



HRMS

Human Resource Management System

Classified Non-exempt Employee Tool Kit



Table of Contents

EMPLOYEE STANDARDS OF CONDUCT	4
View/Change Your Personal Data Directly in HRMS	6
To Edit Personal Data	6
To Change your Address	7
To Change your Phone Numbers	7
Key Times When an Employee Must Change Personal Information	8
Employee Time Entry on the HRMS Timesheet	9
Tool Kit Hints:	14
Request Use of Leave to cover Absence from Work - Self Service Leave	16
How to Access Absent Management History to “CANCEL” the Denied Leave Request	18
Helpful Leave Information:	19
Leave Categories-Filter by Type:	19
Leave Types-Absence Name:	19
VSDP Sick/Personal Leave	19
Traditional Sick/Prsnl Leave	19
Other types of Leave available to the Non-EXEMPT Employee:	19

Reynolds Policy 3-25, Equal Employment Opportunity/Affirmative Action:

Reynolds does not discriminate on the basis of race, color, national origin, religion, age, military service or veteran status, sex (including pregnancy and gender identity), political affiliation, or disability (in compliance with the Americans with Disabilities Act Amendments Act [ADAAA], Section 504 of the Rehabilitation Act of 1973, Executive Order of the Governor of the Commonwealth of Virginia, and *The Virginia Plan for Equal Opportunity in State Supported Institutions of Higher Education*), or other non-merit based factors with respect to employment, personnel actions and employee benefits, or in connection with job-related programs, activities, or accessibility regarding the use of college facilities.

In compliance with Section 703 of Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the college shall not tolerate any verbal, nonverbal, or physical behavior that constitutes sexual misconduct (sexual harassment or sexual violence) by employees in connection to their employment. Furthermore, sexual assault is a violation of the *Code of Virginia*.

In compliance with the Equal Protection Clause of the United States Constitution, discrimination based on factors such as one's sexual orientation or parental status shall not be tolerated.

The college prohibits the use of family medical history or genetic information in making decisions related to any terms, conditions, or privileges of employment in compliance with Title II of the Genetic Information Non-Discrimination Act of 2008 (GINA).

As an employee of J. Sargeant Reynolds Community College, you are required to report allegations of discrimination to the College's Equal Employment Officer:

Corliss B. Woodson
Associate Vice President and Director of Human Resources
CWoodson@reynolds.edu
(804) 523-5877

Department of Human Resource Management
Policy 1.60, Standards of Conduct

EMPLOYEE STANDARDS OF CONDUCT

Employees covered by this policy are employed to fulfill certain duties and expectations that support the mission and values of their agencies and are expected to conduct themselves in a manner deserving of public trust. The following list is not all-inclusive but is intended to illustrate the minimum expectations for acceptable workplace conduct and performance.

Employees who contribute to the success of an agency's mission:

- Report to work as scheduled and seek approval from their supervisors in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures.
- Perform assigned duties and responsibilities with the highest degree of public trust.
- Devote full effort to job responsibilities during work hours.
- Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions.
- Demonstrate respect for the agency and toward agency coworkers, supervisors, managers, subordinates, residential clients, students, and customers.
- Use state equipment, time, and resources judiciously and as authorized.
- Support efforts that ensure a safe and healthy work environment.
- Utilize leave and related employee benefits in the manner for which they were intended.
- Resolve work-related issues and disputes in a professional manner and through established business processes.
- Meet or exceed established job performance expectations.
- Make work-related decisions and/or take actions that are in the best interest of the agency.
- Comply with the letter and spirit of all state and agency policies and procedures, the Conflict of Interest Act, and Commonwealth laws and regulations.
- Report circumstances or concerns that may affect satisfactory work performance to management, including any inappropriate (fraudulent, illegal, unethical) activities of other employees.
- Obtain approval from supervisor prior to accepting outside employment.
- Obtain approval from supervisor prior to working overtime, if non-exempt from the Fair Labor Standards Act (FLSA).

