



## Entering Leaves in Escape Online

The Leave Transactions activity in Escape Online is used by site and department staff to enter leaves for employees at their location. Leave transactions can be entered and submitted by users that have access to the Leave Transactions activity. Once the batch is submitted, it must be reviewed and approved by the site administrator or department manager to authorize Payroll Services to post leaves for an employee. It is recommended that users enter leaves throughout the month, but no later than 3 business days after month-end, and that leaves are approved and submitted to Payroll Services for processing no later than 5 business days after month-end.

### Overview of How to Enter Leaves in Escape Online

Login to the Escape Online system.

Under Activities, select HR/Payroll    Employment.

Select Leave Transactions.

Click the New button to begin entering leaves.

Enter the reporting period (e.g. 03/01/2009 – 03/31/2009 Leaves) under Comment (required).

Click on the Leave Usage Detail Tab and click on the New button to add a leave transaction.

Select the Employee, Begin / End date, Leave Type, and enter the Amount (e.g. number of hours / days) and reason (if desired). Use the same date for Begin/End if one date is used for the leave.

Click on the New button to add a new leave transaction or the Copy button to copy a previously entered leave transaction.

Click the Save/Close button at any time to save your work.

Prior to submitting the Batch, click on the Preview Item (next to Export button) to view the Leave Usage Batch Snapshot report – Leave06a.

Click on the Printer icon to print the report to your local or network printer.

Select the appropriate printer from the Name drop-down menu, and click the OK button.

The Leave Usage Batch Snapshot report will start printing to the printer that you selected.

Once you are ready to submit, highlight the batch listed on the List tab that you want to submit and click the Open button.

Click on the Tasks button and select Submit.

Click the Yes button to submit the batch for approval.

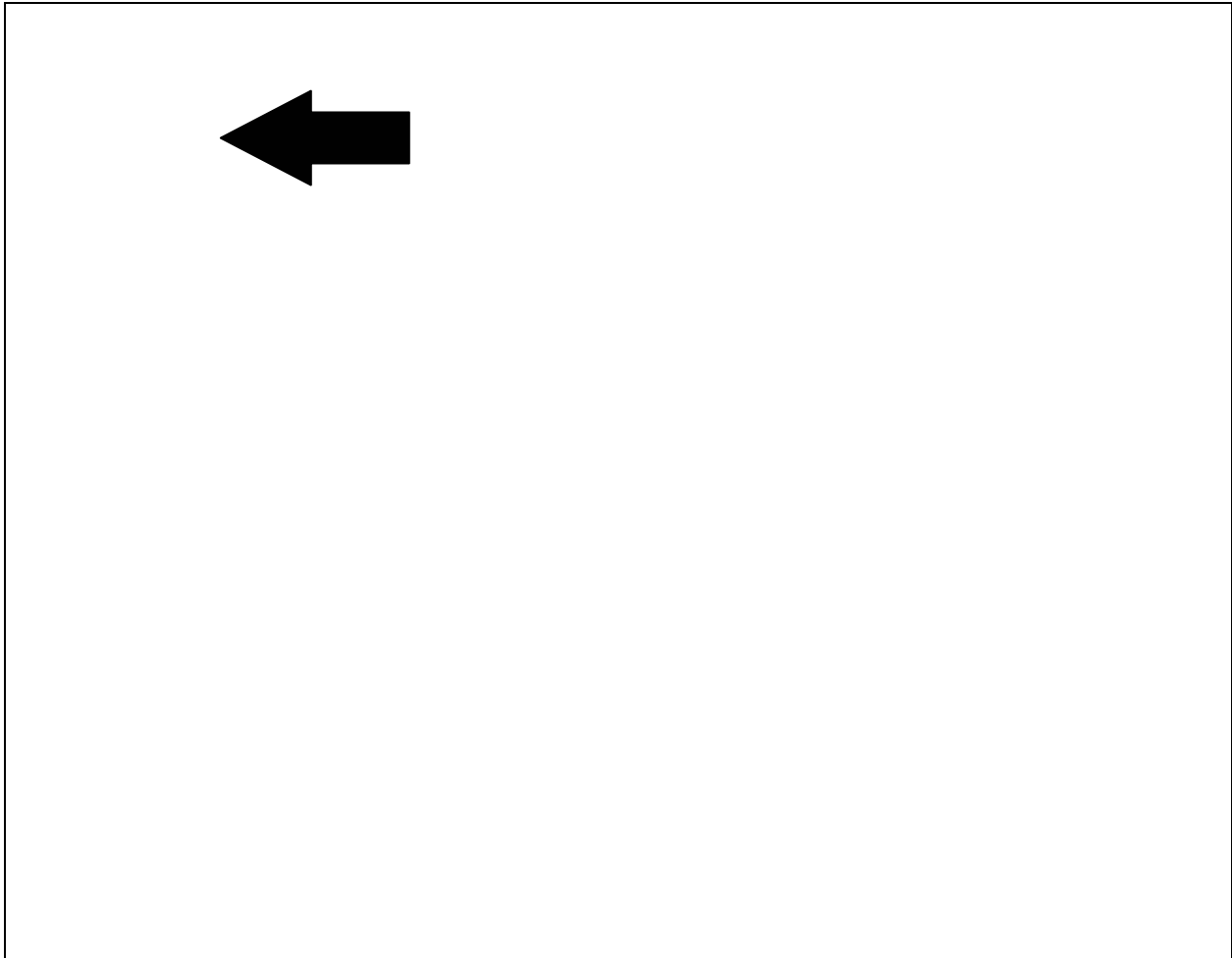
Leave batches must be approved by the site administrator or department manager. Once they are ready to approve, the site administrator will need to login to Escape Online and navigate to HR/Payroll Employment Leave Transactions.

