

eLeaves instructions & videos can be found under Forms here:
https://www.cuesta.edu/about/depts/payroll/classified_staff.html

Leave Reports

- Leave reports reflect actual leaves taken and should **not** be submitted until the month closes
- Mark your calendars! Due by the 10th of each month (for prior month); you can submit anytime once the month closes
- After the 10th, you will not be able to make changes and payroll must manually adjust
- A blank/zero report is required if no leave was taken

Future Month Leave Requests

- These are for future month time off requests only: Use “Request Time Off”, add dates & time code, **save and submit**
- **You must notify your manager when you submit a leave request**, they are not notified automatically

Current Month Leave Requests:

- Enter the time off in your current month *Leave Report*, then save (but do not submit)
- Email your manager and request the time off; they will reply with their decision
- After the month has closed, submit your leave report for approval as usual

eLeaves FAQs:

- Notes added can be seen by your manager if they open the full request/report - *Payroll does not see these notes unless directed to review*
- If an employee requests time off using “Leave Request”, and the time off is approved prior to the start of the applicable month requested, the leave will transfer to their leave report automatically
- If a leave request *does not* get approved, and the applicable month begins, the request can no longer be approved and the employee will need to manually enter on their leave report
- Leave Requests do not reduce accrued balances; only Leave Reports do. Once a manager clicks “Approve” on a Leave Report – the employee’s balances are deducted instantly
- To DELETE leave that was saved or requested but not taken, simply go to the day on your leave report, hit the delete icon (minus symbol), as highlighted below. Confirm your selection in the popup by selecting yes, then SAVE at the bottom right.

Payroll Technician, CL0148-00, 1, 2002, Human Resources Administration

Cancel Request Restart Leave Request Leave Balances

11/01/2023 - 11/30/2023 40.00 Hours In Progress Submit By 10/31/2023, 11:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	1 8.00 Hours	2 8.00 Hours	3 8.00 Hours	4

+ Add Earn Code

Vacation Pay 8.00 Hours

Total: 8.00 Hours

More tips page two!

Did you know you can COPY?

To copy hours from one day to another, follows these steps:

- 1) Add hours to one day in your Leave Report OR Leave Request (works for both!)
- 2) Select the applicable leave code, then SAVE
- 3) Click on the “copy” icon (looks like two pieces of paper), example highlighted below

11/01/2023 - 11/30/2023 | 8.00 Hours | *i* *o*

In Progress | Submit By 10/31/2023, 11:00 PM

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1 8.00 Hours	2	3	4

+ Add Earn Code

Vacation Pay

8.00 Hours

Total: 8.00 Hours

- 4) Click the days you want to copy to (they will highlight/turn blue) OR use the “Copy to end of pay period” if you are out the remainder of the month

Copy Leave Request Entry ×

Vacation Pay : 8.00 Hours (11/01/2023, WEDNESDAY)

Select Options

Copy to the end of pay period

Include Saturdays

Include Sundays

Pay Period: 11/01/2023 - 11/30/2023 *?*

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1 8.00 Hours	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Cancel Save

- 5) Click “save”
- 6) Go to “Preview” and ensure all of the hours are accurate