- Work cooperatively to achieve work unit and agency goals and objectives.
- Conduct themselves at all times in a manner that supports the mission of their agency and the performance of their duties.

As an employee of Reynolds, you are required to report violations of the Commonwealth's Standards of Conduct to your respective supervisor and/or to the next level supervisor as indicated in your official chain of command. To locate the name of your next level supervisor, refer to the College's official organizational charts located on the external and internal websites:

http://www.reynolds.edu/who_we_are/hr/organization_chart.aspx
<https://intranet.reynolds.edu/human-resources/OrgCharts/default.aspx>

For questions regarding standards of conduct, the chain of command, organizational charts, or any other human resource issue, please do not hesitate to contact:

Reynolds Human Resources
Main Number:
(804) 523-5249

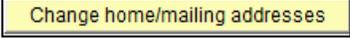
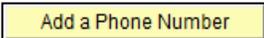
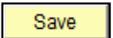
Additionally, all faculty and staff are expected to be familiar with and to adhere to the J. Sargeant Reynolds Community College [Mission, Vision, Values](#) and [Code of Ethics](#) in the execution of their daily duties and responsibilities and in providing services to our students, colleagues and coworkers, and the general public.

IMPORTANT NOTICE:

In PeopleSoft HRMS you must use the program navigation buttons;
the browser back and forward buttons should not be used!

View/Change Your Personal Data Directly in HRMS

1.	<p>Click the Self Service link.</p> <p>Self Service</p>
2.	<p>Click the Personal Information link.</p> <p>Personal Information</p>
3.	<p>Clicking on the Personal Information Summary link, shown on this page, will take you to the personal information page. From that page you can view personal information and click in a specific area (shown in the next few slides) and make changes.</p> <p>Alternatively, you can click on one of the other applicable hyperlinks shown on this page and go directly to that area to view or edit.</p> <p>For example - If you wish to view or edit your phone number, you can click on the Phone Numbers hyperlink shown on this page and go directly to the phone number area.</p>
4.	<p>Click the Personal Information Summary link.</p> <p>Clicking on this link will take you to personal information page. From that page you can view personal information and make changes where appropriate.</p> <p>Personal Information Summary</p>
5.	<p>To Edit Personal Data.</p> <p>As you will notice each personal data grouping has a "Change" button. Clicking on the Yellow Change button will take you to that specific area where you can make edits.</p> <p>Note: If there is no Change button in a particular section, that information cannot be updated here. Please contact Human Resources if you have questions.</p>
6.	<p>Click the Change name button.  to change your preferred name.</p> <p>Note: You can only change your preferred name, not your primary name (legal name). To change your primary name, you will need to visit Reynolds Human Resources (Workforce Development and Conference Center, Suite 121, Parham Road Campus) and present the appropriate documentation.</p> <p>As you can see here, there is no Edit option next to Primary name.</p>
7.	<p>Click the Edit button to the right of the Preferred Name row to add an appropriate nick name or to shorten William to Bill or Catherine to Cathy.</p> <p></p>
8.	<p>After entering your preferred name Click the Save button. </p>
9.	<p>Click the Return to Personal Information link to make other changes to your Personal Information.</p> <p>Return to Personal Information</p>

10.	<p>To Change your Address Click the Change home/ mailing addresses button.</p>  <p>Note: The Home address is the official address of record in the HRMS system and will automatically appear as your Mailing address as well. Both can be changed by the employee in the HRMS.</p>
11.	To change your Home or Mailing address click the Edit button. 
12.	Enter the new address information into the Address 1 field, complete other fields as needed.
13.	<p>You can edit the "On this date" field to reflect the date when the change will take place or leave it at the current date, which defaults automatically.</p> <p>Note: You can only enter a current or future date, not a date in the past.</p>
14.	Click the Save button. 
15.	Click the OK button.
16.	<p>Click the Return to Personal Information link.</p> <p>This will take you back to the Personal information page.</p> <p>Return to Personal Information</p>
17.	To Change your Phone Numbers
18.	Click the Change Phone Numbers link. Phone Numbers
19.	Type in the new telephone number in the Telephone field .
20.	<p>To add a New Phone Number</p> <p>Click the Add a Phone Number button.</p> 
21.	Click the Phone Type list and select the type of phone number you will be adding. For example, cellular.
22.	Enter the desired information into the Telephone field.
23.	Click the Save button. 
24.	Click the OK button. 