Highlight the batch listed on the List tab that you want to approve and click the Open button.

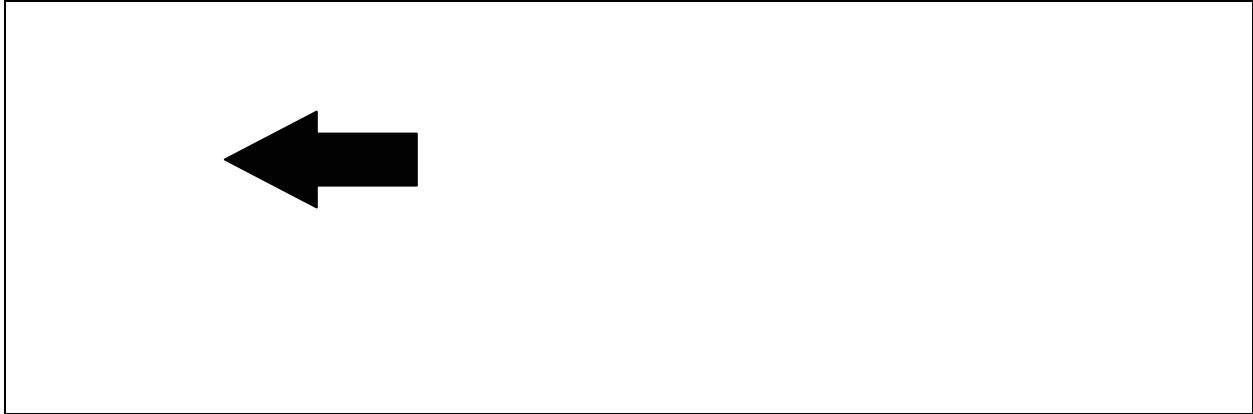
Click on the Tasks button and select Approve.

Click the Yes button to submit the batch to Payroll Services for processing.

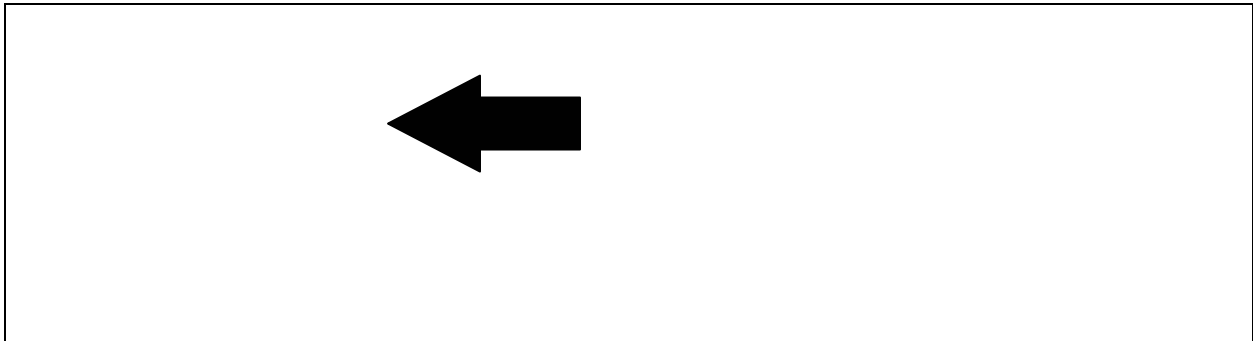
### Instructions on How to Enter Leaves in Escape Online



