

Approving Leave Reports and Timesheets for Supervisors

1. Login to LOIS using your XID and PIN number

The screenshot shows the top navigation bar of the Lake Sumter State College website with the following tabs: Admissions, Academics, Financial Aid, Foundation, Student Life, Libraries, Events, and About LSSC. Below the navigation bar, there are three main sections: News, Bulletin, and Calendar. The News section includes links for New Payment Policy, Student Life, and Request for Bids & Proposals. The Bulletin section features a 'COLLEGE NIGHT' event on Monday, Oct. 3 at 6 p.m. at the LSSC Leesburg Campus, and 'ODYSSEY THE LITERARY MAGAZINE' which is now available at all LSSC Libraries. The Calendar section lists several upcoming events: Academic Calendars (View Here), Classes Begin (L.O.I.S.), Add/Drop Ends (L.O.I.S.), Bookstore Auth. for Financial Aid Ends (L.O.I.S.), and Graduation App. Deadline (L.O.I.S.). A vertical menu on the right side of the page contains links to Lakehawk Mail, Blackboard, Class Schedule, LOIS (highlighted with a red arrow), Campus Maps, Directory, and Employment. There are also social media icons for Facebook, Instagram, and Twitter, and a 'Make a Donation GIVE NOW' button.

The screenshot shows the LOIS login page. At the top left is the Lake Sumter State College logo, and at the top right is the LOIS logo. The main content area contains the following text:

Welcome to LOIS! Register for Classes, verify your Student Email address, view your Class Schedule, verify Financial Aid Status, and Account Balances.

To log in, enter your user Identification Number (X ID) and your Personal Identification Number (PIN). When finished, click Login.

Need Help with your User ID or PIN?
For assistance in determining your User ID and PIN or for instructions on how to Reset your PIN, please view the [LOIS Pin Look Up Video](#) or consult the [Student ID and PIN Information page](#). For assistance with adding or dropping classes in LOIS, please consult our current Course Registration Guide available at [Academic Advising Services](#).

Please use a capital "X" when inputting your XID

User ID:
PIN:

Login

RELEASE: 8.7

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A red arrow points to the 'User ID' input field.

2. Click the “Employee” tab, then choose “Time Sheet and Approvals”

The screenshot shows the LOIS (Local Online Information System) interface for Lake Sumter State College. At the top, there is a green header with the college logo on the left and the LOIS logo on the right. Below the header is a navigation bar with tabs for Personal Information, Student, Financial Aid, Employee, and Finance. The Employee tab is selected. Below the navigation bar is a search field with a "Go" button and links for RETURN TO MENU, SITE MAP, HELP, and EXIT. The main content area is titled "Employee" and contains a list of links and descriptions:

- [My Leave Report](#)
Enter leave taken (full-time employees)
- [Time Sheet and Approvals](#) ← (indicated by a red arrow)
Enter hours worked (part-time employees) and approve time sheets and leave reports (supervisors)
- [LSSC's Benefit Management Center](#)
Click on this link to elect your 2018 benefits.
- [Pay Information](#)
Direct deposit allocation, earnings and deductions history, or pay stubs.
- [Tax Forms](#)
W4 information, W2 Form or T4 Form.
- [Workplace Answers-LSSC courses](#)
Workplace Answers - LSSC Courses!
- [Leave Balances](#)
- [PDC Tracking Application](#)
Enter PDC event information or review PDC history.
- [Personal Information Change Form](#)
- [Salary Planner](#)
- [Banner Password Reset](#)
Reset your Banner password and unlock your account if needed. Please refer to the [Banner Password Reset Video](#) for additional help.
- [Faculty Load and Compensation](#)

RELEASE: 8.8.1

3. Choose “Approve or Acknowledge Time” and click “Select”

The screenshot shows the LOIS interface for Lake Sumter State College, specifically the "Time Reporting Selection" page. At the top, there is a green header with the college logo on the left and the LOIS logo on the right. Below the header is a navigation bar with tabs for Personal Information, Student, Financial Aid, Employee, and Finance. The Employee tab is selected. Below the navigation bar is a search field with a "Go" button and links for SITE MAP, HELP, and EXIT. The main content area is titled "Time Reporting Selection" and contains a dropdown menu for selecting a name to act as a proxy or a checkbox to act as a Superuser. Below this is a section titled "Selection Criteria" with the following options:

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/> ← (indicated by a red arrow)
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

At the bottom left, there is a "Select" button ← (indicated by a red arrow). At the bottom right, there is a link for [Proxy Set Up](#).

