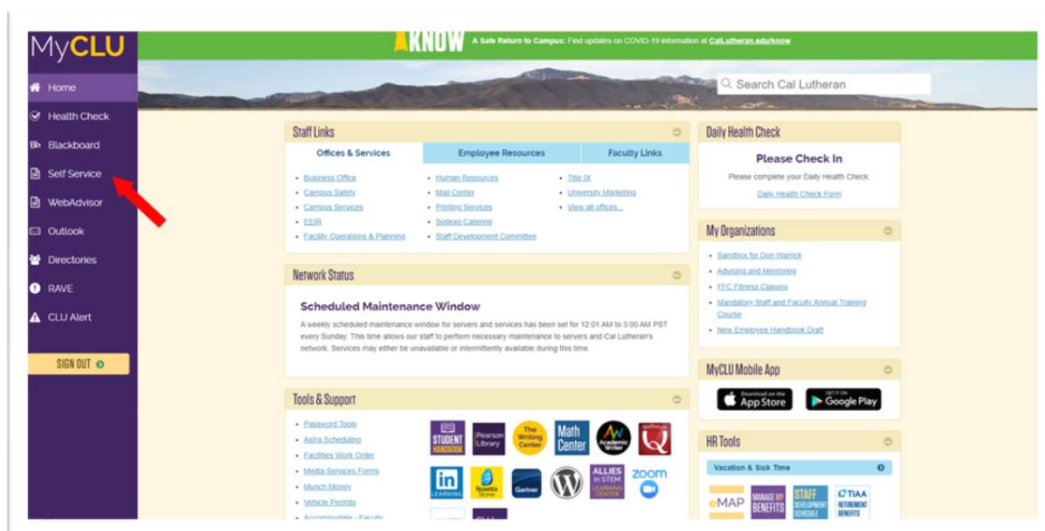


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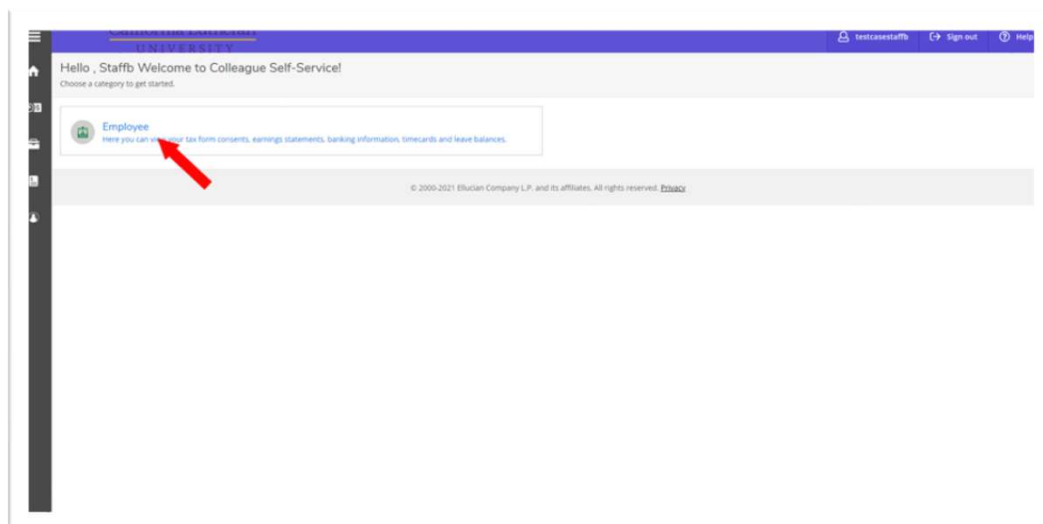
---