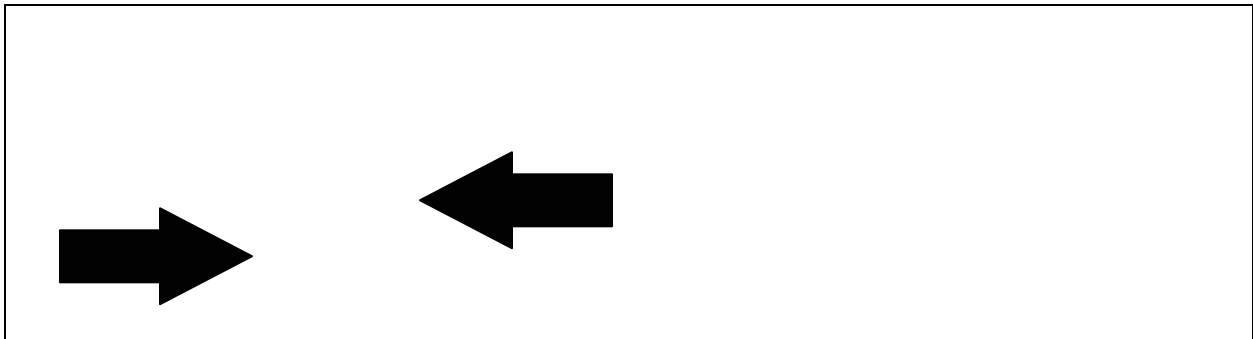
1. From the logged in homepage, click on HR/Payroll and then Employment to expand the Employment activity.



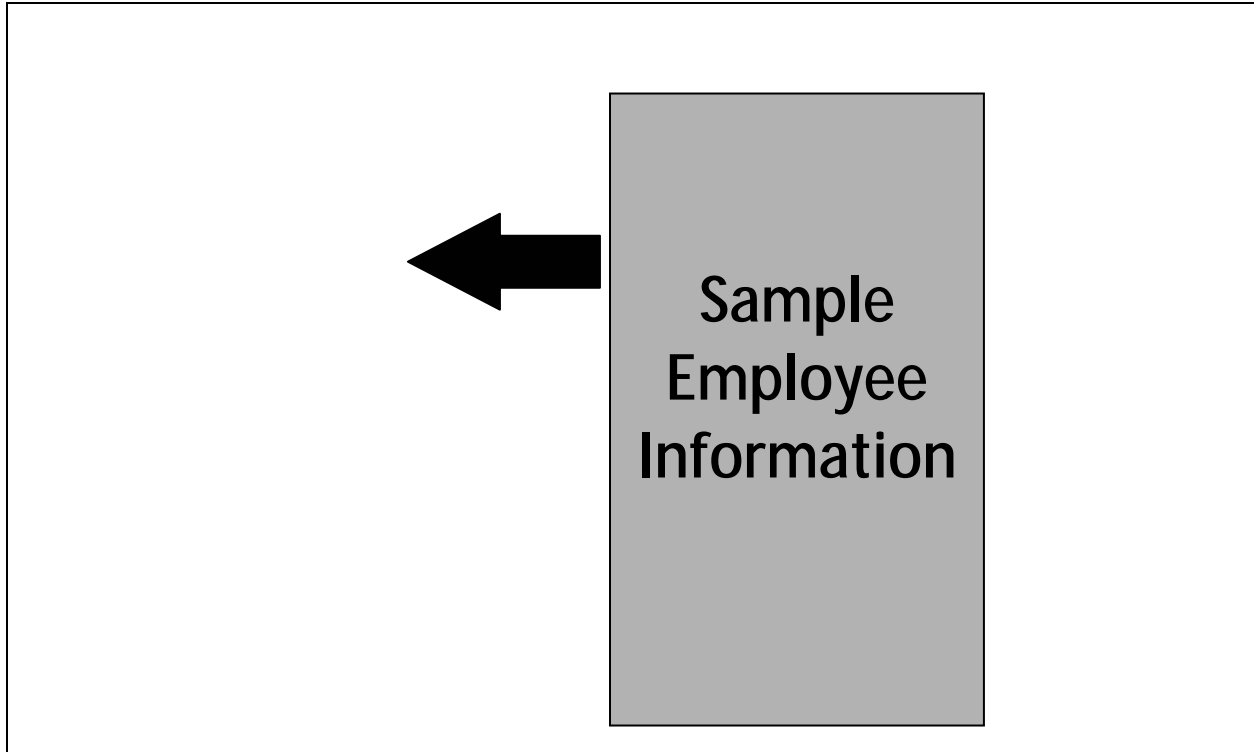
2. Click on Leave Transactions to view the HR/Payroll Employment Leave Transactions Search tab as shown below.



