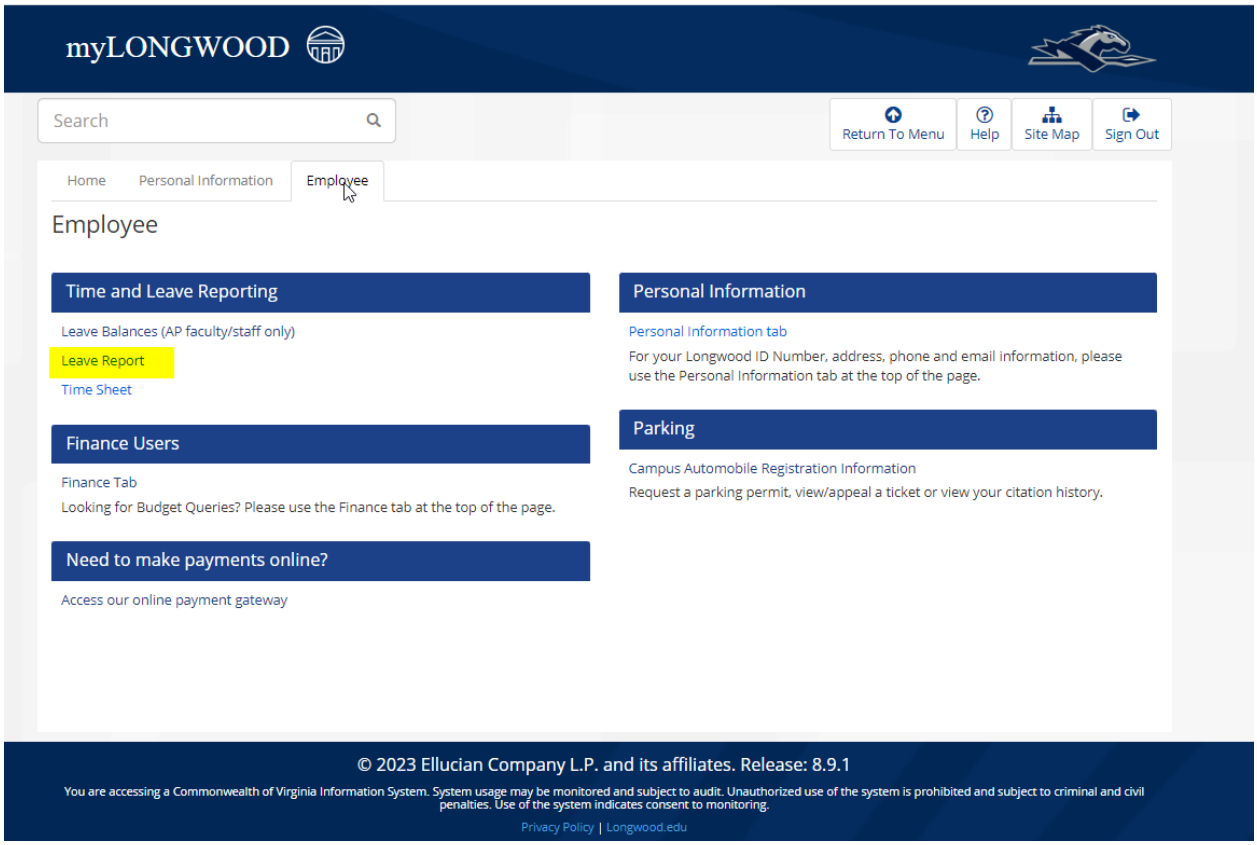
Instructions for Entering Administrative & Professional Leave