Information Technology Services

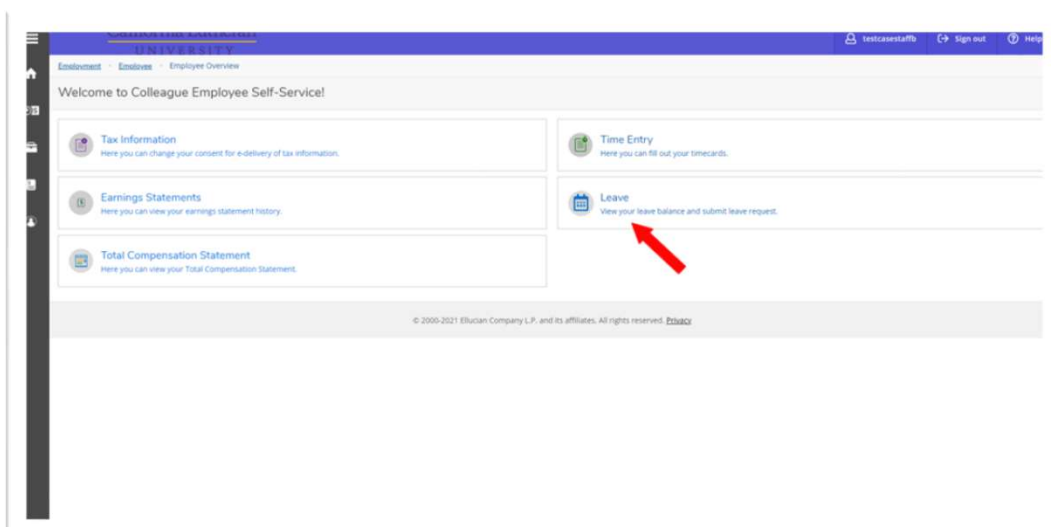
## Self Service Time Reporting Exempt Personnel