25.	<p>When needed you can also delete a phone number.</p> <p>Click the Delete button.</p> 
26.	<p>Click the Yes - Delete button.</p> 
27.	<p>Click the Save button.</p> 
28.	<p>Click the OK button.</p> 
29.	<p>You have now seen how to modify personal information, including home address and phone numbers. You can also modify Emergency Contacts and Email Addresses using the Personal Information menu.</p> <p>End of Procedure.</p>

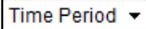
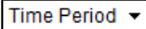
Key Times When an Employee Must Change Personal Information



- Change in Marital Status: marriage, divorce, separation, etc.
- Change in Residence
- Change in telephone number or additional phone number
- Change of emergency contact person; or personal information for emergency contact person has changed.
- Change to personal email address

Employees now have the full responsibility for maintaining current personal information in the Human Resource System; Reynolds Human Resources will be unable to make these changes.

Employee Time Entry on the HRMS Timesheet

1.	<p>Click the Self Service link.</p> <p></p>
2.	<p>Click the Time Reporting link.</p> <p></p>
3.	<p>Click the Report Time link.</p> <p></p>
4.	<p>Click the Timesheet link.</p> <p></p>
5.	<p>Note: The View By field allows you to view your timesheet by Time Period, Week, or Day. Click the drop down arrow for View By and select Time Period.</p> <p></p>
6.	<p>Selecting Time Period will display the entire lag pay cycle, which begins on the 10th or 25th of the month. For the purpose of calculating overtime for the classified non-exempt employee, the first day of the 40-hour pay week will always be a Sunday and end on a Saturday.</p> <p>Note: You should always view your timesheet by the full lag pay timesheet cycle so that you do not miss a day of seeing and/or entering your punch time entries.</p> <p></p>
7.	<p>The Previous Time Period and Next Time Period links allow you to access previous or future timesheets. You can revise any previously submitted punch time entries within the current lag pay cycle, until the timesheet has been approved by your manager. After the manager <u>approves</u> the lag pay cycle timesheet (using the Approving Payable Time function), the employee can no longer revise/change the automated timesheet.</p> <p>Note: Although the Next Time Period link is available, you cannot enter future time, but you can view a future timesheet.</p>
8.	<p>Enter the desired In time into the “In” field for the appropriate date.</p> <p>Enter a valid value e.g. "8:00am". It is critical to enter “am” or “pm” or the HRMS system will not calculate the work hours properly.</p>
9.	<p>Enter the time you left for you meal break into the “Lunch” field. Enter a valid value e.g. "12:30pm".</p>
10.	<p>Enter the time you came back into the “In” field. Enter "1:15pm".</p>
11.	<p>Enter the time you left for the day in the “Out” field. Enter "5:00pm".</p>