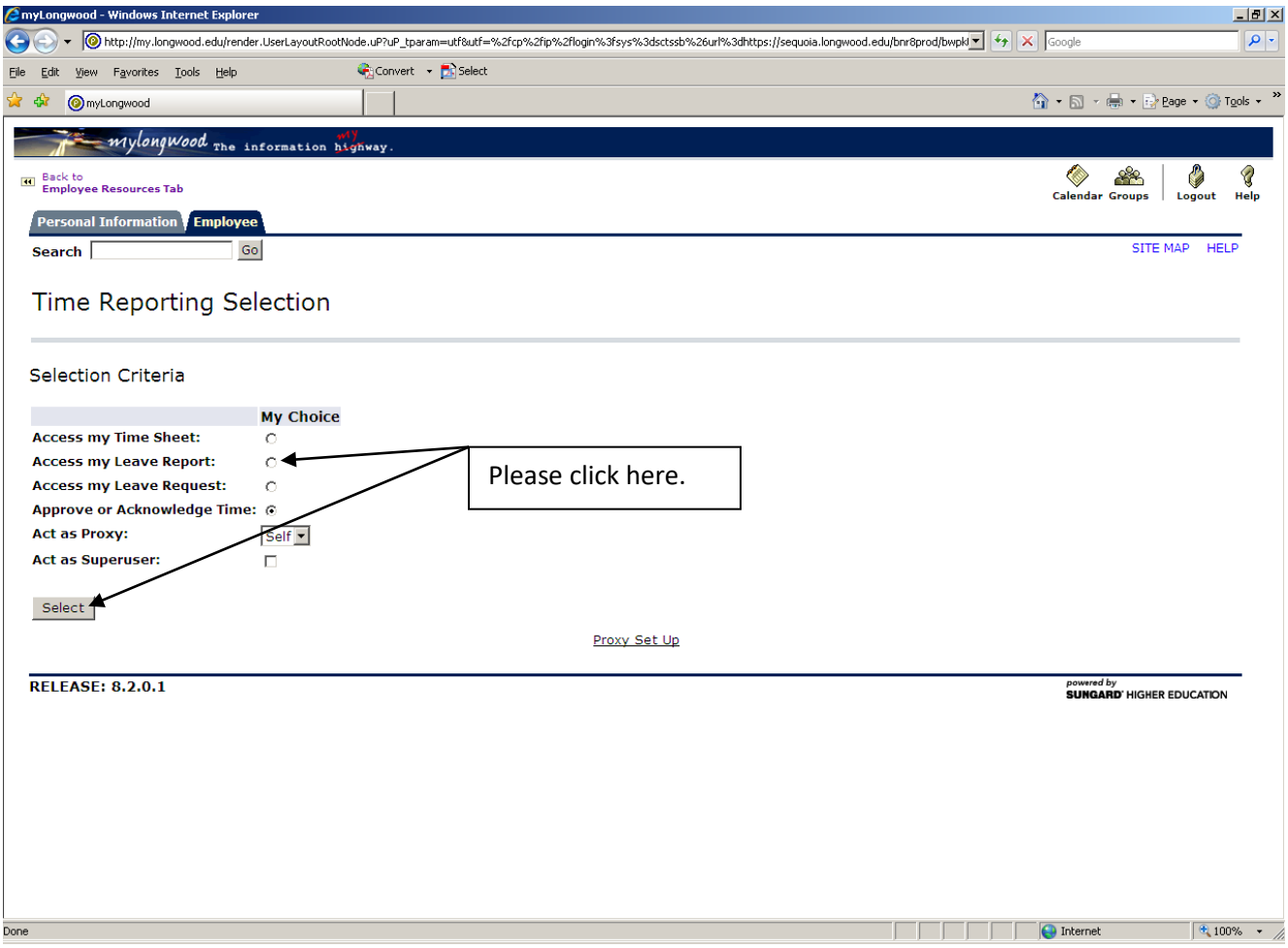
Step 1: Under the "Full-Time Faculty and Staff Payroll" section on the Payroll webpage; review the 2023 AP Faculty Leave Calendar for important submission dates (http://solomon.longwood.edu/media/human-resources/solomon/2023APLeaveCalendar.pdf)

Next: Log into My Longwood Services.

