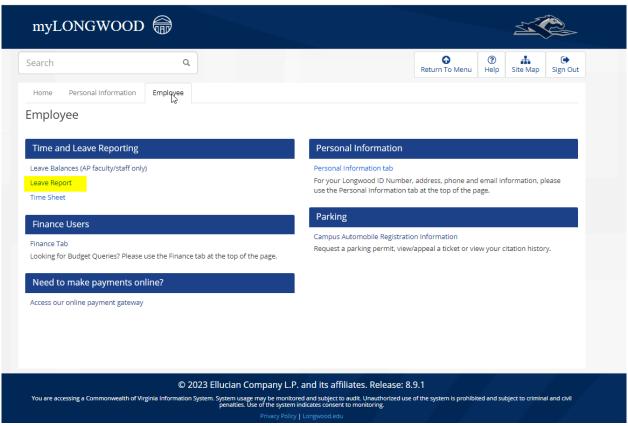# Instructions for Entering Administrative & Professional Leave
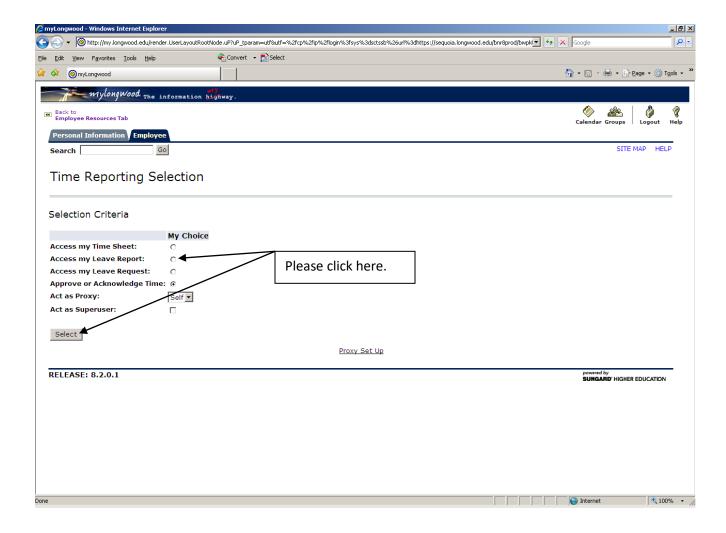
Step 1: Under the "Full-Time Faculty and Staff Payroll" section on the Payroll webpage; review the 2023 AP Faculty Leave Calendar for important submission dates (http://solomon.longwood.edu/media/human-resources/solomon/2023APLeaveCalendar.pdf)
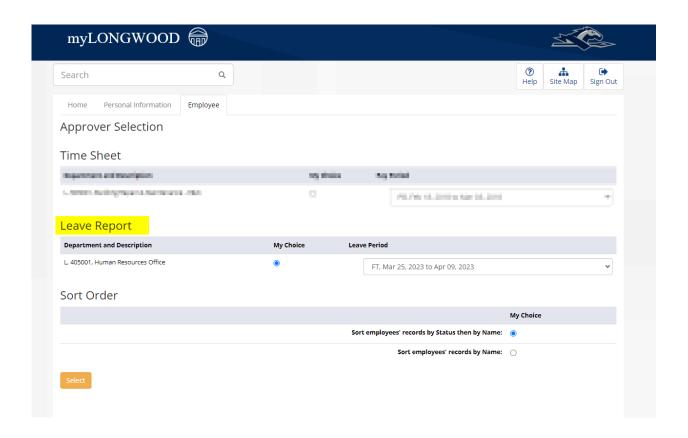
Next: Log into My Longwood Services.

Step 2: Please click on the Employee Resources Tab at the top and then under mylongwood Services, then click on Leave Report.