12.	<p>Select the correct Time Reporting Code (TRC) from the drop down menu.</p> <p>Click the REG - Regular Time list item for all time actually worked, regardless if the hours worked occurred on Saturday or Sunday, or if you worked longer than your scheduled shift.</p> <p>The other available TRC codes are: HOL for Holiday, and EMGCY for Inclement Weather/Emergency Closings. These codes may only be used with direction from Reynolds Human Resources.</p>								
13.	<p>In the event you must record more than four (4) punch time entries, you will need to add another row.</p> <p>For example, if you came to work, took a break to attend a morning program at your child’s school, came back to work, went to lunch, came back from lunch, then left work for the day, then you would six (6) punch time entries and must add another row.</p> <p>Or, if you are a Tutor, you must know that tutors are compensated only for the time that they actually tutor a student. So, if a tutor meets with four students in one day, they will need to enter two punch entries for each tutoring session. This situation results in eight (8) punch time entries on the timesheet in one day using two rows.</p> <p>NOTE: In any situation, HRMS requires and <u>even number</u> of punches in order to properly calculate hours worked.</p> <p>Click the Add a new row button.</p> 								
14.	<p>If you wish to enter a comment about your work activities for a particular day, click on the comment icon  and enter your particular comment. Your supervisor will be able to view these comments and the information may be useful to explain the punch time entries that you made on that particular day. Additionally, these comments will remain as part of the official timesheet record.</p> <p>NOTE: <u>Use complete sentences when making comments.</u> And, use the comments field to explain why you worked different hours than your scheduled shift.</p>								
15.	<p>WORKING WITH <u>NO</u> MEAL BREAK</p> <p>In the event you are working with no meal break; you must put the end time in the “Out” field. Do not put your end time in the “Lunch” field, HRMS will NOT calculate your work time properly, it will think that you are out to lunch for forever 😊</p> <p>Example:</p> <table border="1" data-bbox="391 1524 1049 1591"> <thead> <tr> <th>In</th> <th>Lunch</th> <th>In</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td>8:15 a.m.</td> <td></td> <td></td> <td>2:30 p.m.</td> </tr> </tbody> </table>	In	Lunch	In	Out	8:15 a.m.			2:30 p.m.
In	Lunch	In	Out						
8:15 a.m.			2:30 p.m.						
16.	<p>POSSIBLE OVERTIME HOURS WORKED</p> <p>Note: At the end of the Sunday – Saturday week, if the total hours worked exceeds forty, the employee is required to enter a Comment explaining why overtime was worked and if it was approved by the supervisor/manager. You can enter comments using the Comment icon .</p> <p>NOTE: <u>Again, use complete sentences when making comments.</u></p>								

17.	<p>RECORDING HOLIDAY TIME</p> <p>In the event an official college holiday occurs during the workweek, the VCCS Shared Services Center will pre-populate the appropriate holiday hours on the timesheet. HOL – Holiday Time. Guidance from Human Resources will be provided via email regarding holiday hours awarded by Reynolds Community College.</p>
18.	<p>At the end of each work day, enter the punch time entries for that day, and then select the “Submit” button. The use of the “Submit” button at the end of each work day, will allow your managers to view the time that you have worked, and it will allow them to resolve any problems or address any questions with you regarding the hours worked.</p> <p style="text-align: center;"></p>
19.	<p>At the end of the lag pay cycle (which will always be the 9th or 24th of the month), employees should review their entire timesheet by the Time Period (also known as the lag pay cycle) for final review and possible changes/corrections. Once this final re-examination of the timesheet is completed, then the employee is to click the Submit button. Again, this allows the final timesheet to be viewed by the supervisor or manager for approval using the Approve Payable Time function. Remember: once the supervisor or manager approves the final timesheet using the Approve Payable time function, the employee can no longer make changes/ corrections to the timesheet).</p> <p style="text-align: center;"></p>
20.	<p>The lag pay cycle timesheet will also show absence requests submitted by the employee directly on the timesheet. In the Status column, it will also show as “approved”, “denied”, or “sent back for rework”. And, it will add the leave requested and approved work hours together to provide a more accurate total of the weekly hours.</p> <p>NOTE: This is “view access” only! The employee must use the Absence Management Request function to enter or respond to a leave request sent back for “rework”.</p>