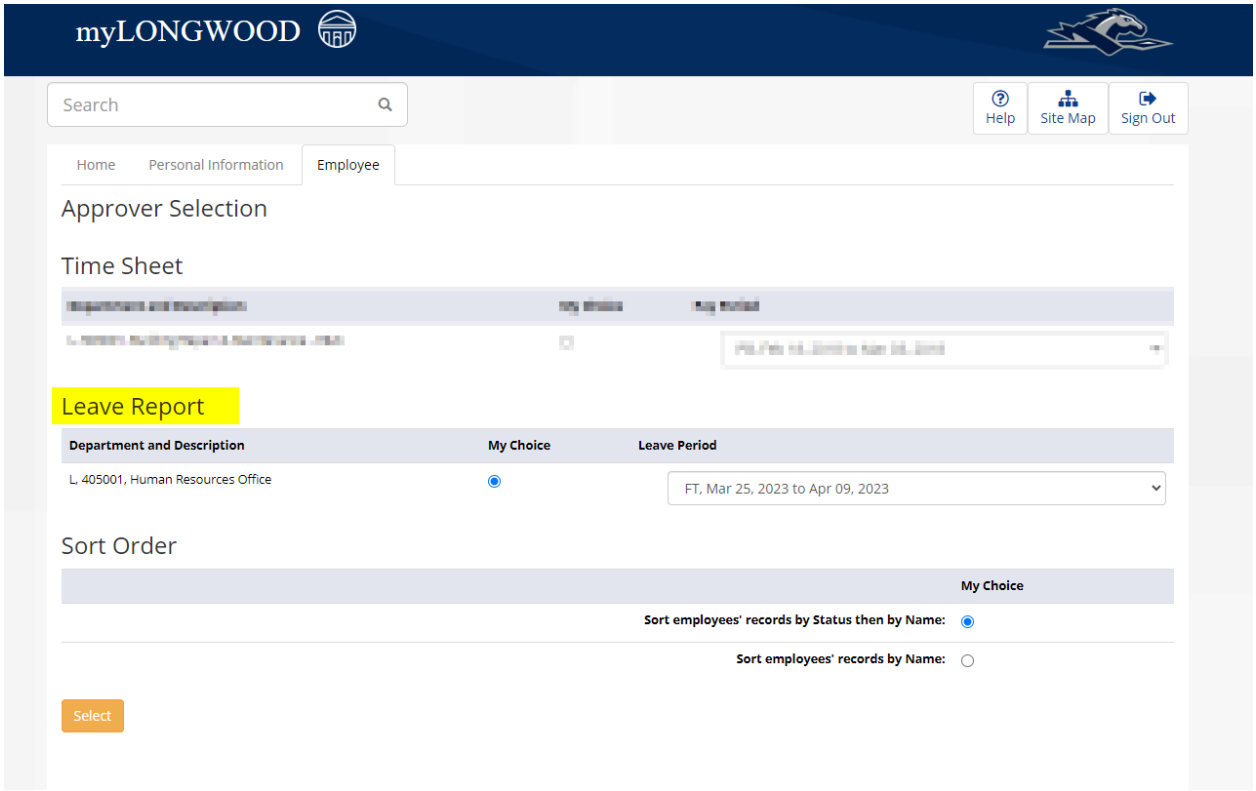
Step 2: Please click on the Employee Resources Tab at the top and then under mylongwood Services, then click on Leave Report.



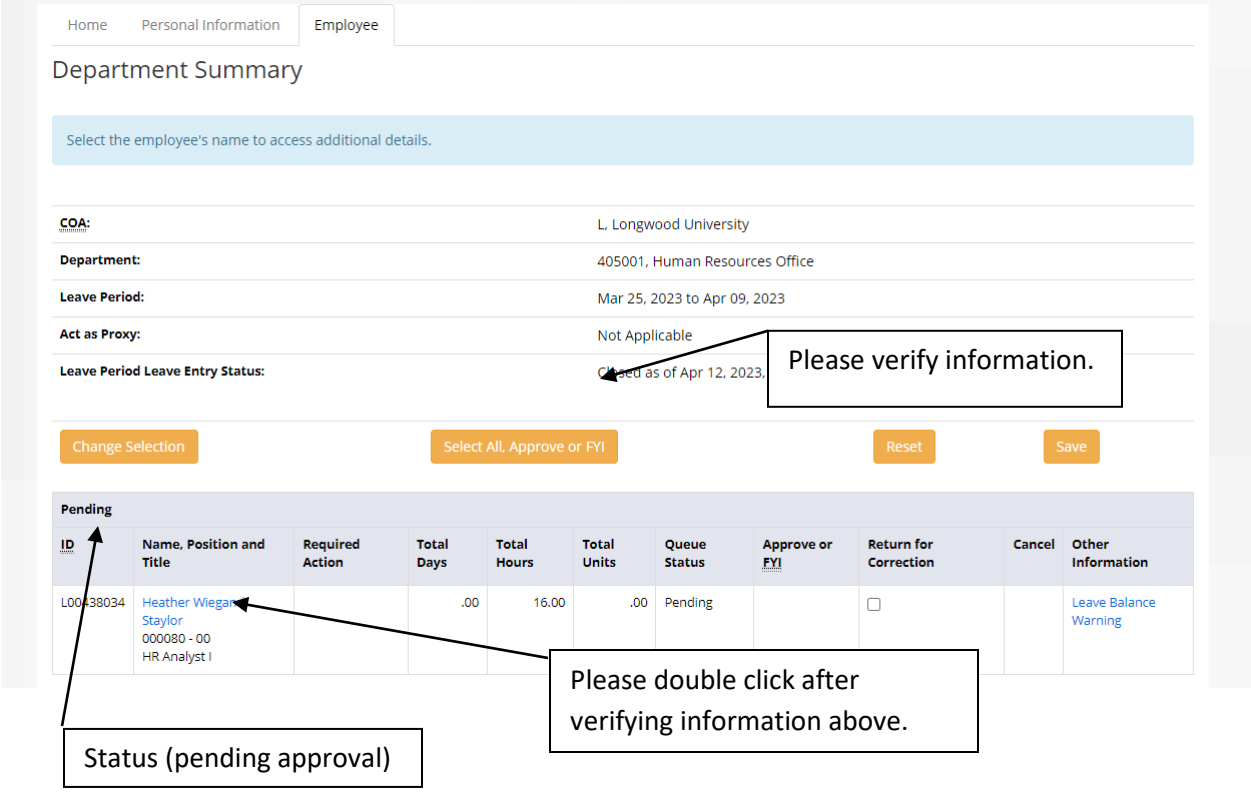
Step 3: If you approve an Administrative and Professional Faculty Leave you will see a screen similar to below. Please click on Access my leave report.



