervisors complete the leave utilization reporting and approval processes.

### Exempt Employees

Exempt employees must enter their leave utilization on the Hub by the **3<sup>rd</sup> working day** following the last day of the preceding month.

To report leave utilization, exempt employees should click on the Exempt Leave Reporting Tab on the Hub. Next, they should choose the month for which they are reporting and then enter utilization for each day in the month. Employees can enter leave utilization multiple times during the month and are encouraged to enter leave utilization when taken.

Exempt employees report leave utilization in either full or half-day increments. Full-time exempt employees are expected to regularly work at least 40 hours per week. Understanding that exempt employees often work more than 40 hours per week, if an exempt employee misses less than 2 hours of work in a day they do not need to report the time off, if they miss between 2-6 hours in a day they should report a half-day of leave utilization. If they miss 6 or more hours they should report a full day of leave utilization (if part-time exempt, prorate based on FTE).

**NEW:** If an exempt employee does not utilize any leave in a given month, they will enter the code **No Time Used This Month** from the **Other Leave Type** list on the last day of the month. They should also select **Full Day** in the **Other Leave** column.

Date	Day	Vacation	Sick	Floating Holiday	Other Leave Type	Other Leave
12/28/19	Saturday	▼	▼	▼	▼	▼
12/29/19	Sunday	▼	▼	▼	▼	▼
12/30/19	Monday	▼	▼	▼	▼	▼
12/31/19	Tuesday	▼	▼	▼	No Time Used This Month ▼	Full Day ▼

**Other leave type options:**

- Weather Days Exempt
- No Time Used This Month
- Funeral Leave
- Civic Duty

If you have questions about these benefits or other benefits, please call the Office of Human Resources at x7471 or email [Human Resources](#). In the event that these summary totals differ from information in the College's official files, the latter will apply in all cases.

[Help](#) [Main Menu](#) [Log Out](#)

Please note this will create a negative **No Time Used This Month** balance. This code is only used for tracking purposes and the negative balance will not impact your other leave accruals in any way.

Exempt employees will receive leave accruals on the 7<sup>th</sup> working day of the next month.

With the transition to Self Service on the Hub, Human Resources and ITS are working to upgrade the Exempt Leave Reporting system and automate parts of this process.



All items from OLD Hub will migrate to NEW Hub by December error when moving from the OLD Hub to the NEW Hub, please

#### Main Menu

##### Employee Information

- Payroll Earnings History
- Stipends History
- Exempt Leave Entry
- Exempt Leave Approval
- W-2 Electronic Consent
- W-2 Statements
- Salary Information
- Total Compensation
- Employee Information
- Elective Benefits and Deductions
- Taxes

## Supervisors of Exempt Employees

Supervisors are required to approve exempt leave time in the Hub on a monthly basis **by the 6<sup>th</sup> working day** of the next month. To approve time supervisors should go to the Hub and click on Exempt Leave Approval. Next, select the month for which you are reporting. Then click in to each employee to compare their leave reporting to your records. If applicable, supervisors can either correct differences themselves or ask employees to make the changes.

**NEW:** If an exempt employee did not use any leave time in a given month they will enter a **Full Day of No Time Used This Month** under the **Other Leave Types** column on the last day of the month. Supervisors should not approve blank months.

All items from OLD Hub will migrate to NEW Hub by December error when moving from the OLD Hub to the NEW Hub, please

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### Example of No Time Used this Month:

12/23/19	Monday						
12/24/19	Tuesday						
12/25/19	Wednesday						
12/26/19	Thursday						
12/27/19	Friday						
12/28/19	Saturday						
12/29/19	Sunday						
12/30/19	Monday						
12/31/19	Tuesday				No Time Used This Month	Full Day	

After reviewing the leave utilization reporting for all employees, supervisors should check approve and submit. Once submitted, additional changes can not be made by either the supervisor or employee. If changes are needed, please contact Human Resources.

### Exempt Leave Approval Summary

Approve	Employee Name	Month	Vacation	Sick	Floating Holiday
<input type="checkbox"/>	Kirsten L. Budin	December 2019	0.00	0.00	0.00
<input type="checkbox"/>	Karyn L. Jeffrey	December 2019	0.00	0.00	0.00
<input type="checkbox"/>	Kristy R. Sybilrud	December 2019	0.00	0.00	0.00

**SUBMIT**

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Additional Information can be found in the [Supervisors Guide for Leave Management](#).

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