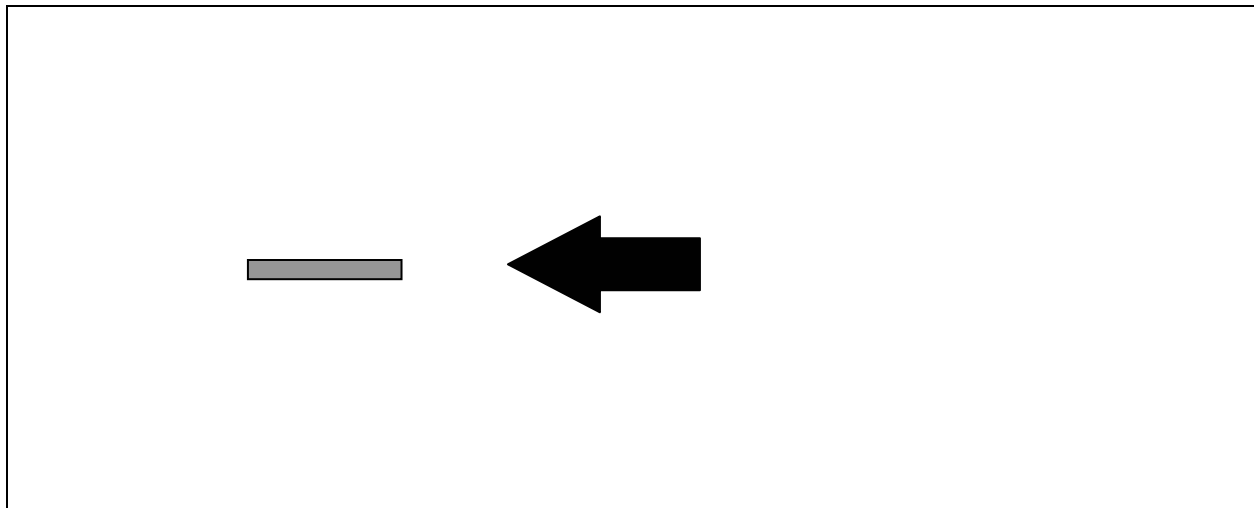
3. Click on the New button to begin entering Leave Transactions.



4. Under the 1 – Batch Setup section of the Leave Usage tab, enter the time period (e.g. March 2009) as a Comment (required), and select a Default Leave Type (e.g. SICK), if desired.
5. Click on the Leave Usage Detail tab to enter leave transactions for the Leave Usage Batch.
6. Click on the New button to add a leave usage transaction for an employee.



7. Click on the Employee drop-down menu and double-click on the employee that you want to add a leave transaction for. You can also enter the employees EmpID (aka PSL#).
8. Use the Enter key to move to the Begin field.