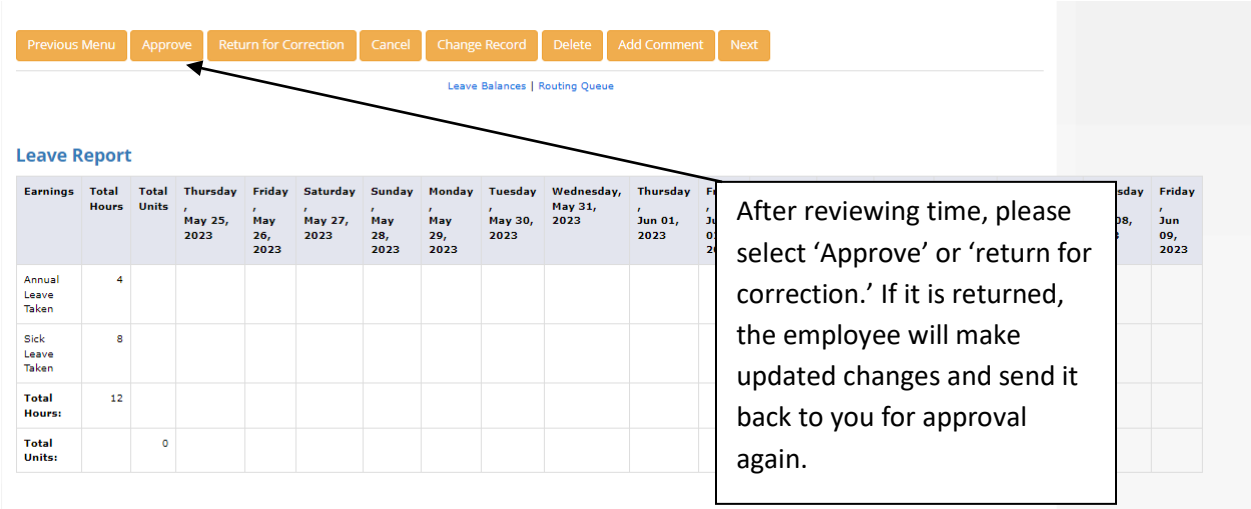
Step 4: Please verify that your approving department and the latest leave period is showing, then click on “Select.”