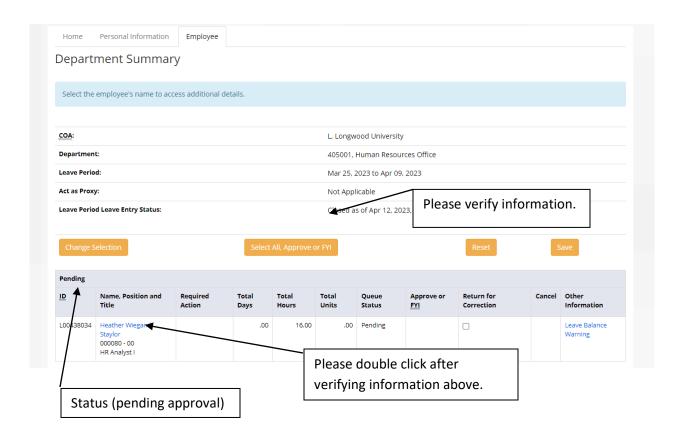**Step 3**: If you approve an Administrative and Professional Faculty Leave you will see a screen similar to below. Please click on Access my leave report.
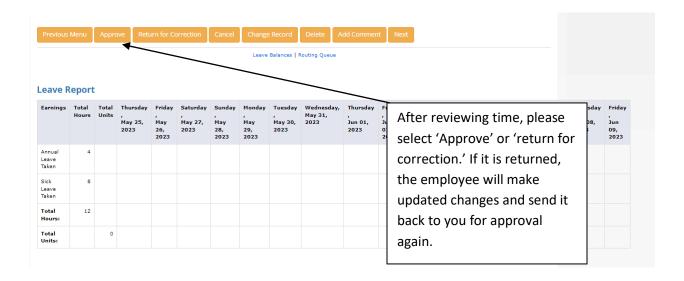
Step 4: Please verify that your approving department and the latest leave period is showing, then click on "Select."
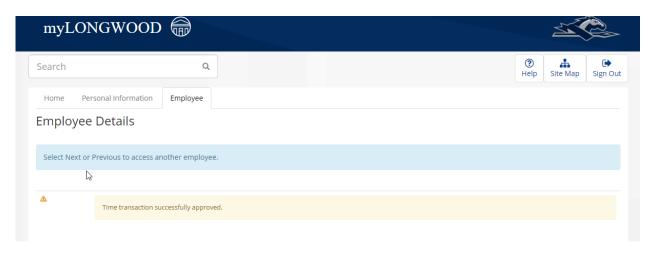

Step 5: The status should indicate "Pending" for the employee's time to be approved. Please double click the name in order to open up the leave detail.

Home　　Personal Information　　**Employee**

Department Summary

Select the employee's name to access additional details.

COA:	L, Longwood University
Department:	405001, Human Resources Office
Leave Period:	Mar 25, 2023 to Apr 09, 2023
Act as Proxy:	Not Applicable
Leave Period Leave Entry Status:	Closed as of Apr 12, 2023,

Please verify information.

Change Selection　　Select All, Approve or FYI　　Reset　　Save

Pending

ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
L00-38034	Heather Wiegand Staylor 000080 - 00 HR Analyst I		.00	16.00	.00	Pending		☐		Leave Balance Warning

Please double click after verifying information above.

Status (pending approval)

Step 6: After reviewing the time listed for each day, Scroll down using outside toolbar to see available options. Click on "Approve".
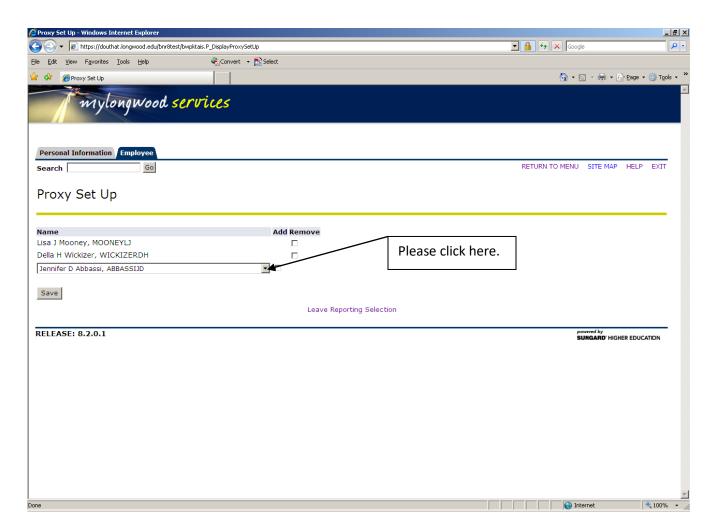
| Previous Menu | Approve | Return for Correction | Cancel | Change Record | Delete | Add Comment | Next |

Leave Balances | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Thursday , May 25, 2023	Friday , May 26, 2023	Saturday , May 27, 2023	Sunday , May 28, 2023	Monday , May 29, 2023	Tuesday , May 30, 2023	Wednesday, May 31, 2023	Thursday , Jun 01, 2023	|sday 08,	Friday , Jun 09, 2023
Annual Leave Taken	4											
Sick Leave Taken	8											
Total Hours:	12											
Total Units:		0										

> After reviewing time, please select 'Approve' or 'return for correction.' If it is returned, the employee will make updated changes and send it back to you for approval again.

Step 7: Please verify that the transaction was successful.

myLONGWOOD

Search

Help   Site Map   Sign Out

Home   Personal Information   **Employee**

Employee Details

Select Next or Previous to access another employee.

⚠   Time transaction successfully approved.

