

Employee Leave Request

- Log into My Sam
- Click the **Employees Tab**
- Click the **Banner Employee Profile** link

The screenshot displays the My Sam website interface. At the top left is the Sam Houston State University logo. The top right features the 'My Sam' logo and navigation links for SHSUOnline, Blackboard, E-mail, SamWeb, and Logout. A dark blue sidebar on the left contains a vertical menu with the following items: All Users, Campus Resources, My Account, Registration, Employees (highlighted), Faculty, and Students. The main content area is divided into several sections:


- Travel**: A list of links including Chrome River, Concur Booking Tool, CTP Travel Resources, Forms, Policies, Procedures, GSA - Meal & Lodging Rates, Currency Converter, and Travel Card Login.
- Human Resources**: A list of links including Annual Performance Appraisal, PeopleAdmin, Human Resources Policies, Human Resources Forms, Holiday Schedule, Summary of Benefits, ERS- Texas Employees Group Benefits Program (GBP), New Employee Benefits Orientation Schedule, Graduate Student Insurance Information, Employee Wellness Program, KatSafe Emergency Management, Talent Management, Training, Leadership Academy, Staff Hiring Manager's Resources, and Human Resources Website.
- COGNOS Reports**: A section stating that access to COGNOS is limited to on-campus only and providing the URL <https://cognosx.shsu.edu/>. A blue button labeled 'COGNOS' is located below the text.
- Budget and Finance**: A section with a link to [Finance Self Service \(SSB\)](#).
- IT@Sam Newsletter**: A section featuring a graphic with the text 'IT@Sam Newsletter Communicate + Collaborate'.
- Banner - Administrative Applications**: A section containing links for [Banner Administrative Applications](#), [Document Management \(BDM\)](#), [Banner Employee Profile](#) (highlighted with an orange arrow), and [Banner Workflow](#). It also includes text about access requirements for these services.
- Employee Extras**: A section with a sub-section for **Graduation for Faculty/Staff Employees**, which provides information about reserved seating for family and friends of graduating faculty and staff employees.

- Click on **Request Time Off**

Sam Houston State University

Employee Dashboard


Employee Dashboard

 **Sammy Bearkat** [My Profile](#)


Leave Balances as of 06/26/2020

Vacation in hours	313.50	Sick in hours	683.65
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[Full Leave Balance Information](#)

Pay Information 

Latest Pay Stub: [08/03/2020](#) [All Pay Stubs](#) [Direct Deposit Information](#) [Deductions History](#)

Earnings 

My Activities

[Enter Leave Report](#)

[Request Time Off](#)

Important Details about Leave Requests

- Leave Request can only be put in for future pay periods. You cannot request leave for the current pay period.
- You can request time off up to a year in advance.
- Leave entered on your leave requests is extracted into your timesheet/leave report on the pay period it falls within.
 - Your time on your leave request is extracted on your timesheet/leave report even if it is not approved by your supervisor.
 - If your requested time off has been returned for correction it will not extract onto your timesheet/leave report.
 - Your or your supervisor can still update the leave time extracted, if the leave time changed from the request.

- Click on **Start Leave Request**

Leave Request

Approvals		Leave Report		Leave Request	
					Leave Request Period ▼
Request Period	Hours/Days/Units	Submitted On	Status		
Dir Payroll & Tax Specializati, 1M9888-00, S, 621000, Payroll					Prior Periods
08/01/2020 - 08/15/2020			Not Started	Start Leave Request	
08/16/2020 - 08/31/2020			Not Started	Start Leave Request	
09/01/2020 - 09/15/2020			Not Started	Start Leave Request	

- The Leave Request will populate the pay period in a calendar form, showing each week:

[Employee Dashboard](#) • [Leave Request](#) • Dir Payroll & Tax Specializati, 1M9888-00, S, 621000, ✔ Leave Request successfully created.

Dir Payroll & Tax Specializati, 1M9888-00, S, 621000, Payroll

Cancel Request
 Restart Leave Request
 Leave Balances

08/01/2020 - 08/15/2020 | In Progress **Submit By 07/31/2020, 05:00 PM**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1

[+ Add Earn Code](#)

- Click on the appropriate date (the date that is selected will be highlighted)
 - Select the Earn Code needed for the request
 - Enter in the Hours

08/01/2020 - 08/15/2020



In Progress

Submit By 07/31/2020, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7	8

+ Add Earn Code

Earn Code

Hours

Vacation Hours Taken

8



Exit Page

Cancel

Save

Preview

Adding multiple leave types (earn codes) for one day.




