

myLongwood Employee Crosswalk

myLongwood Tabs

New myLongwood Experience Cards

Personal Information

View/update contact information or marital status; review name or social security number change information; View your Longwood ID Number and PIN.



General



PERSONAL INFORMATION DASHBOARD

View your personal details and contact information.

Employee

Leave reports, benefits and deductions, automobile registration system.



Employee



EMPLOYEE DASHBOARD

Quick access to employee information and time entry



myLongwood Employee Crosswalk

<div data-bbox="110 338 334 394">Employee</div> <div data-bbox="138 478 581 525">Time and Leave Reporting</div> <div data-bbox="129 564 617 600">Leave Balances (AP faculty/staff only)</div> <div data-bbox="129 625 308 659">Leave Report</div> <div data-bbox="129 684 282 718">Time Sheet</div>	<div data-bbox="917 317 1479 384">Leave Balances show on the main screen of the Employee Dashboard.</div> <div data-bbox="917 388 1456 455">Leave Reports and Time Sheets are under My Activities</div> <div data-bbox="945 550 1193 592"> My Activities</div> <div data-bbox="1250 718 1503 753">Enter Leave Report</div> <div data-bbox="945 848 1128 884">Approve Time</div> <div data-bbox="945 930 1235 966">Approve Leave Report</div>
<div data-bbox="126 1037 300 1085">Finance</div> <div data-bbox="159 1129 420 1173">Budget Queries</div> <div data-bbox="159 1253 423 1293">View Document</div>	<div data-bbox="954 1029 1049 1056">Finance</div> <div data-bbox="932 1085 1511 1318"></div> <div data-bbox="1109 1350 1341 1377">FINANCE DASHBOARD</div> <div data-bbox="1073 1413 1378 1440">Quick access to budget queries.</div>