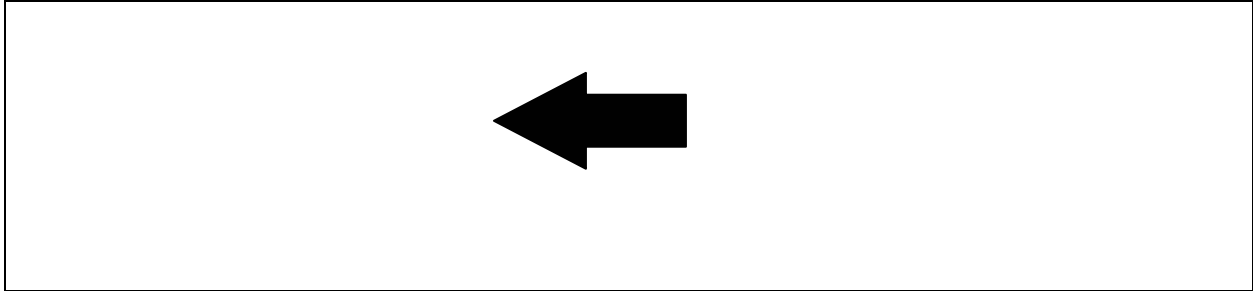


9. Enter the date when the employee's leave began in an mm/dd/yyyy format. You can also click on the Begin drop-down menu and click on one of the days shown on the calendar.
10. Use the Enter key to move to the End field.





- 19. Repeat Steps 7 through 18 to create another Leave Usage transaction.
- 20. Click on the Save/Close button at any time to save the transactions that you have entered. You can search for the Leave Usage Batch that you created by searching on the BatchID and/or Status = Open.



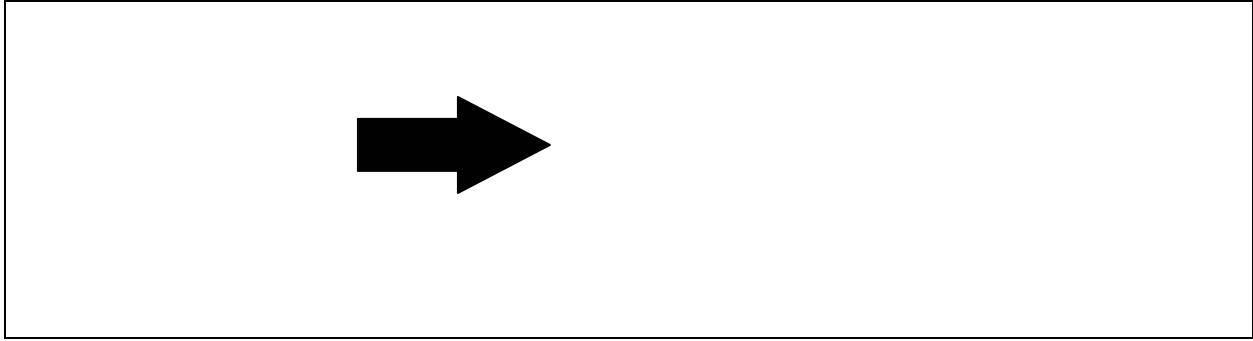
- 21. Prior to submitting the Leave Usage Batch, it is a good idea to review the Leave Usage Batch Snapshot report – Leave06a by clicking on the Preview Item icon.



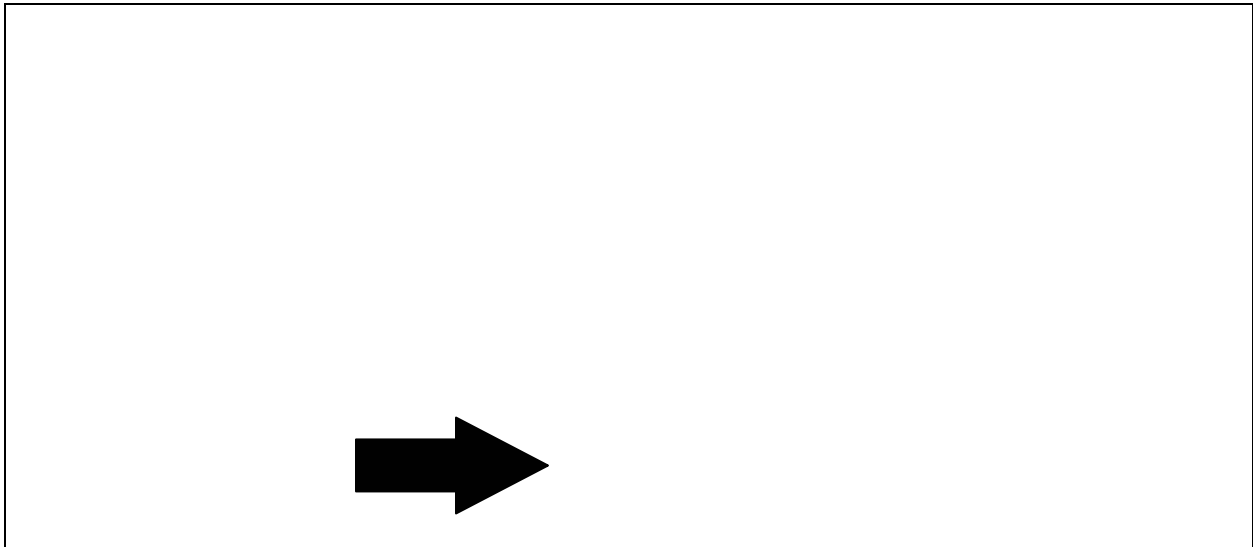
- 22. Click on the Printer icon to print the report to your local or network printer.



