Swarthmore College
Exempt Leave Reporting

Time Recorder Handbook
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Welcome to Exempt Leave Reporting!

The Exempt Leave reporting system allows departmental recorders to enter and submit leave for the entire department prior to the submission deadline. In addition, departmental recorders may submit multiple email recipients to receive the submitted hours for their department.

This handbook outlines the process used by recorders to enter time for departmental employees.

If you have any questions, please call or email:

Karen Phillips  
Payroll Director  
Email: kphilli1@swarthmore.edu  
Phone: 610.328.8395  
Office: Pearson 3

Kimberly Fremont  
HR/ITS  
Email: kfremon1@swarthmore.edu  
Phone: 610.690.2051  
Office: Pearson 4/Train Station
Logging into Exempt Vacation/Sick Reporting

1. Access the Human Resources home page: http://www.swarthmore.edu/hr

2. Under the Payroll menu, click the link for Exempt Vac/Sick Reporting

3. Enter Username and Password – this will your network credentials (i.e. the same username and password that you use to log into your computer):

   ![Login Form]

4. Upon login, you will be directed to the following homepage
Selecting Email Recipients

You may select one or many email recipients for any one department. When you add an email recipient to a department, an email will be sent directly to their Swarthmore email account upon submission of recorded hours.

Note: if an individual is to receive reports for multiple departments, you must add their names to each department separately.

1. To select the email recipients for submitted hours, click on the Select Email Recipients from the main Recorders page.

Selecting Email Recipients

Select an option below to record leave for the current month, view recorded leave from a previous month, or update e-mail recipients of submitted leave.

- Record Leave
- View Leave History
- Select Email Recipients

2. Select the department for which you want to set up an email recipient, select the email recipient’s name, and click Add Recipient.

Select e-mail recipients of hours submitted.

1. Select a Department
2. Select E-mail Recipient
3. Click "Add Recipient"

Your Departments

- Enterprise Services 5340

Select Person to Receive E-mail

- Fremont, Kimberly Miller

Add Recipient

3. Visually confirm that the newly added recipient is listed in the ‘Your Selections’ window:
4. To remove email recipients, check the corresponding box under ‘Mark for Delete’ and click the ‘Delete Recipients’ button.

Recording Leave

1. Visually confirm the leave period on the left section of the page – this is the period for which you will be recording leave. If wish to record leave for a previous month, you must contact Karen Philips in the Payroll office.
2. To proceed with recording leave, click the ‘Record Leave’ button.

3. From Record Time in Hours page, select the department for which you are recording leave – this will launch a grid of all exempt employees within that department.
4. Enter Sick and Vacation hours taken by the employee, noting the following instructions:
   a. Enter only full day or half day increments of time in hours (i.e. for a 35 hours schedule enter 7 hours for a full day and 3.5 hours for a half day)
   b. Enter only numeric values
   c. If an employee has taken no leave, you may enter 0
   d. Note: If you are submitting hours for only a portion of the employees in your department, leave null values for those employees for whom you still need to report – this will ensure these employees remain in your queue.

5. Click ‘Submit Hours and Send confirmation E-mails’ when ready to submit hours – note this will also generate an email to the recipient(s) you identified (See the ‘Selecting Email Recipients’ section for instructions on how to set up email recipient).

6. Once submitted successfully, you will see a confirmation message:

   Hours entered successfully!
   Confirmation e-mail(s) sent!

**Trouble Shooting Error Messages**

1. When attempting to submit hours, you may experience one or more errors. If this occurs, note the error message at the top of the page – it will direct you to the employee record with the mistake.
2. Additional Troubleshooting steps:
   a. Double check that all entered hours are numeric
   b. Confirm that entered hours to not exceed available balance
Record Time in Hours

Select Department Code from drop down list and enter hours. When submitting hours, please follow these instructions:

- Enter only full day or half-day increments of time (in hours)
- Only enter numeric values in hours (do not enter any words)
- For Employees reporting no Leave this month, simply leave their records blank. Their entry will remain in your queue upon submission.

NOTE: You are recording leave for: November

Department Code: Administrative Information Systems 5345
Viewing Leave History

1. To review hours submitted for previous leave periods, select the ‘View Leave History’ button from the main Recorders page.

2. Select the Department, Year and Leave period to access leave history for the desired leave period.
3. To export the leave history to excel:
   a. Click on the ‘To Excel’ link in red.
   b. When prompted, click either Open to launch excel or Save to save the spreadsheet to a file.