


Semi-Monthly Leave Reporting

EMU Leave Reporting Submission/Approval Cycle

- ① Leave Reports span a fifteen day pay period. Leave Reports are available via my.emich the first day of the pay period.
- ② Leave reports must be submitted by the Employee no later than 11:59pm the last day of the next pay period.
- ③ Leave reports must be approved no later than 11:59pm the last day of the next pay period after the submission deadline.

① 15 Day Pay Period	Leave Report Submission & Approval	
Leave reports are available via my.emich the first day of the pay period (12:01am)	② Last Day of the Next Pay Period Submission deadline (11:59pm)	③ Last Day of the Next Pay Period After the Submission Deadline Approval deadline (11:59pm)

Opening Your Leave Report

1. Log in to my.emich and click the **Employee** tab.
2. Navigate to the **Services Main Menu** section and click the **Focus Mode**  button.
3. Click the **Employee** link and then the **Leave Report** link.
4. Click the appropriate **Title & Department** radio button.
*Note: If you are an Approver, Superuser, or Proxy, first click the **Access my Leave Report** radio and **Select** buttons.*
5. Click the **Leave Report Period & Status** pull-down arrow and select the desired leave reporting period.
6. Click the **Leave Report** button.

Entering Hours for One Day

1. From the **Time Sheet** page, click the **Enter Hours** link for the desired date and earnings type.
2. Type the number of hours, to the nearest quarter hour, in the **Hours** field.
3. Click the **Save** button.

Entering Hours for a Pay Period

You can copy hours from one date to other pay period dates.

1. From the **Time Sheet** page, click the displayed hours or **Enter Hours** link for the desired date and earnings type.
2. Type the number of hours, to the nearest quarter hour, in the **Hours** field.
3. Click the **Copy** button.
4. Click the **Copy by Date** checkbox for dates to be copied.
5. Click the **Copy** button.
Note: A message displays that the hours were copied.
6. Click the **Leave Report** button.

Adjusting Your Hours

Changing hours you have entered for a day is no problem, as long as you have not submitted the leave report for approval.

1. From the **Time Sheet** page, click the displayed hours link for the date and earnings type to be changed.
2. Delete the number in the **Hours** field.
3. Click the **Save** button.
*Note: The time sheet now displays the **Enter Hours** link.*
4. Click the **Enter Hours** link for the correct date and earnings type.
5. Type the correct number of hours, to the nearest quarter hour, in the **Hours** field.
6. Click the **Save** button.

Leaving a Comment on Your Leave Report

Use comments to explain any special circumstance(s) found on your leave report.

1. From the **Time Sheet** page, click the **Comments** button.
2. Type your message in the **Enter or Edit Comment** box.
3. Click the **Save** button.
4. Click the **Previous Menu** button.

Printing Your Leave Report

Use the page setup to layout your leave report for printing.

1. From the **Time Sheet** page, click the **Preview** button.
2. Click the **File** menu and click **Page Setup** from the list.
3. Click the **Landscape** radio button.
4. Adjust the margins by typing **.2** in the **Left** and **Right** fields and then click the **OK** button.
5. Click the **File** menu and click **Print** from the list.
6. Click the **OK** or **Print** button.
7. Click the **Previous Menu** button.

Semi-Monthly Leave Reporting – Quick Reference Guide

Obtaining your PIN

Your PIN is required when submitting your leave report.

1. From the **Services Main Menu** section, click the **Personal Information** tab.
2. Click the **Display EID and PIN** link.
3. Write down the PIN, while maintaining its confidentiality.
4. Click the **Employee** tab.

Submitting Your Leave Report

Check the selected leave period, earnings types, and recorded times for accuracy prior to submitting your leave report.

1. From the **Time Sheet** page, click the **Submit for Approval** button.
2. Type your PIN in the Certification Statement's **PIN** field.
Note: This is the equivalent to signing your leave report; it certifies you approve that the leave report information is accurate.
3. Click the **Submit for Approval** button.
Note: A message displays that your leave report was submitted.

Employee Responsibilities

- Submit your leave report anytime prior to the 11:59pm deadline the last day of the next pay period.
Note: Leave report deadlines may change to accommodate holidays.
- Check the selected pay period, earnings types, and recorded times for accuracy prior to submitting your leave report.
Note: You will be required to certify that the leave report information is accurate.
- Verify leave balances amounts via the my.emich **Employee** tab >> **Employee** link >> **Leave Balances** link before submitting your leave report. If your leave balances are insufficient to cover your reported hours, your pay will be docked.
- Add comments to your leave report to document any special circumstances.
- If you are unable to submit your leave report by the deadline, contact your Approver to make arrangements for them to complete and submit your leave report.
- Administrative Professionals (AP) and Athletic Coaches (AC) should only submit leave reports when they are reporting sick and vacation (a.k.a. exception time) taken.
Note: If you have no exception time to report for the pay period, it is not necessary to open the leave report. Please check with your Approver for internal procedures.

Quick Tips & Reminders

- DO NOT USE your browser **Back** button to navigate or you may lose any work you have completed.
- Use the **Next** and **Previous** buttons to navigate between all weeks of the pay period.
- You can view the status of your leave report. See **Opening Your Leave Report** for more information.
- Your leave report will only show earning types related to your job/position.
- Leave reports will be available via my.emich the first day of the pay period at 12:01am.
- Early leave reports can be submitted at any time prior to the submission deadline.
- Record your time to the nearest quarter hour.
- A zero (0) cannot be recorded in your leave report.
- Contact your Approver to change a submitted leave report.

Additional Help

- Contact the Help Desk at 734.487.2120 for questions and help with my.emich usernames and passwords.
- Contact Payroll at 734.487.2393 for questions and help entering and approving time sheets and leave reports.