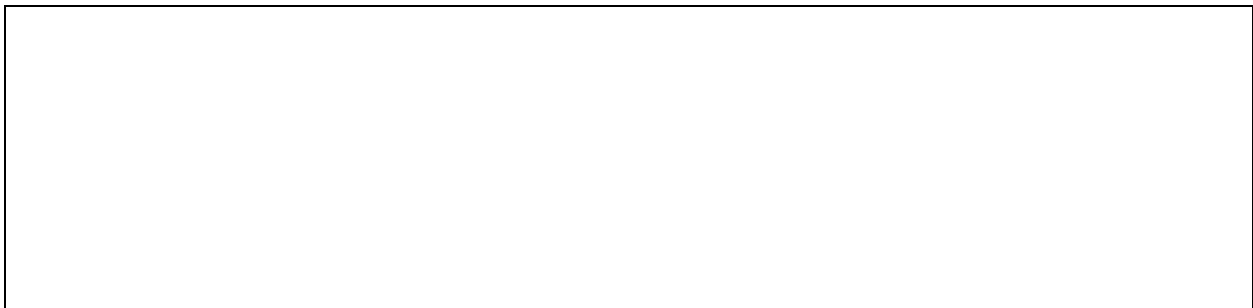




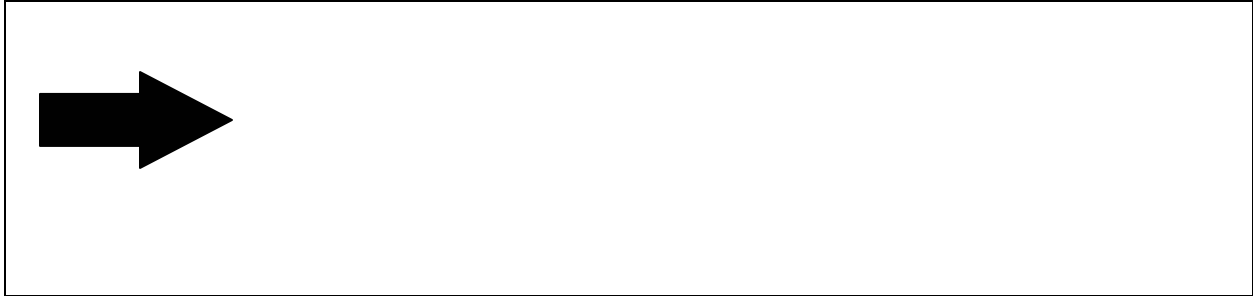
26. To submit the Leave Usage Batch, click on the Tasks button and select Submit.