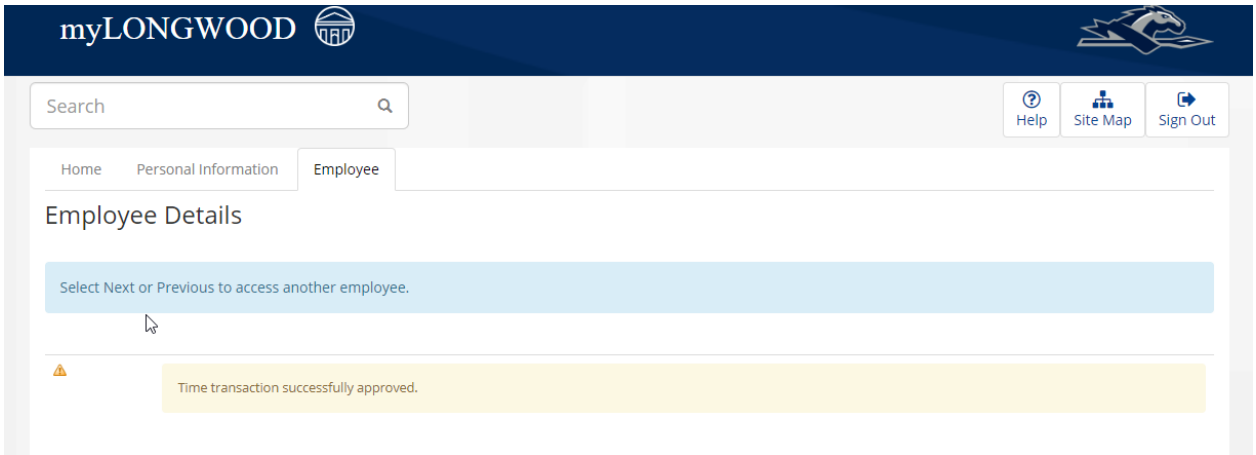
Step 5: The status should indicate “Pending” for the employee’s time to be approved. Please double click the name in order to open up the leave detail.



Step 6: After reviewing the time listed for each day, Scroll down using outside toolbar to see available options. Click on “Approve”.



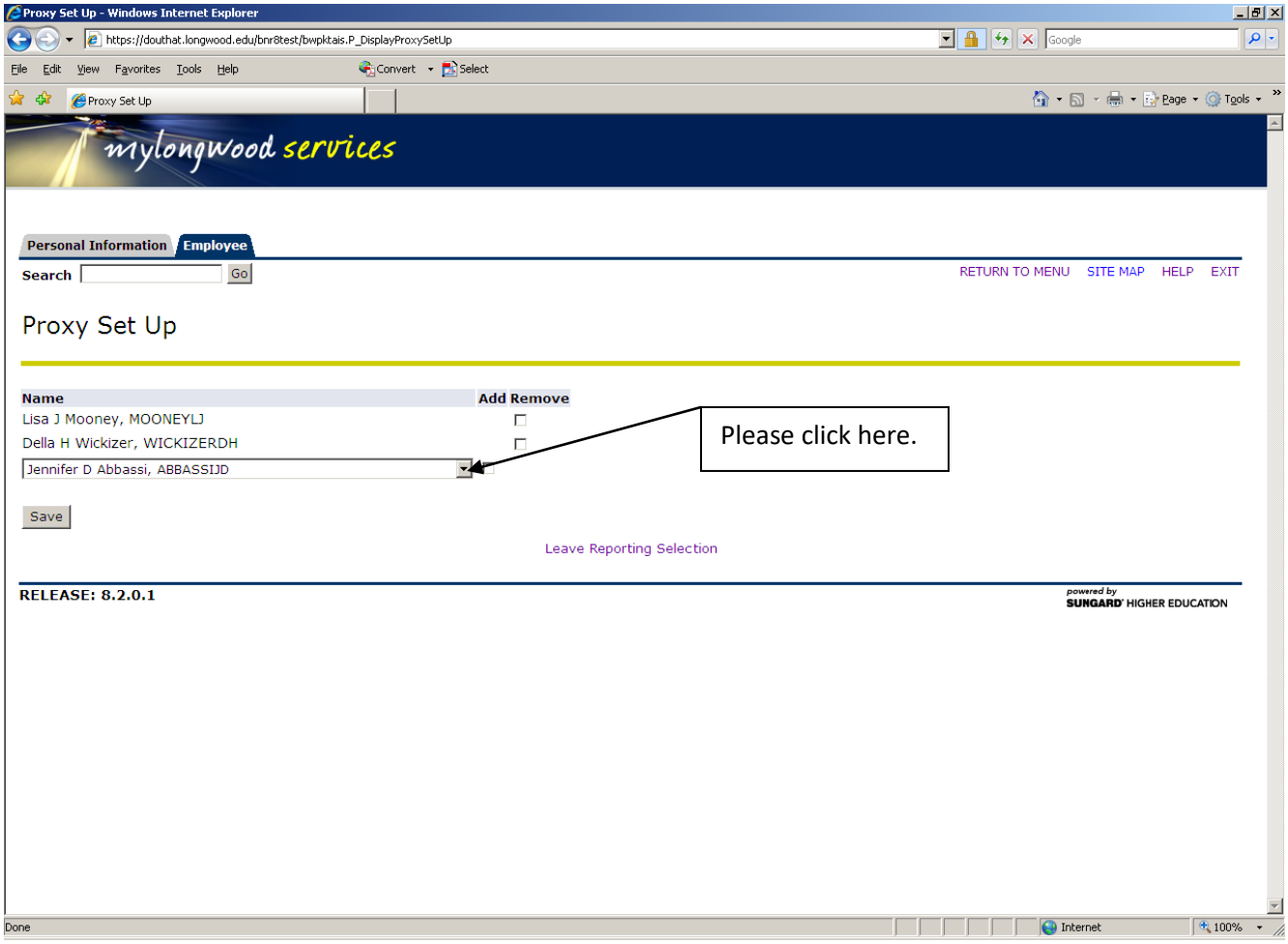
Step 7: Please verify that the transaction was successful.