<p>21.</p>	<p>NEW Upgrade in HRMS! Recent changes in HRMS brings forward three employee scenarios to make note of:</p> <ol style="list-style-type: none"> 1. Question: Can the manager take action on absence management requests directly from the timesheet? Answer: No, the information on the timesheet is “view only” but it will be extremely helpful to employees and managers in making sure the lag pay cycle timesheet is accurate and complete without having to “Open a New Window” and view Absence Management History on a different screen in HRMS. 2. Let’s say the employee incorrectly submitted an absence management request and the supervisor mistakenly approved this request. Question: How can the approved leave request be removed from the timesheet? Answer: An approved leave request can only be deleted by Human Resources; please email Tanya Taylor HR Assistant with a copy to Mary Waite, HR Manager, for handling. 3. Now, let’s say the supervisor “denies” the employee’s absence management request. Question: Does the absence request continue to show on the employee’s timesheet? Answer: Yes, until the employee goes to their Absence Request History and “CANCELS” the request. <u>After the employee completes the cancellation, then they must return to Absence Management and re-submit the action returned by the supervisor or complete a new/correct Absence Management Request.</u>
<p>22.</p>	<p>As a reminder, click the Scroll bar to scroll down and view the entire web page of the timesheet in order to see additional features from the HRMS recent upgrade.</p>

23.	<p>NEW Upgrade in HRMS! Near the bottom of the web page of the timesheet you will see the following:</p> <ul style="list-style-type: none"> i Absence Event - click to view Employee and supervisor can view all of the specific absence request actions for the timesheet cycle. i Reported Hours Summary – click to view Clicking this link will allow the employee and supervisor to see the weekly summary of the employee’s work hours. However, overtime is computed by the week (Sunday – Saturday), and this chart may not be helpful to assist the employee and manager in their attempt to schedule adjust in order to minimize or eliminate potential overtime. Nonetheless, the employee and the supervisor can enter the appropriate Sunday date to view the week and take the necessary steps to schedule adjust. Also, viewing the Sunday – Saturday week can alert the employee and supervisor when the employee has not worked the required 40 hours during the week. If a negative number exists in the summary, it might indicate that the employee may have missed entering actual time worked or may need to submit an absent management request to cover the negative work hours. <table border="1" data-bbox="406 735 1494 934"> <thead> <tr> <th>Category</th> <th>Total</th> <th>WEEK 1 From 3/2 – 3/8</th> <th>WEEK 2 From 3/9 – 3/15</th> </tr> </thead> <tbody> <tr> <td>Total Reported Hours</td> <td>78.00</td> <td>38.00</td> <td>40.00</td> </tr> <tr> <td>No category Displayed</td> <td>78.00</td> <td>38.00</td> <td>40.00</td> </tr> <tr> <td>Total Scheduled Hours</td> <td>80.00</td> <td>40.00</td> <td>40.00</td> </tr> <tr> <td>Schedule Deviation</td> <td>-2.00</td> <td>-2.00</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> i Balances – click to view The employee and the supervisor can use this link to view the employee’s most current leave balances. 	Category	Total	WEEK 1 From 3/2 – 3/8	WEEK 2 From 3/9 – 3/15	Total Reported Hours	78.00	38.00	40.00	No category Displayed	78.00	38.00	40.00	Total Scheduled Hours	80.00	40.00	40.00	Schedule Deviation	-2.00	-2.00	
Category	Total	WEEK 1 From 3/2 – 3/8	WEEK 2 From 3/9 – 3/15																		
Total Reported Hours	78.00	38.00	40.00																		
No category Displayed	78.00	38.00	40.00																		
Total Scheduled Hours	80.00	40.00	40.00																		
Schedule Deviation	-2.00	-2.00																			
24.	<p>Note: The timesheet will reflect updated hours once it is Submitted. As you can see here, hours have now calculated.</p>																				
25.	<p>Click the OK button.</p> 																				
26.	<p>You have learned how to enter and make changes to your blank time sheet, view actual hours worked and absence management requests, and see the combination of total hours to be paid to the employee all on one screen.</p> <p>End of Procedure.</p>																				

Tool Kit Hints:



[Reynolds Policy 3-17, Alternate Work Schedules](#), provides guidance on the administration of employee work schedules.