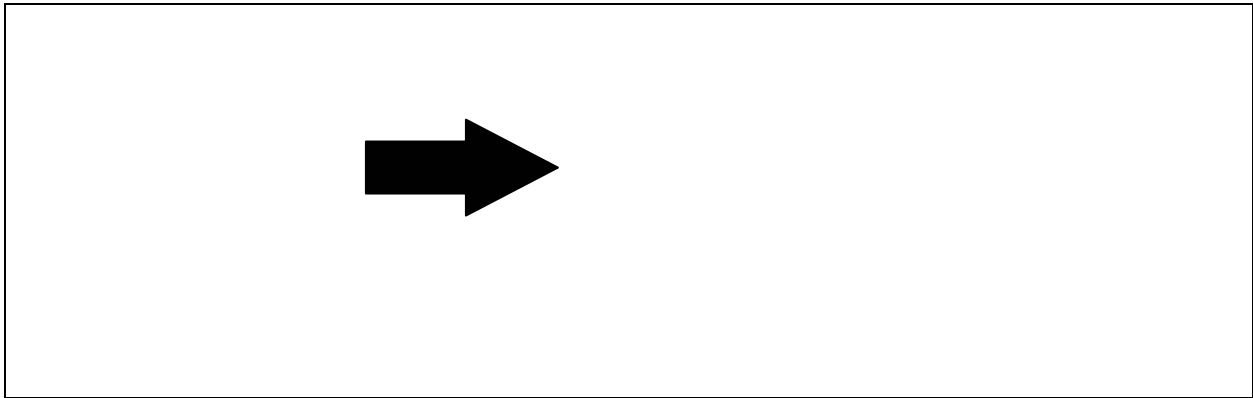
27. Click the Yes button to submit the Leave Usage Batch.



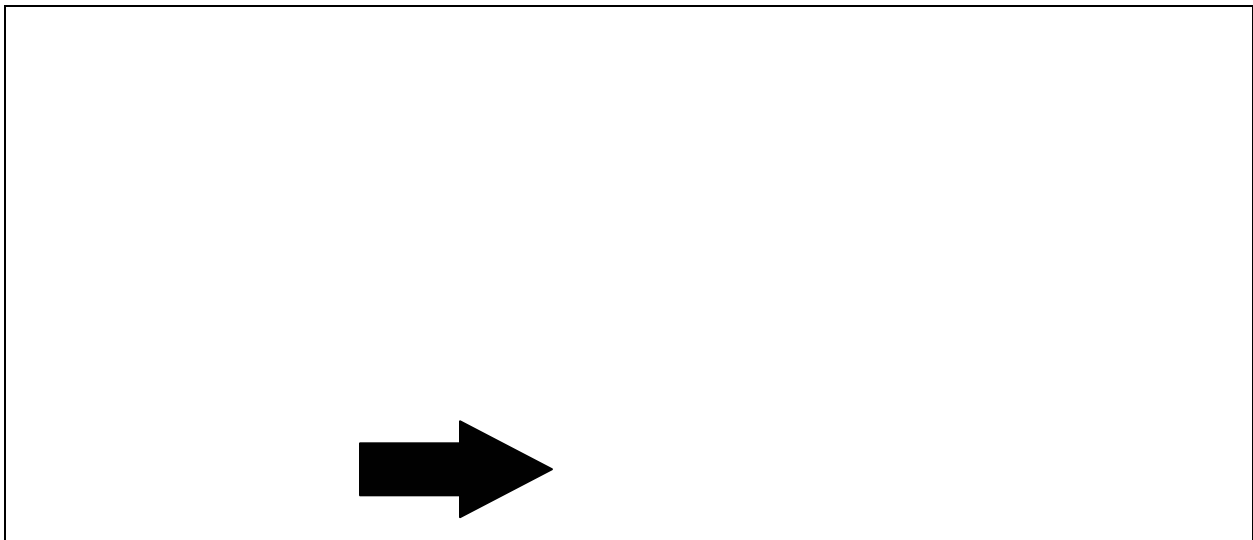
28. Once the Leave Usage Batch has been submitted and has a Status of Approval Required (Approval Required), the site administrator or department manager must approve the Leave Usage Batch before it can be processed by Payroll Services.