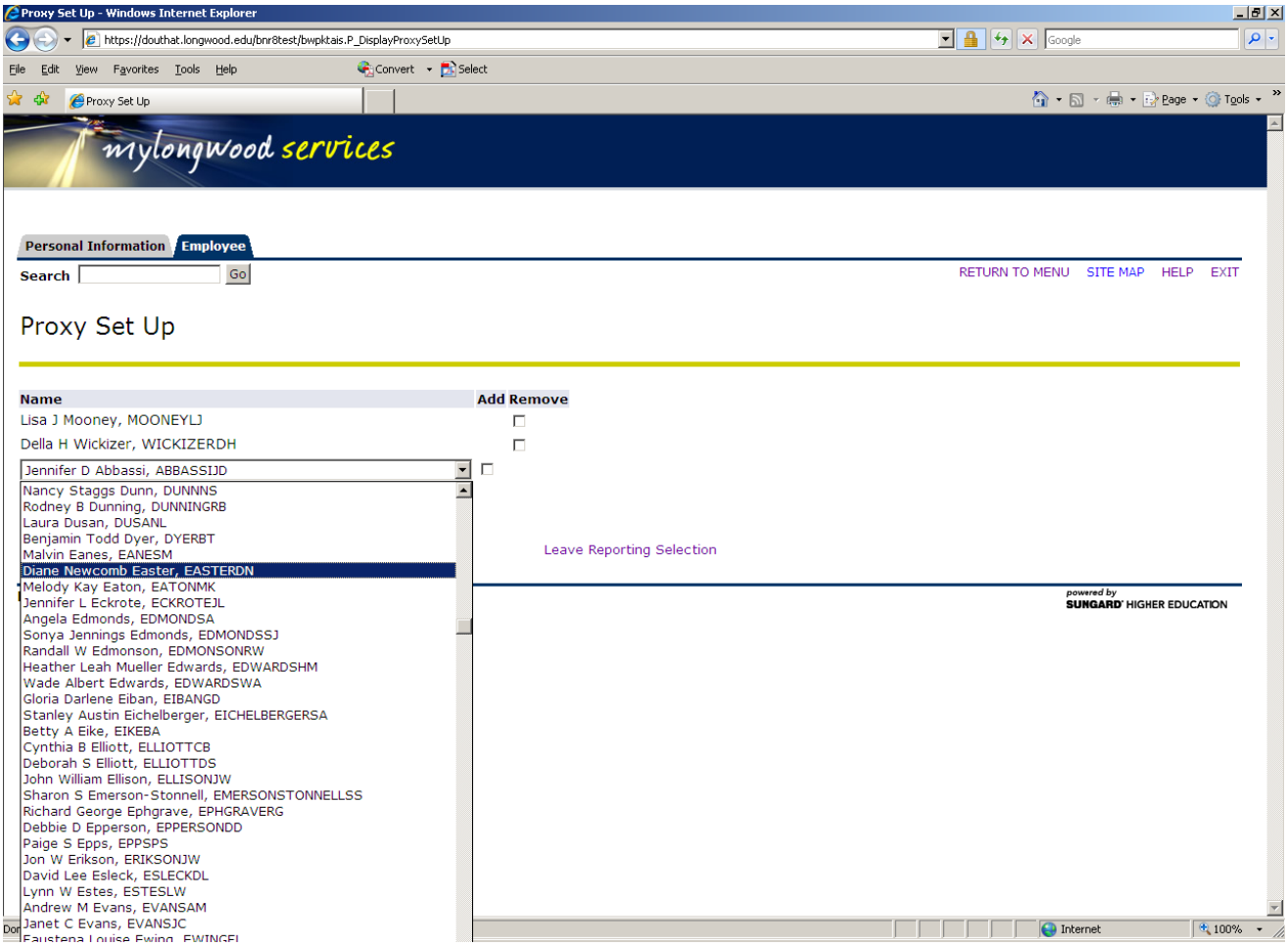
Click on Exit at top right corner to end application. This concludes the leave approval process tutorial.

