



Enter your leave report each month as you take leave, or at the end of the month. To enter your leave, go to mySwarthmore

The Dash | Swarthmore College | dash.swarthmore.edu

Wednesday, May 18, 64°F

Announcements

Around Campus
News, updates, and happenings from around the College

All | Past 3 Days | Most Recent

Unique Commencement Highlights Classes of 2022 and 2020
College News | May 13, 2022

Five Collect All-CC Honors for Men's Track & Field
Athletics | May 17, 2022

Swim Program Coordinator



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Main Menu

If any of your information is out of date, or for additional support, please contact the following offices.

Faculty: Contact the
Staff: Contact the H
Students: Contact

For technical suppo
Submit feedback fo

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Employee Menu

Every effort has been made to provide the most accurate, up-to-date information. In the event this information appears incomplete or requires updating, contact humanresources@swarthmore.edu or stop by the main office in 101 South Chester Road, first floor. The College will not be held responsible for problems or damages that arise from reliance on this website's material.

Submit feedback for the new mySwarthmore

General Infor

Review your biog
demographic infc
contact, personal
deposit allocatio

Directory Info

Maintain your inf
in the online dire

Employee Dashboard

View and print your W-4 and W-2. View your earnings, deductions history, pay stubs, sick and vacation balances. Submit/Approve time sheets. Submit/Approve leave reports.

Annual Notices and Disclosures

Annual Notices and Disclosures.

Benefitfocus Employee Login

View your current Benefit enrollment information and make any changes for Qualifying Life Events as allowable under IRS rules.

Bright Horizons

Enroll in Bright Horizons back up daycare and eldercare program here.

Change Home Address with HR

Update your permanent, home address with Human Resources. This will potentially also change your Payroll taxes.

COVID-19 Vaccination Record

Please enter your completed vaccination date and upload a picture of your CDC Covid-19 Vaccination Record Card.

Click on Banner 9 Employee Main Menu (NOTE: You must connect to the VPN to access this site remotely.)

Note: This is the only link to use for Leave Reporting, and approving team Leave Reports. The old link under the "Employee Main Menu" will soon be phased out.



Under “My Activities” click “Enter Leave Report”

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Test, Employee

[Employee Dashboard](#)

Employee Dashboard

Test, Employee

My Profile

Leave Balances as of 05/18/2022

Vacation Time in hours	12.83	Sick Time in hours	5.25
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Full Leave Balance Information

Pay Information ^

Taxes ^

My Activities

Enter Leave Report

Approve Time

Approve Leave Report



If you have not yet started your leave report for the current period, choose Start Leave Report.

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Employee Dashboard • Leave Report

Leave Report

Approvals | Leave Report

Leave Report Period

Leave Period	Hours/Days/Units	Status
HRIS Manager, S00430-00, S, 5405, Human Resources Office		
05/01/2022 - 05/31/2022		Not Started

Start Leave Report

Prior Periods

If you have already entered leave for the period, select “In Progress”

Leave Period	Hours/Days/Units	Status
HRIS Manager, S00430-00, S, 5405, Human Resources Office		
05/01/2022 - 05/31/2022	21.00 Hours	In Progress



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HRIS Manager, S00430-00, S, 5405, Human Resources Office ↻ Restart Leave Report 📊 Leave Balances

05/01/2022 - 05/31/2022 ℹ️ 💬

In Progress Submit By 06/05/2022, 07:00 PM

SUN	MON	TUE	WED	THU	FRI	SAT
15	16	17	18	19	20	21

⊕ Add Earn Code

Earn Code

Select Earn Code ▼

[Exit Page](#) Cancel Save Preview

The current week will show by default. Use the navigation arrows to view other date(s).

Select a date, then select an Earn code from the drop-down list.

05/01/2022 - 05/31/2022 ℹ️ 💬

In Progress Submit By 06/05/2022, 07:00 PM

SUN	MON	TUE	WED
15	16	17	18

⊕ Add Earn Code

Earn Code

Select Earn Code ▲

Vacation Pay

Sick Pay

[Exit Page](#)

Note: Available codes will depend on the employee's eligibility.



Enter the number of hours for that day then click **Save**.

Exit Page Cancel Save

To apply the same time off for more than 1 day, first select the date with saved time off on the calendar and click the **Copy** icon.