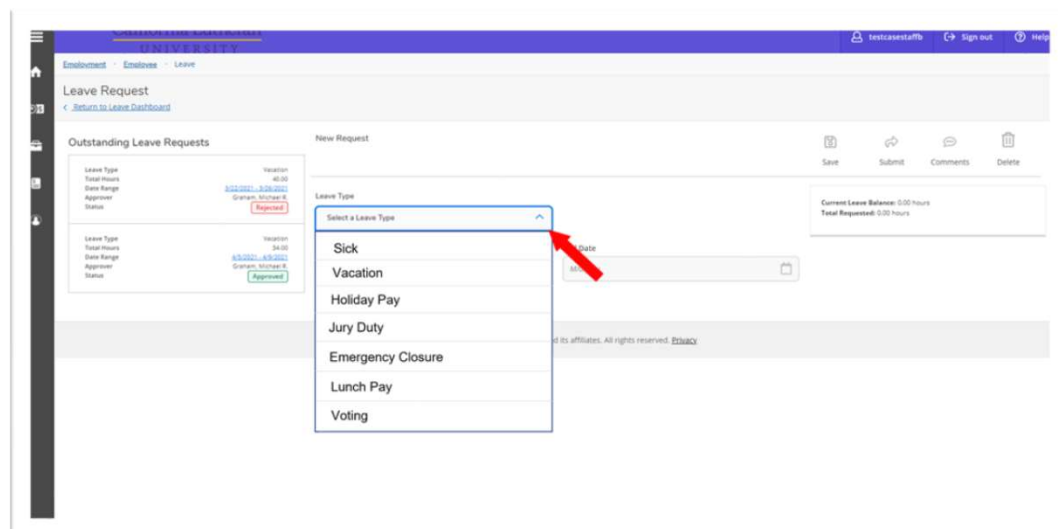
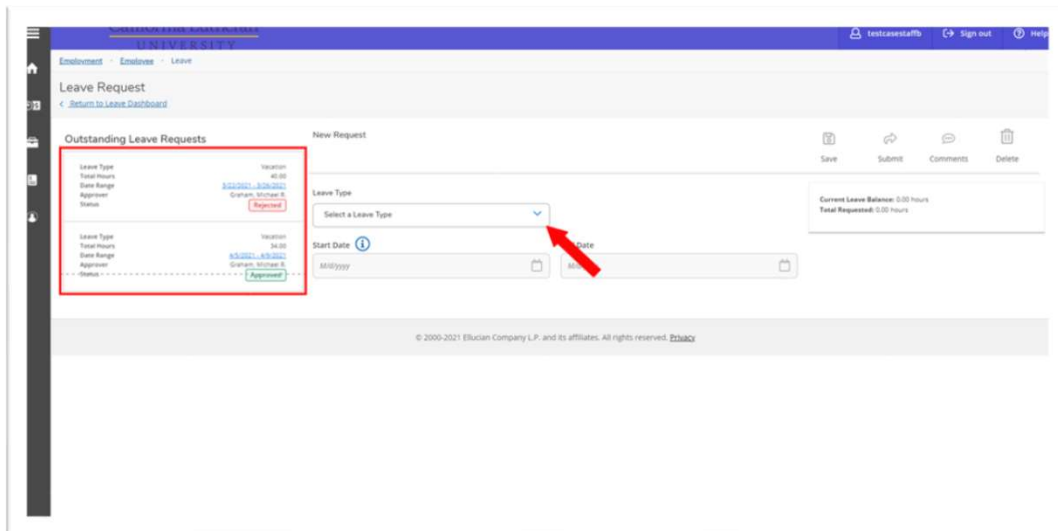
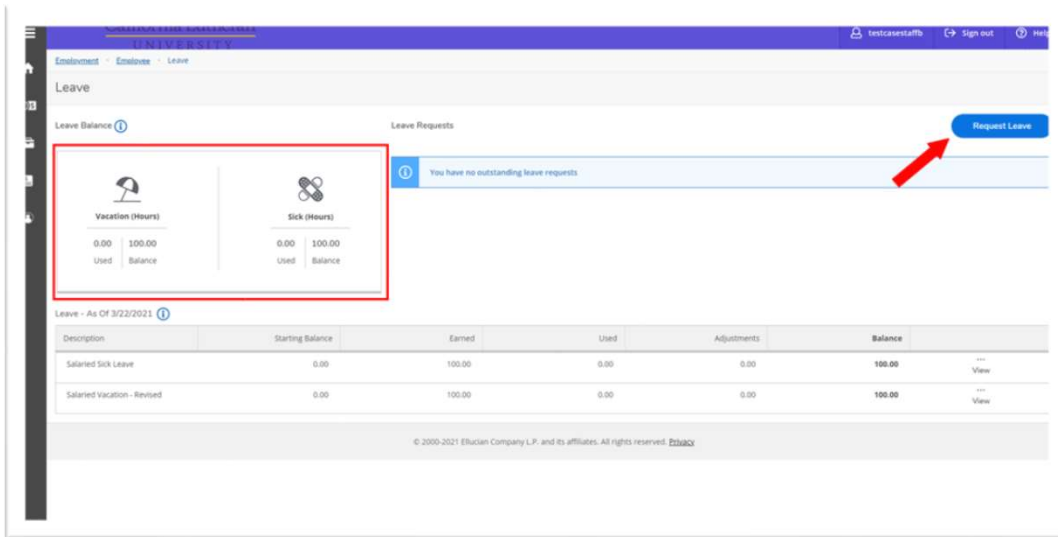
An exempt employee begins in the Self-Service section of their MyCLU. They may see different menu options.



From the screen that opens, they click on "Employee". They may see different menu options here as well.



From the next screen, they click on "Leave request".



UNIVERSITY

testuser@university.edu Sign out Help

Employment Employees Leave

### Leave Request

[Return to Leave Dashboard](#)

#### Outstanding Leave Requests

Leave Type	Total Hours	Date Range	Approver	Status
Vacation	40.00	3/22/2021 - 3/28/2021	Graham, Michael A.	Requested
Vacation	34.00	4/5/2021 - 4/30/2021	Graham, Michael A.	Approved

#### Vacation

Leave Type: Vacation

Start Date: 3/30/2021 End Date: 4/1/2021

Current Leave Balance: 100.00 hours  
Total Requested: 0.00 hours

Save Submit Comments Delete

They enter the start date.