Appendix 1.0 Setup a Proxy

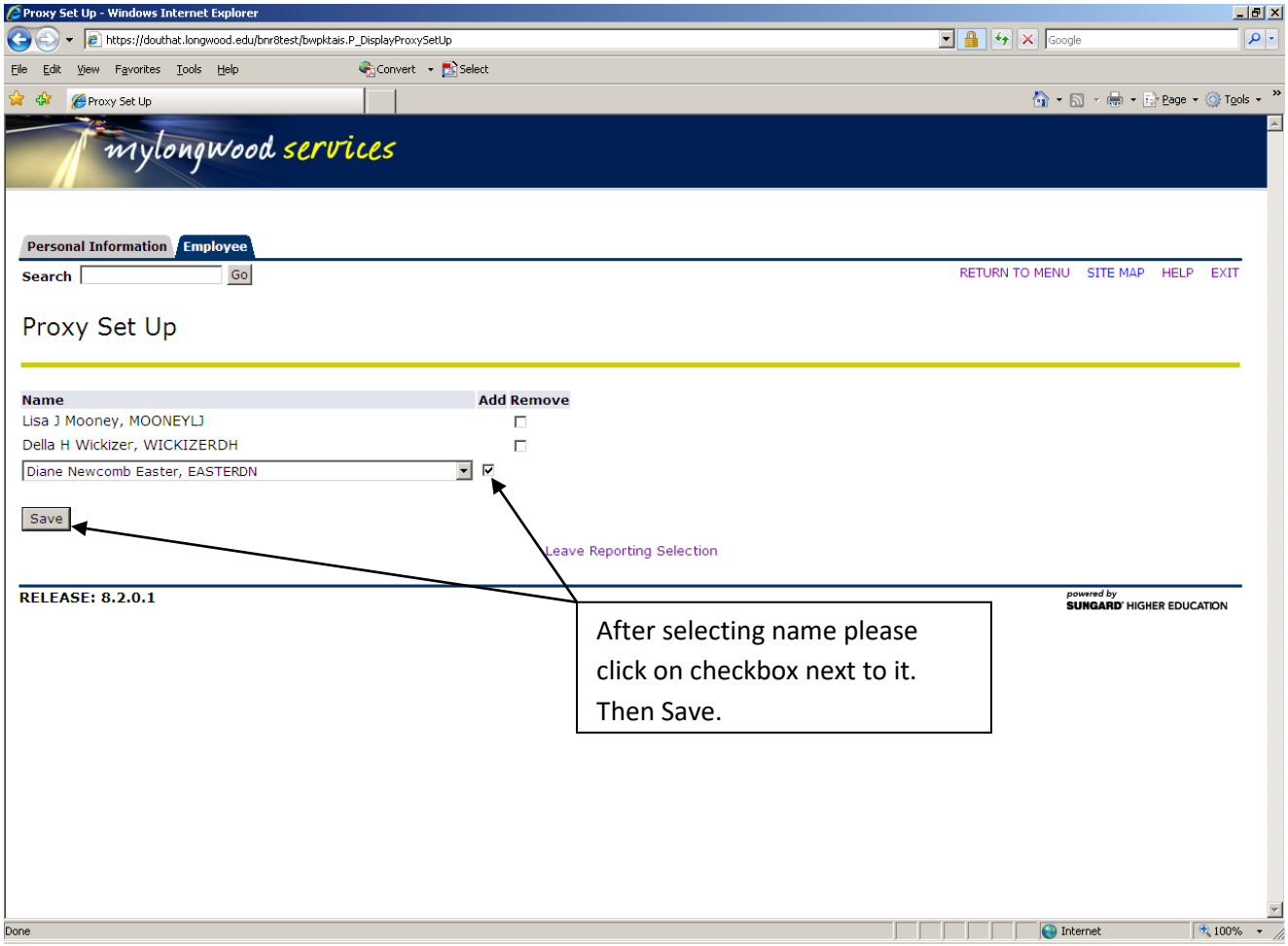
Step 1: After clicking on the “Set Up Proxy” link the window should appear as below. Click on the down arrow next to the name in order to see a list of available approvers.



