

Leave System Frequently Asked Questions

Q. What is the Leave System?

A. The Leave System is what all employees that accrue and use leave use to submit leave requests. It replaces paper leave slips and time cards.

Q. Who should use the Leave System?

A. Every staff member that accrues and uses leave.

Q. How does the Leave System work?

A. Employees use their network login and password to fill out electronic leave requests that are sent directly to their supervisors after being submitted. The System provides current leave balances, shows the status of all submitted leave request, provides the history for leave used and shows future accruals.

Q. What should I do if I have questions about how to use the Leave System or the information in it?

A. All questions and issues should be brought to your supervisor first. Your supervisor may direct you to your unit timekeeper. If the issue is not resolved, Human Resource Services should be contacted.

Q. What if the Leave System won't let me login?

A. If it's been a while since you've accessed my.evergreen.edu, you may need to reset your password. You can use the same password; you just need to go through the steps to reset it. If you are on a Windows XP machine, press CTRL+ALT+DEL. When the normal logout dialog comes up, choose the "Change Password" button. If you still experience a problem when logging in, contact HRS for help.

Q. Can I submit leave that I took in the past?

A. Yes, leave requests can be entered retroactively such as after being out sick. Leave should be requested in advance whenever it is foreseeable.

Q. Can I change a Leave Request that happened in the past?

A. Yes, you can request that a leave request be deleted even if it has already occurred and submit a new request to correct the original one. For example, if you had requested a week of vacation and got sick half way through, you can request that the vacation days you were sick be replaced by sick leave.

Q. Can I access the Leave System from off campus?

A. Yes, just like other my.evergree.edu services, the Leave System is accessible from off campus.

Q. Does the Leave System understand my future accruals?

A. Yes, the System will automatically calculate you specific accruals and allow you to request leave accordingly.

Q. Does the Leave System know when Holidays and my days off occur?

A. Yes, the System will automatically exclude Holidays and your regular days off if they fall within the time you are requesting off.

Q. I work a schedule that is not the typical 8 to 5. Will the Leave System understand my schedule?

A. Yes, each employee's specific schedule is programmed into the System. When putting in Leave Requests, you should do so according to your specific schedule. For example, if you always work 9 to 6, and you want to request one vacation day, you would enter a start time of 9 and an end time of 6. Similarly, if you were requesting to leave two hours early, you would enter 4 to 6. If your schedule changes, let Human Resource Services know so that your profile can be updated as well.

Q. If I am adjusting my workweek with my supervisor's approval, should I use the leave system to reflect the change?

A. No, if you are adjusting your work week, but still working your regular number of hours, you would not use the Leave System. You should only adjust your work week with your supervisor's prior approval.

Q. Who can see my information other than me?

A. Your supervisor, their supervisor and so on can see your leave balances, current and past leave requests and your history screen. System Administrators in Payroll and Human Resource Services can also access your information.

Q. As a supervisor, will the system notify me of new requests submitted by the people that I supervise?

A. No, you need to login to the Leave System regularly to review and approve / deny pending request.

Q. Am I the only one that can enter Leave Requests on my behalf?

A. No, your supervisor can and should enter proxy leave requests on your behalf if you gone for an extended period of time (2 or 3 days). You can see the requests entered on your behalf in your leave history screen.