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Employment Employees Leave

### Leave Request

[Return to Leave Dashboard](#)

#### Outstanding Leave Requests

Leave Type	Total Hours	Date Range	Approver	Status
Vacation	40.00	3/22/2021 - 3/28/2021	Graham, Michael A.	Requested
Vacation	34.00	4/5/2021 - 4/30/2021	Graham, Michael A.	Approved

#### Vacation

Leave Type: Vacation

Start Date: 3/30/2021 End Date: 4/1/2021

Current Leave Balance: 100.00 hours  
Total Requested: 0.00 hours

Save Submit Comments Delete

They enter the end dates requested.

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Employment Employees Leave

### Leave Request

[Return to Leave Dashboard](#)

#### Outstanding Leave Requests

Leave Type	Total Hours	Date Range	Approver	Status
Vacation	40.00	3/22/2021 - 3/28/2021	Graham, Michael A.	Requested
Vacation	34.00	4/5/2021 - 4/30/2021	Graham, Michael A.	Approved

#### Vacation

Leave Type: Vacation

Start Date: 3/30/2021 End Date: 4/1/2021

Current Leave Balance: 100.00 hours  
Total Requested: 0.00 hours

Save Submit Comments Delete

The next screen shows the dates requested.

Carroll College UNIVERSITY

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Employment Employee Leave

### Leave Request

[Return to Leave Dashboard](#)

#### Outstanding Leave Requests

Leave Type	Total Hours	Date Range	Approver	Status
Vacation	40.00	3/22/2021 - 3/28/2021	Graham, Michael R.	Rejected
Vacation	34.00	4/5/2021 - 4/9/2021	Graham, Michael R.	Approved

Vacation 3/30/2021 - 4/1/2021

Leave Type: Vacation

Start Date: 3/30/2021 End Date: 4/1/2021

Current Leave Balance: 100.00 hours  
Total Requested: 24.00 hours

Save Submit Comments Delete

SUN 28	MON 29	TUE 30	WED 31	THU 1	FRI 2	SAT 3
		8.00	8.00	8.00		

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Data can be entered as whole or partial hours. The dates not requested are greyed out and data cannot be entered. From this screen the dates and times may be edited, the request saved, or Submitted Comments can be added, or the request deleted.

Carroll College UNIVERSITY

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Employment Employee Leave

### Leave Request

[Return to Leave Dashboard](#)

**New Request** Vacation 3/30/2021 - 4/1/2021 Submitted

#### Outstanding Leave Requests

Leave Type	Total Hours	Date Range	Approver	Status
Vacation	40.00	3/22/2021 - 3/28/2021	Graham, Michael R.	Rejected
Vacation	24.00	3/30/2021 - 4/1/2021	Graham, Michael R.	Submitted
Vacation	34.00	4/5/2021 - 4/9/2021	Graham, Michael R.	Approved