- All full-time classified staff are eligible for an alternate work schedule (Policy 3-17 does not apply to wage/hourly and work-study employees).
- To change from the standard college work schedule to an alternate work schedule, or to request an extension of the alternate work schedule, full-time classified staff are required to submit [Form No. 35-0003](#), Request for Alternate Work Schedule to their respective supervisor. Supervisor approval must be granted prior to the start of the alternate work schedule.
- Alternate work schedules can be approved for up to six (6) months. Employees are required to seek approval for extended alternate work schedules. And, immediate supervisors are required to review and seek Unit Manager approval for extended alternate work schedules.

Remember: Once the new work schedule is approved, the immediate supervisor is required to enter the new schedule in HRMS. Employees do not enter, or change their own work schedules in HRMS!

[Reynolds Policy 3-14, Standard Work Schedule and Overtime](#) provides guidance regarding work schedules and breaks for Classified Non-exempt employees as well as Wage/Hourly and Work-Study employees. For your information, these policies include the following:

For Classified Non-exempt Employees:

- The standard college work schedule is 8:15 a.m. – 5:00 p.m., with **45** minutes for lunch. Employee work schedules, in the assigned workplace and/or in alternate work locations, are established by the immediate supervisor.
- Full-time employees scheduled to work at least six consecutive hours must be afforded a lunch period (meal break) of at least **45** minutes, but not more than **60** minutes, a day as determined by the immediate supervisor.
- Time entries for work hours and meal breaks must be entered on the automated timesheet on a DAILY basis.
- If the classified non-exempt employee changes the time entries on the automated timesheet, after the supervisor approves the Payable Time, they must inform their respective supervisor.
-

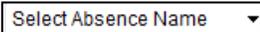
For Wage/Hourly and Work-Study Employees:

- Part-time employees are restricted to 1500 work hours in a 12-month period. This averages to approximately **29** hours per week. Additionally, the 12-month period is May 1 through April 30.
- Part-time employees scheduled to work six hours or more per day, must be afforded a lunch period (meal break) of at least **30** minutes a day. The supervisor is responsible for including this break into the work schedule and for ensuring that the break is taken sometime during the middle of the work day (the break is not to be added to the beginning or the end of the scheduled shift).
- Time entries for work hours and meal breaks must be entered on the automated timesheet on a DAILY basis.
- If the part-time employee changes the time entries on the automated timesheet, after the supervisor supervisor approves the Payable Time, they must inform their respective supervisor.

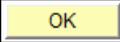
NOTE: Managers, supervisors and employees are responsible for knowing and adhering to college policies; please open the links and read the information in order to become familiar with college policies and procedures.

Request Use of Leave to cover Absence from Work - Self Service Leave

(This benefit is not available to Wage/Hourly and Work-Study Employees)

1.	<p>Click the Self Service link.</p> 
2.	<p>Click the Time Reporting link.</p> 
3.	<p>Click the Report Time link.</p> 
4.	<p>Click the Absence Request link.</p> 
5.	<p>Enter the leave start date into the Start Date field.</p> <p>You can either manually enter this date or click on the calendar icon in the start date field and select a date from the calendar.</p>
6.	<p>Click on the drop down arrow in the Filter by Type field.</p> <p>Select the Type of leave you are requesting. For example, Annual Leave, Other Leave, Traditional/Sick Prsnl Leave or VSDP Sick Personal Leave. Note: “Other Leave” can only be used with guidance from Reynolds Human Resources.</p>
7.	<p>Click on the drop down arrow in the Absence Name field.</p> <p>Select the Absence Name for the Type of leave you are requesting. The Absence Name options will change based on the Type of leave you are requesting.</p> <p>For example if you select Annual Leave in the Filter by Type field your selections in the Absence Name field will be types of Annual Leave. If you select VSDP Sick Personal Leave you will only see sick or personal leave options in the Absence Name field.</p> 
8.	<p>Note: You can only use leave categories which display a balance above zero; if you select a request with a leave category that shows a balance of zero, a warning message will appear. You must select “OK” on the warning message and then proceed by selecting the correct Absence Name and or Filter by Type field, to a category that displays a balance of eligible hours.</p> <p>The Current Balance shown is as of the last processed date. The current balances do not reflect unprocessed requests within the same leave period. The balance reflects the last time absence management was processed. The processing of absence management will coincide with pay periods. Your balance should not be off by more than one semi-monthly payroll cycle.</p> <p>If you think your balance is incorrect, contact your Leave Administrator (Tanya Taylor, at TTaylor@reynolds.edu or 523-5872).</p>

