Instructions for Overtime-Exempt OA Employees

→ Copy the following link into your browser to access the VPFA Leave Report form:

https://forms.uoregon.edu/form/launch/vpfa-vacation-and-sick-leave-oas

→ You will be asked to log into the system using your Duck ID. *This will open a new page, titled "Vacation / Sick Leave Reporting".*

Vacation / Sick Leave Reporting page

→ Enter your UO Email Address. The system should auto-populate the fields for your First Name and Last Name.

→ Select the month for which you are reporting the leave used (i.e., the prior month).

> If you did not use any sick and/or vacation leave during the month:
> → Scroll to the bottom of the page and click the "Save" button. It will send you to a review page. *You can skip to the next instruction box.*

> If you used sick and/or vacation leave during the month:
> → You may skip the date entry box under each heading ("VACATION DATES" and "SICK LEAVE DATES") and enter the number of hours used in box by "Total Vacation Leave Used (hours) *" and "Total Sick Leave Used (hours)*", respectively.

→ Once all entries have been made, click "Save" at the bottom of the page. *This will bring up a review page that tracks your steps through the form.*

Review page

You will next identify, for routing, the person who approves your leave.

→ On the review page (it has no page title; see image below), select "Edit" beside the red arrow. *A new page will open called "Signature Row".*

"Signature Row" page

→ From the pull-down menu under "Signature", select "Supervisor". (This should be the default.)

→ Enter your supervisor's UO email address. *The system should auto-populate the fields for their First Name and Last Name.*

→ You may send a personalized message to your supervisor or leave the standardized message in place.

→ Once complete click "Save".

Review page (again)

The review page (see image above) will reopen allowing you to review the routing.

→ Use the buttons at the bottom if you need to revise.

→ If/when it looks correct, select "Send Document" beside the red arrow.

The review page will update, indicating signatures are needed—yours and your supervisor's, and two emails will be sent:

(1) An email will be an email inviting you, the employee, to log in and approve your submission.
   ➔ If this is your own time entry, you can click "Sign Now" before logging out. The review form will update, adding a check-mark by your name.

(2) Your supervisor will get an email inviting them to sign in and approve your reported leave. After your supervisor has signed, you will get another email stating that "All signature requests for this time entry submission have been completed."

→ Please be sure to log out and close your browser.

Instructions for Overtime Eligible (Non-Exempt) OA Employees

→ Copy the following link into your browser to access the VPFA Leave Report form:

      https://forms.uoregon.edu/form/launch/vpfa-vacation-sick-and-overtime-non-exempt-oas

→ You will be asked to log into the system using your Duck ID. *This will open a new page, titled "Vacation / Sick Leave Reporting".*

Vacation / Sick Leave Reporting page

→ Enter your UO Email Address. The system should auto-populate the fields for your First Name and Last Name.

→ Select the month for which you are reporting the leave used (i.e., the prior month).

    <u>If you did not use any sick and/or vacation leave, or accrue any overtime during the month:</u>
    → Indicate that your working hours this month <u>did not differ</u> from your default schedule by clicking "no".
    → Scroll to the bottom of the page and click the "Save" button. *This will bring up a review page that tracks your steps through the form.*
    → *Move to the next instruction box below, labeled "Review Page".*

    <u>If you used sick and/or vacation leave, or accrued any overtime during the month:</u>
    → Indicate that your working hours this month differed from your default schedule by clicking "yes".
    → Go through each section for vacation, sick leave and overtime by entering the dates during which you used vacation leave. If you were out for multiple, consecutive days, click the "Show End Date" box to open an end-date window. Use the "Add another item" button to record more dates as needed.
    → Once you have entered the dates when leave was used or overtime was accrued, enter the total number of hours used during these dates in the "Total Vacation/Sick Leave/OT Used/Accumulated (hours)" box.
    → Once all entries have been made, click "Save" at the bottom of the page. *This will bring up a review page that tracks your steps through the form.*

Review page

You will next identify, for routing, the person who approves your leave.

→ On the review page (it has no page title; see image below), select "Edit" beside the red arrow. *A new page will open called "Signature Row".*

"Signature Row" page

→ From the pull-down menu under "Signature", select "Supervisor". (This should be the default.)

→ Enter your supervisor's UO email address. *The system should auto-populate the fields for their First Name and Last Name.*

→ You may send a personalized message to your supervisor or leave the standardized message in place.

→ Once complete click "Save".

Review page (again)

The review page (see image above) will reopen allowing you to review the routing.

→ Use the buttons at the bottom if you need to revise.

→ If/when it looks correct, select "Send Document" beside the red arrow.

The review page will update, indicating signatures are needed—yours and your supervisor's, and two emails will be sent:

    (1) An email will be an email inviting you, the employee, to log in and approve your submission.
        → If this is your own time entry, you can click "Sign Now" before logging out. The review form will update, adding a check-mark by your name.

    (2) Your supervisor will get an email inviting them to sign in and approve your reported leave. After your supervisor has signed, you will get another email stating that "All signature requests for this time entry submission have been completed."

→ Please be sure to log out and close your browser.

Instructions for Approving Leave Reporting

1. You will receive an email that looks like this example:

    *From: forms@uoregon.edu [mailto:forms@uoregon.edu] On Behalf Of
    evey@uoregon.edu
    Sent: Thursday, June 01, 2017 3:58 PM
    To: Kassy Fisher <kmfisher@uoregon.edu>
    Subject: Signature Request from Kassy Fisher (kmfisher)*

    Please review this timesheet entry and sign.

    *Signature role: Supervisor
    Document type: VPFA Vacation, Sick, and Overtime for Non-exempt OAs Use the link
    below to sign in and complete this signature request.*

    https://forms.uoregon.edu/request/06012017-1557-000
    _____
    *When all signature requests have been completed, the document originator will be
    notified.*

2. Open the link in the body of the message.
3. Log in using your DuckID (UO email).
4. Review the information and click to approve.
5. Log out. An email indicating your approval will be sent to the originator (employee or
    the person entering the time on his/her behalf (e.g., an EA for an AVP)) and to Katy
    Hatfield.