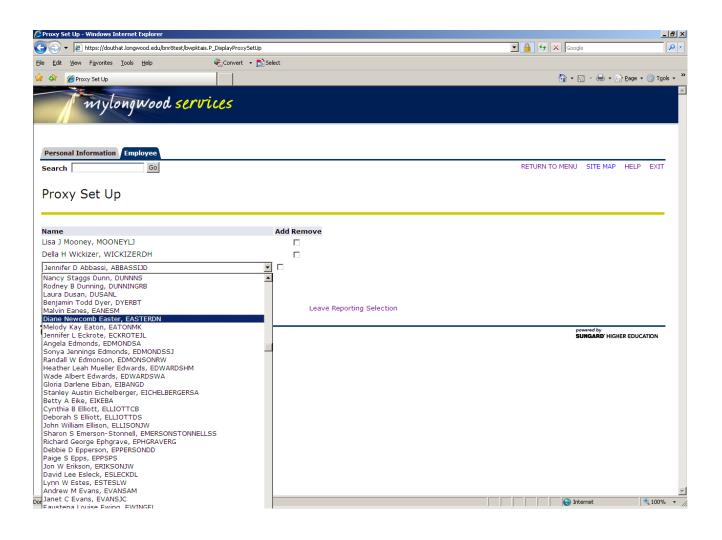> Click on Exit at top right corner to end application. This concludes the leave approval process tutorial.
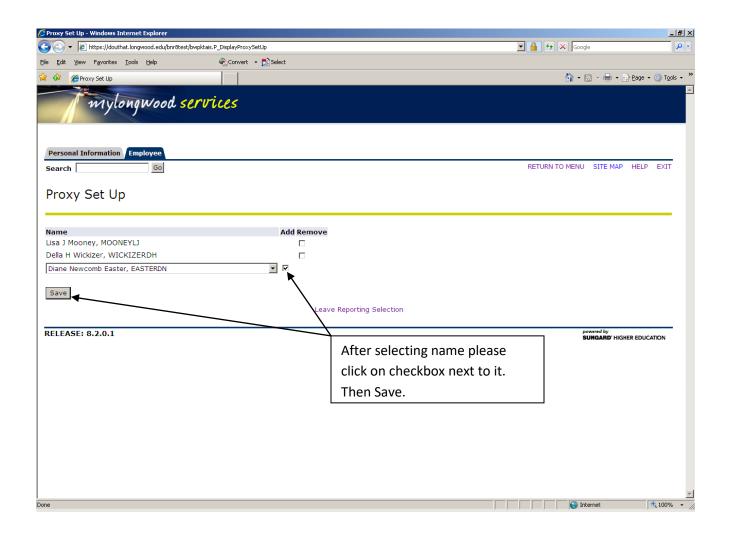
Appendix 1.0 Setup a Proxy

Step 1: After clicking on the "Set Up Proxy" link the window should appear as below. Click on the down arrow next to the name in order to see a list of available approvers.

Step 2: The names will be listed in alphabetical order by last name. Please select appropriate name.
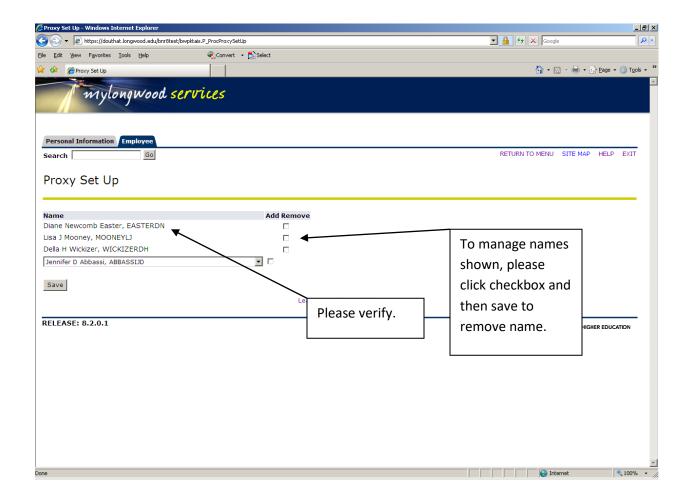
Step 3: Please check the checkbox next to the name then click on "Save".

After selecting name please click on checkbox next to it. Then Save.

Step 4: The name chosen will then appear under the Name column. To remove a name simply click on the checkbox next to the name under "Add Remove" and then click on Save. You will then see the name disappear from the list of approvers in the name column.

When finished, please click on Exit to leave "MyLongwood Services."

To manage names shown, please click checkbox and then save to remove name.

Please verify.

Click on Exit at top right corner to end application. This concludes the leave approval process tutorial for setting up a proxy.