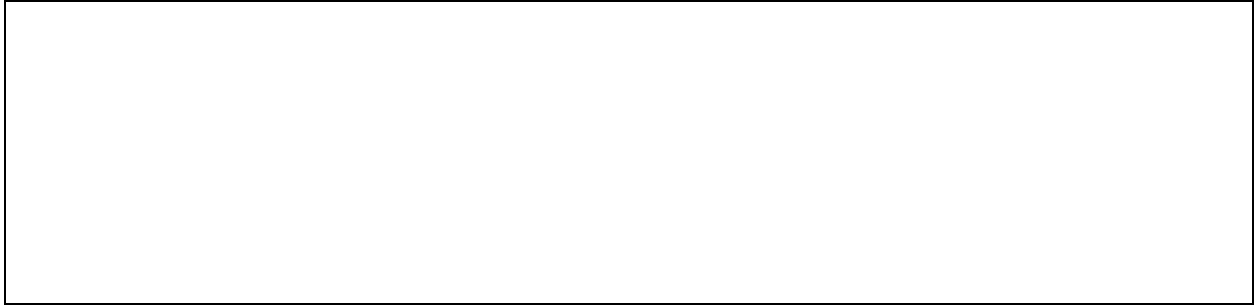
29. Once the site administrator or department manager is ready to approve the Leave Transaction Batch, they will need to login to Escape Online and navigate to HR/Payroll Employment Leave Transactions. Search for the batch by BatchID and/or Status = Apprvl Rqd to locate the appropriate batch. Click on the Open button to open the batch.



30. To approve the Leave Usage Batch, click on the Tasks button and select Approve.



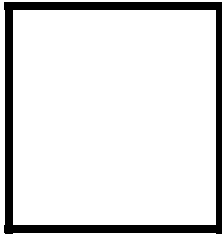
31. Click the Yes button to approve the Leave Usage Batch.



- 32. Once the Leave Usage Batch has been approved and has a Status of Submitted, the Leave Usage Batch is ready to be reviewed by Payroll Services.

**Sample Leave Usage Batch Snapshot Report**





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Employees who have been absent must complete and sign PSL-F012 Employee Absence Form. This document remains at your site for your files.

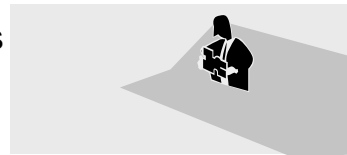
1. Complete the top portion of PSL-F012 Employee Absence Report with Employee Name, Dates of Absence, Position, Site, etc.
2. Circle the Code Letter that indicates the reason for the absence(s).
3. Complete the Number of Hours absent.
4. Employee must sign PSL-F012 Employee Absence Report in the Signature area of the form.



1. If the reason for absence is Emergency Leave, enter the name of the person the Emergency Leave absence is for.
2. If the absence is for Bereavement, enter the name and relationship of the person the Bereavement Absence is for.
3. If the absence is for Special Personal Necessity, fill out the modified form titled . Make sure the appropriate reason section is selected, as well as the amount of days and hours. Attach this filled out form to the Monthly Absence Report

For more information, refer to appropriate labor agreement.

Sites are to keep PSL-F012 Employee Absence Reports and retain for their records.







# Certificated Employee Absence Report

EmployeeName (Type or Print):			
Date Filled:		Social Security Number	
			Certificated ;
Position / Classification:			
Site / Location:			
Code Letter	Personal Necessity Leave	Number of	
		Days	Hours
A	Agreement February 21, 1995 Article 9, Section 2.1 (1 Day)		
B	Agreement February 10, 1995		
C	Agreement August 2, 1994  (May use no more than ten [10] days per school year.)  (No more than five [5] consecutive days.)		
Explanation:			
<p><del>Note to Employee</del> Please ensure all explanations are properly filled out, and required documentation is attached. Failure to do so will result in the absence being considered as unauthorized and pay will be docked.</p>			
Signature:			



Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Leave of Absence Inf



# Certificated and Classified Employees

Name	Employee Number
Street Address	City/State/Zip
Home Phone	Work Phone
Effective Date	Termination Date (m/d/yyyy):
Employment Type (m/d/yyyy):	Reporting Supervisor (m/d/yyyy):
Department	Job Title (if applicable):
Signature _____	
Employee Signature	Date

1. I understand that all employee absences are reported on the Monthly Absence Report.
2. I understand that all employee absences are reported on the Monthly Absence Report.
3. I understand that all employee absences are reported on the Monthly Absence Report.
4. I understand that all employee absences are reported on the Monthly Absence Report.

For Principal or Supervisor Use Only

Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that all employee absences are reported on the Monthly Absence Report.

Signature \_\_\_\_\_ Date \_\_\_\_\_

For Human Resource Services Use Only

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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# Human Resource Services