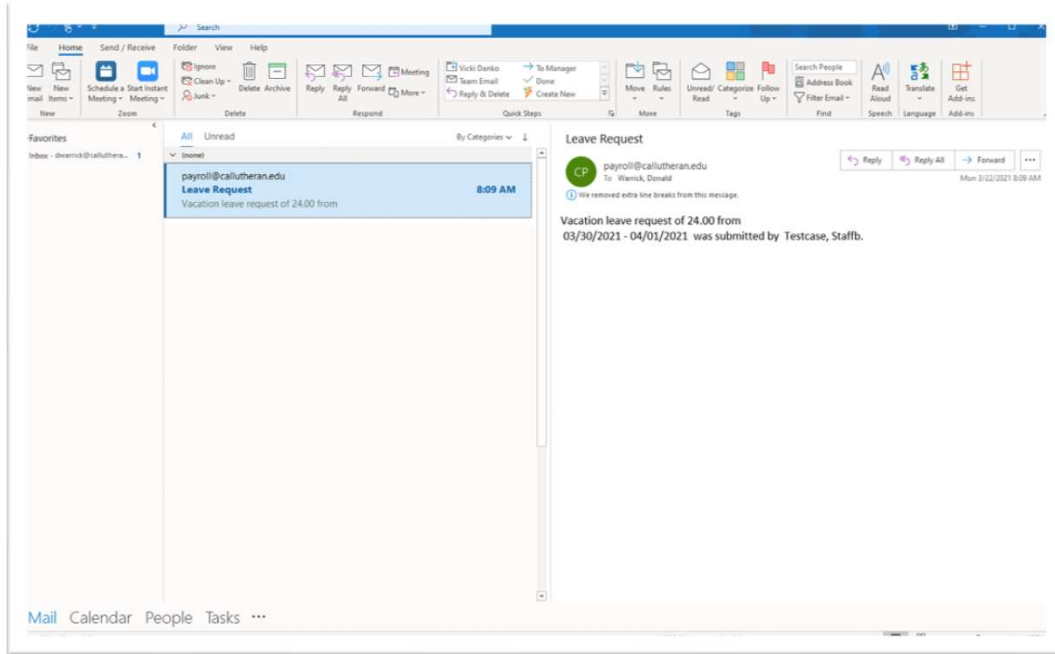
Save Submit Comments Delete

Current Leave Balance: 100.00 hours  
Total Requested: 24.00 hours

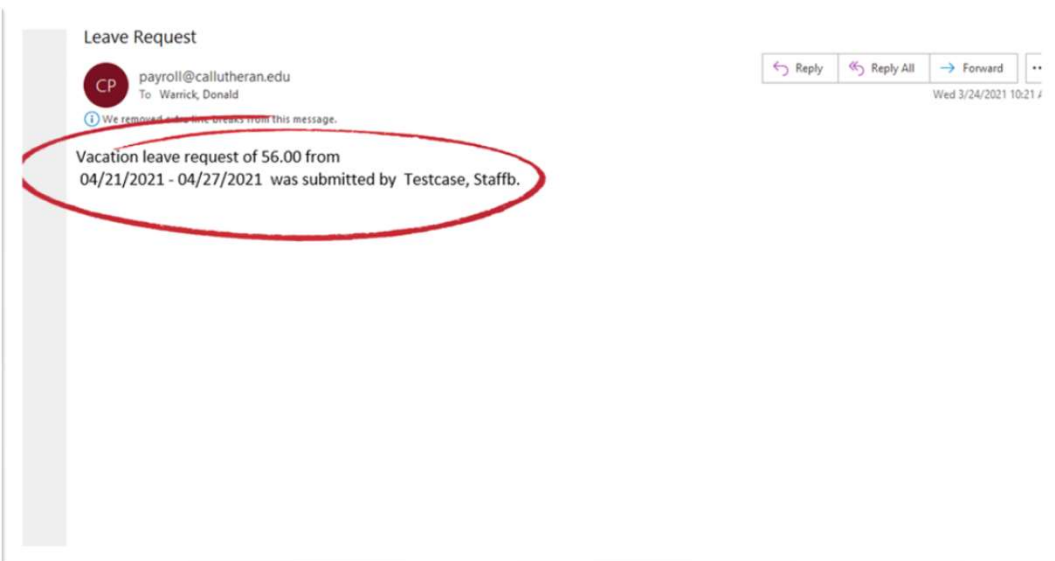
SUN 28	MON 29	TUE 30	WED 31	THU 1	FRI 2	SAT 3
		8.00	8.00	8.00		