The screenshot shows a web interface for adding earn codes. At the top, there is a grey header bar containing a blue button labeled "+ Add Earn Code" with an orange arrow pointing to it from the right. Below the header is a white form area. On the left, there is a dropdown menu for "Earn Code" with the following options: "Vacation Hours Taken", "Vol Firefighter Service", "Foster Parent Leave", "Jury Duty", and "Military". To the right of the dropdown is a text input field for "Hours" containing the number "8". At the bottom of the form, there are four buttons: "Exit Page" (blue text), "Cancel", "Save", and "Preview".

- To add multiple Earn Codes for the date, click on **“Add Earn Code”**
 - Select the additional Earn Code needed
 - Enter in the Hours
- Click on **“Add Earn Code”** to create a new line of entry for the day (repeat, as needed)

 **Add Earn Code**


- When entering more than one type of earn code, multiple lines will populate below the date

Dir Payroll & Tax Specializati, 1M9888-00, S, 621000, Payroll

 Cancel Request
  Restart Leave Request
 Leave Balances

08/01/2020 - 08/15/2020 | 8.00 Hours ⓘ ⓘ | In Progress | Submit By 07/31/2020, 05:00 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7 8.00 Hours	8

 Add Earn Code

Vacation Hours Ta ⓘ 8.00 Hours ken




Total: 8.00 Hours

[Exit Page](#)

Cancel

Save

Preview

- Click on the  **“Pencil”** icon to edit any earn code entry
- Click on the  **“Copy”** icon to copy days to other days in the pay period
 - Note – The copy feature will copy whichever day is currently selected from the pay period calendar
- Click on the  **“Minus”** icon to remove an entry
- Once all hours are entered for the day, Click **“Save”**
- Hours will populate on the appropriate date on the pay period calendar above

- Once all time off is requested and entered, hit the **Preview** button

Preview ✕

Dir Payroll & Tax Specializati, 1M9888-00, S, 621000, Payroll


Pay Period: 08/01/2020 - 08/15/2020 | 8.00 Hours

Submit By: 07/31/2020, 05:00 PM

Earning Distribution	
Earn Code	Total
Vacation Hours Taken	8.00
Total Hours	8.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	8.00
Week 3	

Cancel
Submit



Preview ✕

Total Units 0.00

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	8.00
Week 3	

Comment (Optional):

Requesting Time Off


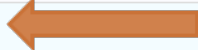
1981 characters remaining

Cancel
Submit

- All time entered will be shown here in a snapshot.
- The pay period dates and deadline will appear at the top.
- The Weekly Summary will show the totals for each week.
- Add any comments if necessary and hit **Submit**.

✔ The leave request has been successfully submitted.

Dir Payroll & Tax Specializati, 1M9888-00, S, 621000, Payroll

08/01/2020 - 08/15/2020 | 8.00 Hours ⓘ   Pending Submitted On 07/31/2020, 08:31 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5	6	7 8.00 Hours	8


Comments


Walker, Charity M.
Pending On 07/31/2020 | 08:31 PM
Comment: Requesting Time Off

[Exit Page](#)

Recall Leave Request

Preview

- Once submitted, the time sheet will show the date submitted and status “Pending” for approval
- Any comments made can be viewed by clicking  on the “comment notification”.
- Clicking ⓘ “information icon” will give you information regarding approvers and time and date approved (if applicable).

0,  The leave request has been successfully submitted.

Pending Submitted On 07/31/2020, 08:31 PM


THURSDAY	FRIDAY	SATURDAY
	7 8.00 Hours	8



Recall Leave Request

Preview

- Once the Leave Request has been submitted, you can recall the leave request if it has not been approved.
- Hit the “**Recall Leave Request**” button to start the leave request over.
- A message will appear confirming your action.

 You have requested a restart of your Leave Request. Please note that all previously entered time and comments will be removed from this pay period after the restart. To proceed, select the Restart button. To return to your leave request, select the Cancel button.

Cancel

Restart Leave

- By clicking on “**Leave Request Period**” and selecting “**Month**,” the portal will show the entire month for viewing purposes.

[Employee Dashboard](#) • [Leave Request](#)

Leave Request

[Approvals](#)

[Leave Report](#)

[Leave Request](#)

Leave Request Period



- Then, you will get the view below.

Leave Request

[Approvals](#)

[Leave Report](#)

[Leave Request](#)

Sep

2020

Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3