

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.

The screenshot shows the myLONGWOOD website interface. At the top, there is a dark blue header with the myLONGWOOD logo and a search bar. Below the header, there are navigation tabs: Home, Personal Information, and Employee. The Employee tab is selected, and a mouse cursor is pointing at it. The main content area is titled "Employee" and contains several sections: "Time and Leave Reporting" with links for "Leave Balances (AP faculty/staff only)", "Leave Report" (highlighted in yellow), and "Time Sheet"; "Personal Information" with a link for "Personal Information tab" and instructions to use the tab for ID, address, phone, and email information; "Finance Users" with a link for "Finance Tab" and instructions to use the tab for budget queries; and "Need to make payments online?" with a link to "Access our online payment gateway". There is also a "Parking" section with a link for "Campus Automobile Registration Information" and instructions to request a parking permit or view citation history. At the bottom, there is a footer with copyright information: "© 2023 Ellucian Company L.P. and its affiliates. Release: 8.9.1" and a disclaimer: "You are accessing a Commonwealth of Virginia Information System. System usage may be monitored and subject to audit. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. Use of the system indicates consent to monitoring." There is also a link for "Privacy Policy | Longwood.edu".

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.

The screenshot shows a web browser window titled "myLongwood - Windows Internet Explorer". The address bar displays a URL starting with "http://my.longwood.edu/render.UserLayoutRootNode.UP?up_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dscts%26url%3dhttps://sequoia.longwood.edu/bnr8prod/bwplk". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a "Convert" button and a "Select" button. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

The web application interface has a blue header with the "myLongwood" logo and the tagline "The information highway.". Below the header, there are links for "Back to Employee Resources Tab", "Calendar Groups", "Logout", and "Help". A search bar is located below the header with a "Go" button. The main content area is titled "Time Reporting Selection".

Under the "Time Reporting Selection" heading, there is a "Selection Criteria" section. This section contains a table with two columns: "Access my Time Sheet:", "Access my Leave Report:", "Access my Leave Request:", "Approve or Acknowledge Time:", "Act as Proxy:", and "Act as Superuser:". The "My Choice" column contains radio buttons for the first three rows, a dropdown menu for "Act as Proxy:" (set to "Self"), and a checkbox for "Act as Superuser:". A "Select" button is located below the table. A callout box with the text "Please click here." points to the radio button next to "Access my Leave Report:". A link "Proxy Set Up" is located below the table.

At the bottom of the page, there is a footer with the text "RELEASE: 8.2.0.1" and "powered by SUNGARD HIGHER EDUCATION".

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

The screenshot shows the myLONGWOOD web application interface. At the top, there is a dark blue header with the myLONGWOOD logo and a search bar. Below the header, there are navigation tabs: Home, Personal Information, and Employee. The Employee tab is selected. The main content area is titled "Approver Selection" and "Time Sheet". It features a table with columns: Department and Description, My Choice, and Leave Period. The table contains one row with the following data: Department and Description: L 405001, Human Resources Office; My Choice: a radio button; Leave Period: FT, Mar 25, 2023 to Apr 09, 2023. Below the table, there is a "Sort Order" section with two options: "Sort employees' records by Status then by Name:" (selected) and "Sort employees' records by Name:". At the bottom left, there is an orange "Select" button.

myLONGWOOD

Search

Help Site Map Sign Out

Home Personal Information Employee

Approver Selection

Time Sheet

Department and Description	My Choice	Leave Period
L 405001, Human Resources Office	<input checked="" type="radio"/>	FT, Mar 25, 2023 to Apr 09, 2023

Leave Report

Department and Description	My Choice	Leave Period
L 405001, Human Resources Office	<input checked="" type="radio"/>	FT, Mar 25, 2023 to Apr 09, 2023

Sort Order

My Choice

Sort employees' records by Status then by Name: ☒

Sort employees' records by Name: ☐

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
L00438034	Heather Wiegman Staylor 000080 - 00 HR Analyst I		.00	16.00	.00	Pending		<input type="checkbox"/>		Leave Balance Warning

Status (pending approval)

Please double click after verifying information above.

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	Friday Jun 02, 2023	Saturday Jun 03, 2023	Sunday Jun 04, 2023	Monday Jun 05, 2023	Tuesday Jun 06, 2023	Wednesday Jun 07, 2023	Thursday Jun 08, 2023	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

Q

?

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.