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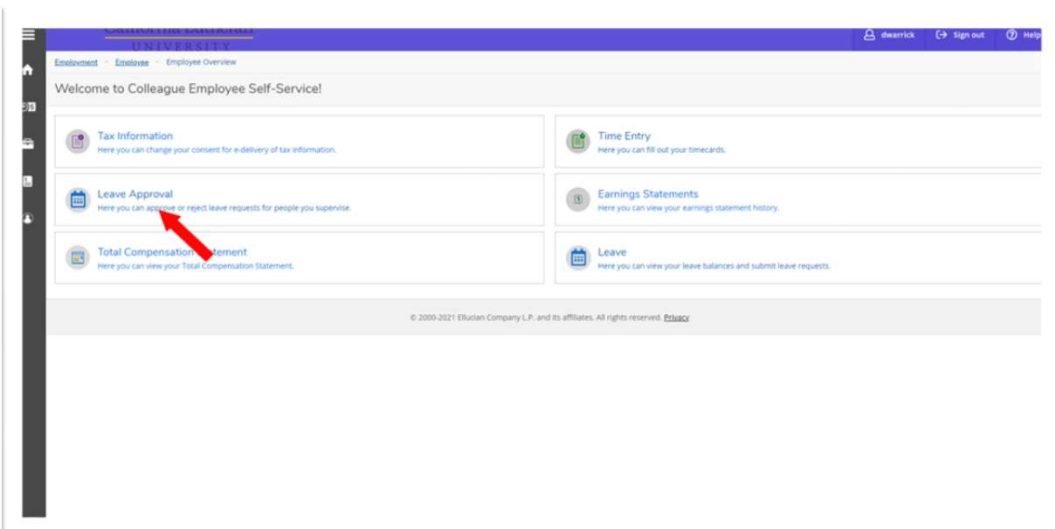
Once submitted, the request is confirmed by the banner on the right-hand corner and is now listed on the left with all submitted requests. Additional requests can be made without leaving the page.



The employee is sent an email from payroll confirming the leave request.



This is the email that the supervisor will receive.



The Supervisor clicks on the Leave Approval menu item in Self-Service.

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Employment Employee Leave Approval

### Leave Approval

Filter Filter is Active Collapse All

View

- ☒ Leave Balance
- ☒ Leave Request
- ☒ Submitted
- ☒ Approved
- ☒ Rejected

☐ Include Employees with no Outstanding Leave Requests

Reset Filters Apply Filters

Testcase, Staffb - 1252733

Employee Leave - As Of 3/24/2021

Description	Starting Balance	Earned	Used	Adjustments	Balance	
Salaried Sick Leave	0.00	100.00	0.00	0.00	100.00	View
Salaried Vacation - Revised	0.00	100.00	0.00	0.00	100.00	View

Employee Leave Requests

Leave Type	Total Hours	Date Range	Approver	Status				
Sick	24.00	3/22/2021 - 3/24/2021		Submitted	✓	ⓘ	💬	⋮
					Approve	Reject	Comments	View
Vacation	32.00	3/22/2021 - 3/25/2021	Warrick, Donald F.	Approved	✓	ⓘ	💬	⋮
					Unapprove	Reject	Comments	View
Vacation	56.00	4/21/2021 - 4/27/2021	Warrick, Donald F.	Rejected	✓	ⓘ	💬	⋮
					Approve	Reject	Comments	View

Supervisors may filter for all leave request types, as well as accruals. They can approve, reject or un-approve a request. Supervisors can view the detail of an individual request by clicking "View".

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Employment Employee Leave

### Leave Approval

[Return to Summary Page](#)

Staffb Testcase  
1252733

Employee's Outstanding Leave Requests

Leave Type: Vacation  
Total Hours: 40.00  
Date Range: 3/22/2021 - 3/25/2021  
Approver: Graham, Michael R.  
Status: Rejected

Leave Type: Vacation  
Total Hours: 24.00  
Date Range: 3/30/2021 - 4/1/2021  
Approver: Submitted

Leave Type: Vacation  
Total Hours: 34.00  
Date Range: 4/5/2021 - 4/9/2021  
Approver: Approved

