

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 web application interface. At the top is a dark blue header with the myLONGWOOD logo and a search bar. Below the header is a navigation bar with tabs: Home, Personal Information, and Employee. The Employee tab is selected. 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"; "Finance Users" with a link for "Finance Tab"; "Need to make payments online?" with a link to "Access our online payment gateway"; "Personal Information" with a link for "Personal Information tab"; and "Parking" with a link for "Campus Automobile Registration Information". At the bottom of the page is a dark blue footer with copyright information and a privacy policy link.

myLONGWOOD

Search

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Home Personal Information **Employee**

Employee

Time and Leave Reporting

Leave Balances (AP faculty/staff only)

Leave Report

Time Sheet

Finance Users

Finance Tab

Looking for Budget Queries? Please use the Finance tab at the top of the page.

Need to make payments online?

Access our online payment gateway

Personal Information

Personal Information tab

For your Longwood ID Number, address, phone and email information, please use the Personal Information tab at the top of the page.

Parking

Campus Automobile Registration Information

Request a parking permit, view/appeal a ticket or view your citation history.

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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.

myLongwood - Windows Internet Explorer

http://my.longwood.edu/render.UserLayoutRootNode.uP7uP_tparam=utf8utf=%2fcp%2fip%2flogin%3fsys%3dsctsb%26url%3dhttps://sequoia.longwood.edu/bnr8prod/bwpld

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myLongwood

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SITE MAP HELP

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Act as Proxy:	<input type="radio"/>
Act as Superuser:	<input type="checkbox"/>

Select


Proxy Set Up


RELEASE: 8.2.0.1

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

myLONGWOOD





Help

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Home

Personal Information

Employee

Approver Selection

Time Sheet

Department and Description	My Choice	My Choice
L, 405001, Human Resources Office	<input type="checkbox"/>	Full-Time, 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: Click on corresponding “Enter Hours” link related to the ‘leave Type’ that was taken.

Leave Report Period:
Mar 25, 2023 to Apr 09, 2023

Submit By Date:
Apr 12, 2023 by 12:00 PM

Earning	Total Hours	Total Units	Saturday Mar 25, 2023	Sunday Mar 26, 2023	Monday Mar 27, 2023	Tuesday Mar 28, 2023	Wednesday Mar 29, 2023	Thursday Mar 30, 2023	Friday Mar 31, 2023
Annual Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Community Service Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Donor Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Educational Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pay Holiday - Do Not Use	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Recognition Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Unused Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Family Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

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Preview

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Submit for Approval

Restart

Next

Submitted for Approval By:

Approved By:

Step 6: Enter in the hours taken in the “Hours” Field and click Save. The screen will then show the hours on your leave sheet. Repeat this process for all leave that was taken.

Leave Report Period:
Mar 25, 2023 to Apr 09, 2023

Submit By Date:
Apr 12, 2023 by 12:00 PM

Earning: Sick Leave Taken

Date: Mar 27, 2023

Hours:

Save
Copy

Earning	Total Hours	Total Units	Saturday Mar 25, 2023	Sunday Mar 26, 2023	Monday Mar 27, 2023	Tuesday Mar 28, 2023	Wednesday Mar 29, 2023	Thursday Mar 30, 2023	Friday Mar 31, 2023
Annual Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Community Service Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Earning	Total Hours	Total Units	Saturday Mar 25, 2023	Sunday Mar 26, 2023	Monday Mar 27, 2023	Tuesday Mar 28, 2023
Annual Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	8		Enter Hours	Enter Hours	8	Enter Hours

Step 7: Click on the “Next” button to go to the next week of the leave period. Click on “Reset” if you keyed the wrong days and you want to start over. Click “Submit for Approval” to submit your leave. (if no submission your leave is not recorded)

Save
Copy

Earning	Total Hours	Total Units	Sunday Dec 25, 2022	Monday Dec 26, 2022	Tuesday Dec 27, 2022	Wednesday Dec 28, 2022	Thursday Dec 29, 2022	Friday Dec 30, 2022	Saturday Dec 31, 2022
Annual Leave Taken	16.25		Enter Hours	8	Enter Hours	8.25	Enter Hours	Enter Hours	Enter Hours
Sick Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Community Service Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bonus Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Donor Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Educational Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Pay Holiday - Do Not Use	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Recognition Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Unused Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Family Leave Taken	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	16.25		0	8	0	8.25	0	0	0
Total Units:		0	0	0	0	0	0	0	0

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Submit for Approval
Restart
Next

Step 8: At top of page, verify that the transaction was successful and close page.



The leave report was submitted successfully.

Conclusion