Proxy Set Up - Windows Internet Explorer

https://douthat.longwood.edu/bnr8test/bwpltais.P_DisplayProxySetUp

mylongwood services

Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Proxy Set Up

Name	Add Remove
Lisa J Mooney, MOONEYLJ	<input type="checkbox"/>
Della H Wickizer, WICKIZERDH	<input type="checkbox"/>
Jennifer D Abbassi, ABBASSIJD	<input checked="" type="checkbox"/>

Save

Leave Reporting Selection

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

Proxy Set Up - Windows Internet Explorer

https://douthat.longwood.edu/bnr8test/bwpltais.P_DisplayProxySetUp

mylongwood services

Personal Information Employee

Search Go

RETURN TO MENU SITE MAP HELP EXIT

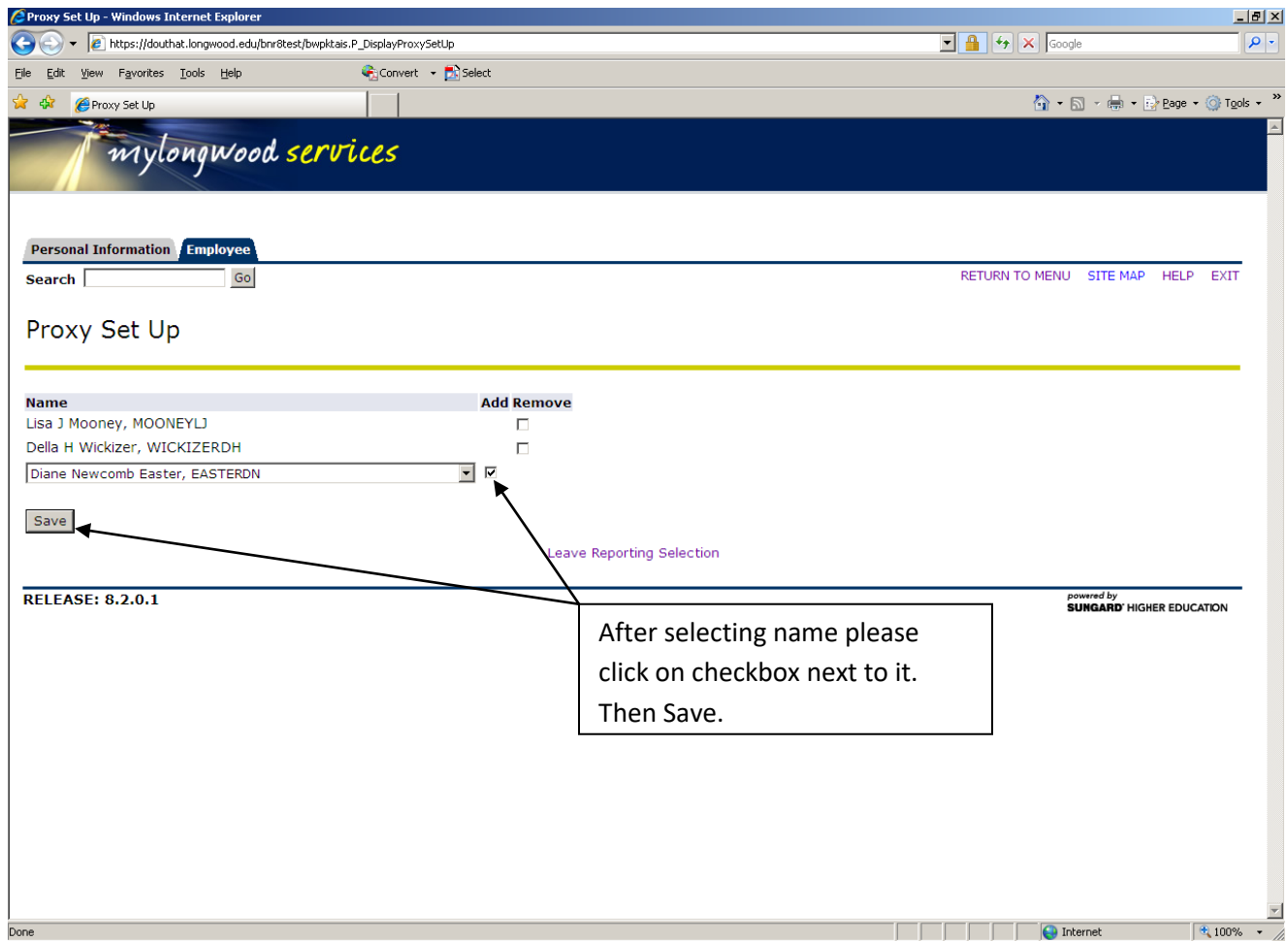
Proxy Set Up

Name	Add Remove
Lisa J Mooney, MOONEYLJ	<input type="checkbox"/>
Della H Wickizer, WICKIZERDH	<input type="checkbox"/>
Jennifer D Abbassi, ABBASSIJD	<input type="checkbox"/>
Nancy Staggs Dunn, DUNNNS	
Rodney B Dunning, DUNNINGRB	
Laura Dusan, DUSANL	
Benjamin Todd Dyer, DYERBT	