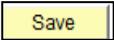
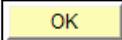
9.	<p>Click on the drop down arrow in the Partial Days field.</p> <p>Select None – if you want to use an entire day of leave, or multiple consecutive whole days of leave. Select First Day Only – if you wish to take only a few hours off from work (less than a whole day).</p> <div data-bbox="321 268 586 304" style="border: 1px solid black; padding: 2px;">None ▾</div> <p>Note: <u>Do not ever</u> use the options “All Days”, “First and Last Days” or “Last Day Only”. Also, <u>do not ever</u> combine a partial day of leave with a whole day of leave and enter in HRMS under one request; this combination of leave requires a <u>separate</u> leave request for the whole day and a <u>separate</u> request for the partial day.</p>
10.	<p>If you selected First Day Only because you are taking leave for only a few hours (less than a whole day), then you will be required to enter the number of hours in the First Day Hours field.</p> <p>Note: If you are using leave for whole days then the Start Day Hours field will not pop up on the screen and you can skip step 9.</p>
11.	<p>Enter the number of hours that you are requesting off from work into the Total Hours (Duration) field.</p> <p>NOTE: If you take off an entire week of forty (40) hours, select None in the Partial Days field and enter 40 in the Duration field.</p>
12.	<p>Click the Calculate End Date button.</p> <div data-bbox="321 1066 613 1108" style="border: 1px solid black; background-color: #ffffcc; padding: 2px; text-align: center;">Calculate End Date</div>
13.	<p>The End Date is calculated automatically by PeopleSoft-HRMS based on Duration.</p> <p>CHECK YOUR DATES: If you have entered leave on a date that is set in HRMS as a holiday, the system will not count your leave on that holiday. If you enter leave on a weekend or non-working day, HRMS will calculate the next working day.</p> <p>Be sure to double-check the End Date and ensure it is accurate. If not, you may need to change your Start Date or Duration.</p>
14.	<p>Family Medical Leave Act (FMLA)</p> <p>Note: The FMLA checkbox only appears with certain leave types. Click the Is This FMLA Related checkbox ONLY if FMLA has been approved by the Office of Human Resources and you are entering leave to be used to pay yourself during your approved FMLA leave. Otherwise, leave it unchecked.</p>
15.	<p>Enter any appropriate information into the Requestor Comments field. Enter a valid value, for example: Requesting vacation day, going to Los Angeles, CA, or daughter's graduation, etc.</p> <p>It is important to provide the appropriate reason by entering a comment. This way the Manager approving your request will have the necessary information to make a decision.</p>
16.	<p>If you are ready to submit your leave request to your manager, click the Submit button.</p> <div data-bbox="321 1864 483 1906" style="border: 1px solid black; background-color: #ffffcc; padding: 2px; text-align: center;">Submit</div>

17.	<p>Click the OK button.</p> <p>This will generate an email to your manager to approve, deny, or rework the leave.</p> 
18.	<p>You have learned how to request a full day (or days) of leave using the self- service module.</p> <p>End of Procedure.</p>

NEW Upgrade in HRMS! For Classified Non-exempt employees who complete timesheets, if the manager has denied or returned the leave request to the employee for re-work, the manager will enter a comment on the leave request explaining their action and will also remind the employee to go to their Absence Request History and **CANCEL** the denied or reworked request. The cancellation action removes the denied and/or reworked transaction from the timesheet and is necessary to correctly compute the employee's timesheet on the lag pay timesheet. Then, the employee can submit a new/correct absence request in Absence Management for action by the supervisor.