Step 2: The names will be listed in alphabetical order by last name. Please select appropriate name.

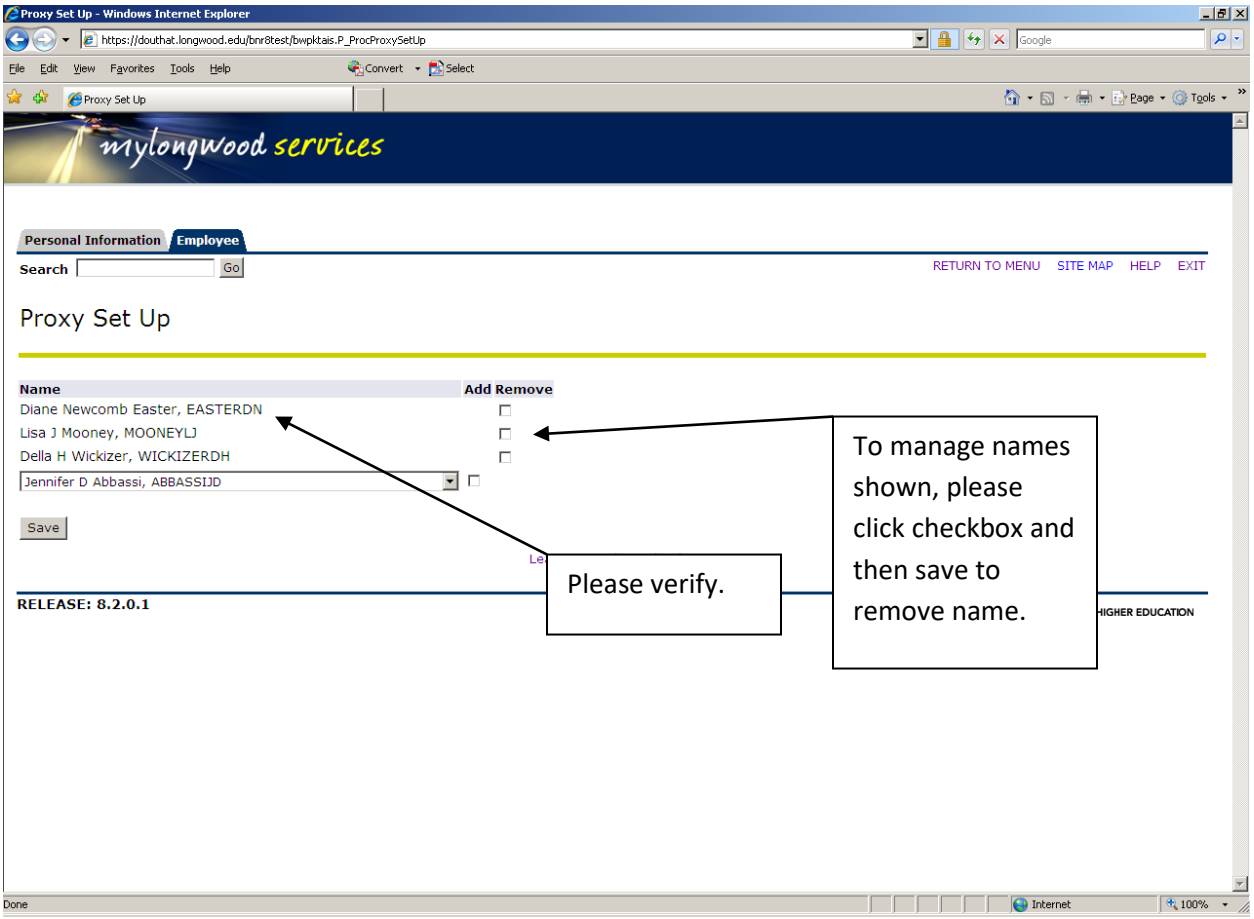


Step 3: Please check the checkbox next to the name then click on “Save”.



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.”



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