Malvin Eanes, EANESM	
Diane Newcomb Easter, EASTERDN	
Melody Kay Eaton, EATONMK	
Jennifer L Eckrote, ECKROTEJL	
Angela Edmonds, EDMONDSA	
Sonya Jennings Edmonds, EDMONDSSJ	
Randall W Edmonson, EDMONSONRW	
Heather Leah Mueller Edwards, EDWARDSHM	
Wade Albert Edwards, EDWARDSWA	
Gloria Darlene Eiban, EIBANGD	
Stanley Austin Eichelberger, EICHELBERGERSA	
Betty A Eike, EIKEBA	
Cynthia B Elliott, ELLIOTTTCB	
Deborah S Elliott, ELLIOTTDS	
John William Ellison, ELLISONJW	
Sharon S Emerson-Stonnell, EMERSONSTONNELLSS	
Richard George Ephgrave, EPHGRAVERG	
Debbie D Epperson, EPPERSONDD	
Paige S Epps, EPPSPS	
Jon W Erikson, ERIKSONJW	
David Lee Esleck, ESLECKDL	
Lynn W Estes, ESTESLW	
Andrew M Evans, EVANSAM	
Janet C Evans, EVANSJC	
Faustena Louise Fwinn, FWINNCFI	

Leave Reporting Selection

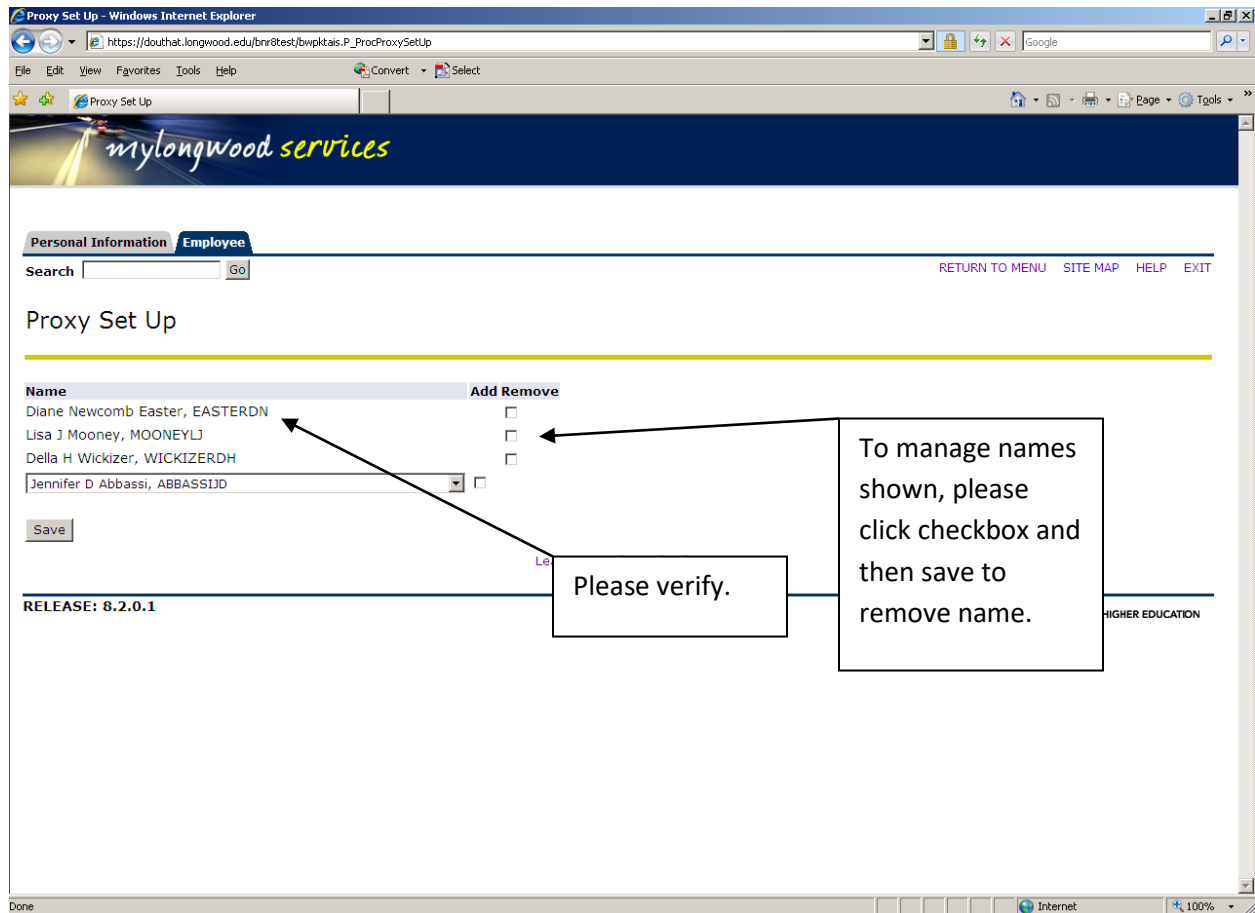
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Step 3: Please check the checkbox next to the name then click on “Save”.



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.