05/01/2022 - 05/31/2022 | 7.00 Hours In Progress Submit By 06/05/2022, 07:00 PM

SUN	MON	TUE	WED	THU	FRI	SAT
15	16	17	18 7.00 Hours	19	20	21

Vacation Pay 7.00 Hours Total: 7.00 Hours

Then click each date you want to apply the same time off code and hours to, and click **Save**.

Pay Period: 05/01/2022 - 05/31/2022

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 7.00 Hours	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Save

05/01/2022 - 05/31/2022 | 21.00 Hours In Progress Submit By 06/05/2022, 07:00 PM

SUN	MON	TUE	WED	THU	FRI	SAT
15	16	17	18 7.00 Hours	19 7.00 Hours	20 7.00 Hours	21

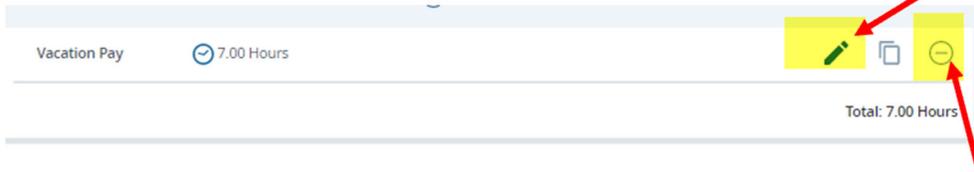
21.00 Hours Total: 21.00 Hours

The time off will apply to all dates you selected.

Note: You can now edit any of these days separately.

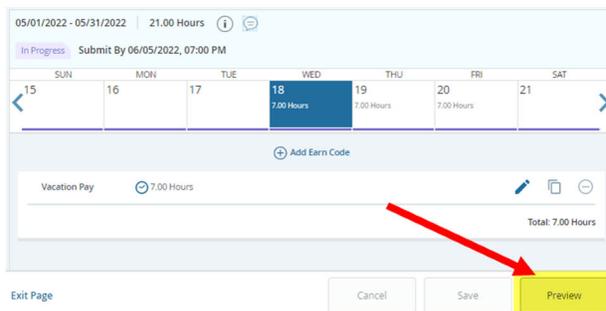


To edit an entry you have already made, click on that day and then click the pencil icon.



To delete an entry you have already made, click on that day and then click the minus icon.

Employee- Submit your Report



You will need to submit your report for each monthly Pay Period. You can enter any time off as it is planned or occurs throughout the month, and then Submit it at the end of the period. If you have not used any time, you are submitting a report with no time off entered.

*Note: Leave Reports **must be submitted for approval by the 5th of the following month**, but can be submitted earlier.*

- To submit the Report, click the Preview button. This will open the “Leave Report Detail Summary” form.



Review your report for accuracy before submitting it. Remember, you are submitting the entire monthly period for approval at one time, and by the 5th of the following month.

Note: If you need to make any change, click the Return button to go back to the Leave Report calendar page.

You can enter any notes or comments for the period in the 'Comment' section prior to submitting your report.

To Submit your report, click the **Submit** button.

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 Test, Employee

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Leave Report Detail Summary

HRIS Manager, S00430-00, S, 5405, Human Resources Office

Pay Period: 05/01/2022 - 05/31/2022 | 21.00 Hours | In Progress | Submit By 06/05/2022, 07:00 PM

Time Entry Detail			
Date	Earn Code	Shift	Total
05/18/2022	VAC, Vacation Pay	1	7.00 Hours
05/19/2022	VAC, Vacation Pay	1	7.00 Hours
05/20/2022	VAC, Vacation Pay	1	7.00 Hours

Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
VAC, Vacation Pay	1			21.00			21.00 Hours
Total Hours				21.00			

Routing and Status

Name	Action	Date & Time
Test, Employee	Originated	05/18/2022, 11:08 AM
Glassman, Beth R.	In the Queue	

Comment (Optional):

Planned vacation as entered on team calendar.

1955 characters remaining

Return

Submit

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Leave Report Detail Summary

HRIS Manager, S00430-00, S, 5405, Human Resources Office

Pay Period: 05/01/2022 - 05/31/2022 | 21.00 Hours | Pending | Submitted On 05/18/2022, 12:31 PM

✔ Leave Report successfully submitted.

You should see a success message at the top right of your screen.

Note: If you want to print the report, or save it to pdf, click the Print icon to see the Print options.