Vacation 3/30/2021 - 4/1/2021 Submitted

Leave Type: Vacation

Start Date: 3/30/2021 End Date: 4/1/2021

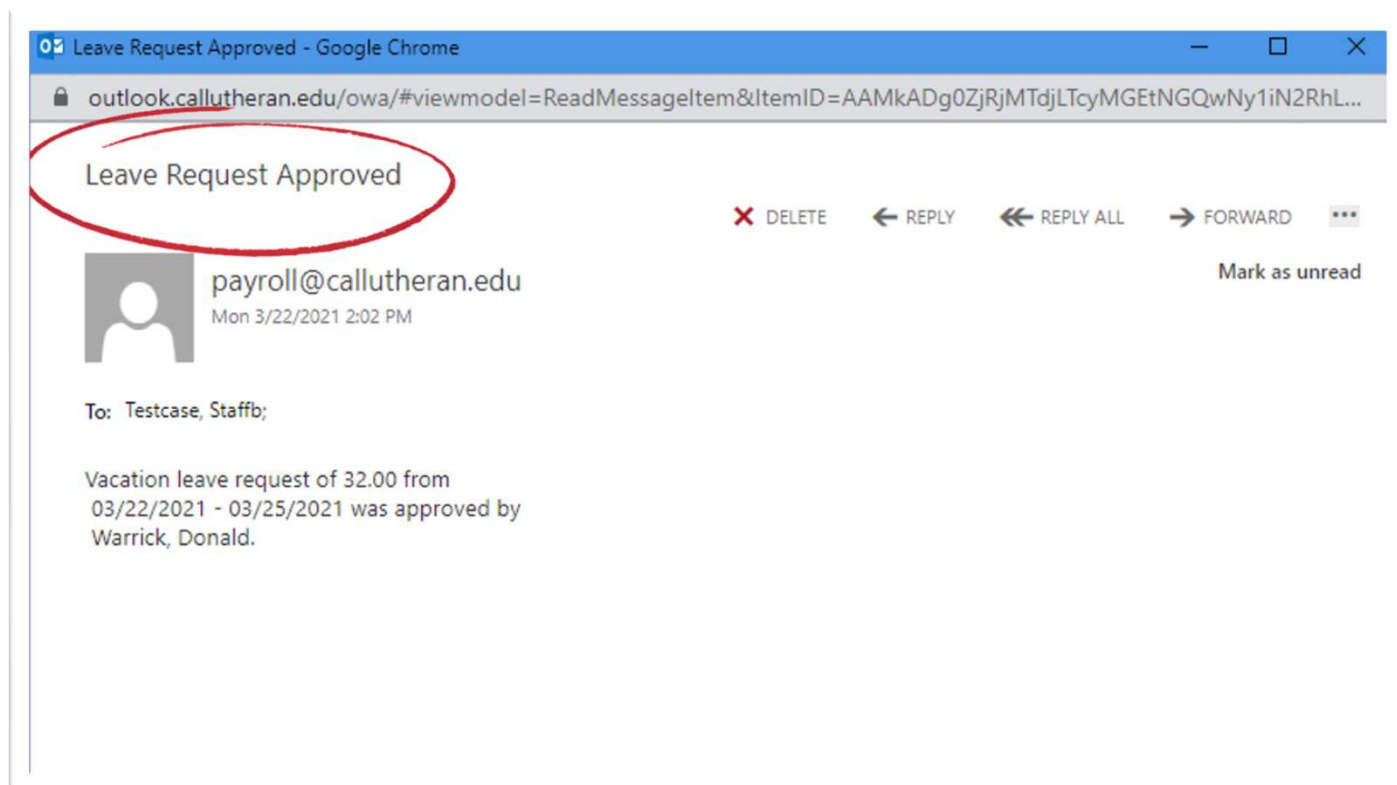
Current Leave Balance: 100.00 hours  
Total Requested: 24.00 hours