How to Access Absent Management History to “CANCEL” the Denied Leave Request

NEW Upgrade in HRMS!

1.	<p>Click the Self Service link.</p> 
2.	<p>Click the Time Reporting link.</p> 
3.	<p>Click the View Time link.</p> 
4.	<p>Click the Absence Request link.</p> 
5.	<p>Select the EDIT button on the appropriate transaction and CANCEL the request in order to delete the transaction from the current bi-weekly timesheet.</p>
6.	<p>Click the Save button.</p> 
7.	<p>Click the OK button.</p> 
8.	<p>You have learned how to cancel a denied leave request from the lag pay timesheet.</p> <p>End of Procedure.</p>

Helpful Leave Information:

Leave Categories-Filter by Type:

- **All** – this choice does not utilize the Filter feature and displays all types of leave.
- **Annual Leave** – displays only annual leave.
- **Other leave** – displays Other Leave plans that do not fit into one of the above categories; can only be used with guidance provided by Reynolds Human Resources.
- **Traditional Sick/Prsnl Leave** – displays the Sick and Personal Leave choices available to employees in Traditional Leave Plans.
- **VSDP Sick/Personal Leave** – displays the Sick and Personal Leave choices available to employees in the VSDP (Virginia Sickness and Disability Plan) Leave Plan.

Leave Types-Absence Name:

Annual Leave for Classified Non-exempt Employees – to be used for vacation or any other reason.

- **Classified Staff Annual Leave:** Classified Staff Employees Annual Leave Plan.

Note: Full-time **Classified Non-exempt Employees** can use the following Leave types for illness or personal time off, if they have accrued balances available!

VSDP Sick/Personal Leave

- **VSDP-Personal:** Family/Personal Leave provided annually to employees who are enrolled in the VSDP Leave Plan (Virginia Sickness and Disability Program).
- **VSDP-Sick:** Sick Leave provided annually to employees who are members of VSDP.

Traditional Sick/Prsnl Leave

- **Family Sick-12 mo Clasfd/Faculty:** Sick Leave used for care of family members provided to employees in the Traditional Sick Leave Plan.
- **Trad Sick-12 mo Clasfd/Faculty:** Sick Leave provided to employees in the Traditional Sick Leave Plan.

Other types of Leave available to the Non-EXEMPT Employee:

- **Bonus Leave:** Leave manually added by HR to an employee's leave balances based on a particular event or situation
- **Compensatory Leave:** Leave manually added by HR to an employee's leave balances based on a particular event or situation
- **Educational Leave:** Leave manually added by HR to an employee's leave balances based on a particular event or situation
- **Employee Recognition Leave:** Leave manually added by HR to an employee's leave balances based on a particular event or situation
- **Leave without Pay:** Time off that does not deduct from leave balances. Selecting this leave may result in pay reduction and/or accrual ineligibility.
- **On Call Leave:** Leave manually added by HR to an employee's leave balances based on a particular event or situation
- **Overtime Leave:** Leave earned as a result of overtime.
- **Parental Leave:** Leave manually added by HR to an employee's leave balances based on an approved leave request.

- **School Assit/Volunteer Service:** An annual allotment of leave allocated to all VCCS employees to be used to provide volunteer services through eligible non-profit organizations within or outside their communities. See [DHRM Policy 4.40](#) for more information.
- **Short-Term Disability – VSDP:** Leave manually added by HR to track the percent of time covered by the STD plan.

If you have questions, please contact the Reynolds Leave Administrator Tanya Taylor at TTaylor@reynolds.edu or 523-5872.