☒ Approve
 ☒ Reject
 ☒ Comments

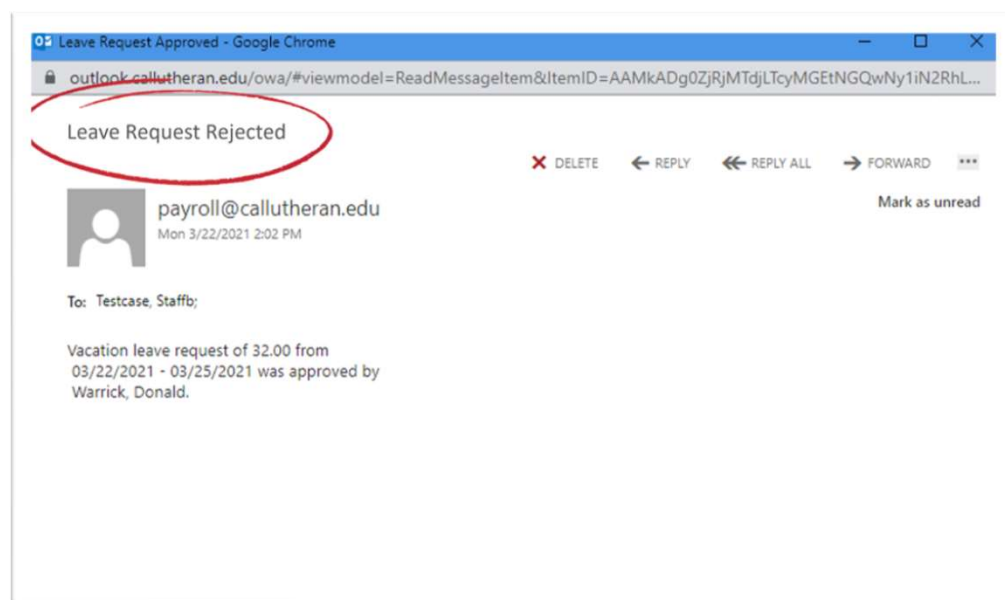
	SUN 28	MON 29	TUE 30	WED 31	THU 1	FRI 2	SAT 3
			8.00	8.00	8.00		

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The supervisor may also approve or reject from this screen or make comments.



Employees will receive an email with the status of their request. All exempt employees and supervisors will have access to the Exception reporting process. Leave requests must be issued prior to payroll processing. Payroll calendars are available on the business office website.



If the request is rejected, the requester receives an email.



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Employment Employees Leave

## Leave Request

[Return to Leave Dashboard](#)

**New Request** Vacation 4/21/2021 - 4/27/2021 Rejected

Save Submit **Comments** Delete

### Outstanding Leave Requests

Leave Type	Total Hours	Date Range	Approver	Status
Vacation	24.00	4/21/2021 - 4/24/2021	March, Stomach E	Submitted
Vacation	32.00	4/21/2021 - 4/24/2021	March, Stomach E	Approved
Vacation	40.00	4/21/2021 - 4/24/2021	March, Stomach E	Rejected
Vacation	36.00	4/21/2021 - 4/24/2021	March, Stomach E	Rejected

Leave Type: Vacation

Start Date: 4/21/2021 End Date: 4/27/2021

Current leave: 24.00 hours  
Total leave: 24.00 hours

SUN 18	MON 19	TUE 20	WED 21	THU 22	FRI 23	SAT 24
			8.00	8.00	8.00	8.00

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When they receive a rejected request, they can log back into self service and click on: "Comments".

## Comments

Donald Warrick  
Can't afford to have you off, you are essential.

3/24/2021 10:38 AM

Enter message

Add Comment

Close

The reason for rejection will be noted.

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ABOUT ACADEMICS ADMISSION & AID CAMPUS LIFE ATHLETICS GIVING

# Business Office

HOME > BUSINESS OFFICE > PAYROLL

## Payroll

### Contact Information

**For Hourly Staff, Administrative, & Faculty**  
Adrian Olivera, Payroll Supervisor  
[olivera@callutheran.edu](mailto:olivera@callutheran.edu)  
(805) 493-3187  
Mail code: 1150

**For Student Workers**  
Christina Fabrizio, Acct Tech II- Payroll/GL  
[cfabrizo@callutheran.edu](mailto:cfabrizo@callutheran.edu)  
(805) 493-3961  
Mailcode: 1150

### Web Time Entry and Approvals

Using Web Time Entry and Approvals in WebAdvisor by each payroll deadline is **mandatory** for all student workers, hourly staff, and administrative employees and their supervisors.

- Home
- Accounts Payable & Purchasing
- Credit Card Program
- General Accounting Forms
- Payroll Calendars & Forms
- Reimbursements
- Financial Policies
- Trusts & Investments
- Meet the Staff

Leave requests must be submitted prior to payroll processing. Payroll calendars are available on the Business Office website.