- Choose the pay ID and pay period for which you are approving hours, then click "Select" (Full-time employees will be in pay ID B1; part-time will be in B2)

Personal Information Student Financial Aid **Employee** Finance

Search Go SITE MAP HELP EXIT

Approver Selection

Leave Report

Department and Description My Choice Leave Period
 F, 62200, Business Services **B1, Jan 01, 2018 to Jan 15, 2018** ▼

Sort Order

My Choice
 Sort employees' records by Status then by Name:
 Sort employees' records by Name:

Select

- Click on the employee's name on any pending leave reports or timesheets to view hours (You may also see leave reports and timesheets that have not been started for employees in your department, even if they do not report directly to you)

Personal Information Student Financial Aid **Employee** Finance

Search Go SITE MAP HELP EXIT

Department Summary

Select the employee's name to access additional details.

COA: F, Lake Sumter State College
Department: 62200, Business Services
Leave Period: Jan 01, 2018 to Jan 15, 2018
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Jan 17, 2018, 11:59 PM

Pending									
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
X000	Example Employee 999739 - 00 Financial Analyst	Approve	.00	12.00	.00			<input type="checkbox"/>	Change Leave Record Leave Balance

Not Started		
ID	Name, Position and Title	Other Information
X000	[Redacted] 999506 - 00 Associate Controller	
X000	[Redacted] 999483 - 00 Sr Manager, Payroll Operations	

6. If the hours are correct, click “Approve” (then repeat for each employee you supervise)

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: X000 [REDACTED] Department and Description: F 62200 Business Services
 Title: 999739-00 Financial Analyst Transaction Status: Pending

[Leave Balances](#) | [Routing Queue](#)

Leave Report

Earnings	Total Hours	Total Units	Monday , Jan 01, 2018	Tuesday , Jan 02, 2018	Wednesday , Jan 03, 2018	Thursday , Jan 04, 2018	Friday , Jan 05, 2018	Saturday , Jan 06, 2018	Sunday , Jan 07, 2018	Monday , Jan 08, 2018	Tuesday , Jan 09, 2018	Wednesday , Jan 10, 2018	Thursday , Jan 11, 2018	Friday , Jan 12, 2018	Saturday , Jan 13, 2018	Sunday , Jan 14, 2018	Monday , Jan 15, 2018
Sick Leave Hrs	4			2								2					
Vacation Leave Hrs	4				2								2				
Personal Leave Hrs	4					2								2			
Total Hours:	12			2	2	2						2	2	2			
Total Units:		0															

Leave Balances as of Jan 03, 2018

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Sick Leave Balance 6-30-01	Hours	0	Nov 02, 2009	0	0	0	0
Family Medical Leave Act	Hours	0	Nov 02, 2009	0	0	0	0
Overuse of Leave - Unpaid	Hours	0	Feb 19, 2017	0	0	0	0
Personal Leave Pay	Hours	0	Nov 02, 2009	0	30	7.5	22.5
Sick Leave Pay	Hours	0	Nov 02, 2009	40.75	0	0	40.75
Vacation Leave Pay	Hours	0	Nov 02, 2009	358.88	0	0	358.88
Workers Compensation	Hours	0	Nov 02, 2009	0	0	0	0
Transferred In Sick Time	Hours	0	Nov 02, 2009	0	0	0	0

If the hours need to be corrected, you may use the following buttons:

- “Return for Correction” – for the employee to make changes, only if the submission deadline has not passed
- “Change Record” – to make the changes yourself

***Do not forget to go back and approve the leave report or timesheet once the changes have been made.**

**2018 Payroll Calendar
for Full-Time Employees**

PAY #	START DATE	END DATE	LEAVE REPORTS DUE NO LATER THAN	LEAVE REPORT APPROVALS DUE NO LATER THAN	PAYROLL CHANGES DUE NO LATER THAN	PAYCHECK DATE
1	1/1/2018	1/15/2018	1/16/2018	1/17/2018	12/8/2017	1/12/2018
2	1/16/2018	1/31/2018	2/1/2018	2/2/2018	1/20/2018	1/31/2018
3	2/1/2018	2/15/2018	2/16/2018	2/17/2018	2/5/2018	2/15/2018
4	2/16/2018	2/28/2018	3/1/2018	3/2/2018	2/20/2018	2/28/2018
5	3/1/2018	3/15/2018	3/15/2018	3/16/2018	3/5/2018	3/15/2018
6	3/16/2018	3/31/2018	4/1/2018	4/2/2018	3/16/2018	3/30/2018
7	4/1/2018	4/15/2018	4/16/2018	4/17/2018	4/5/2018	4/13/2018
8	4/16/2018	4/30/2018	5/1/2018	5/2/2018	4/20/2018	4/30/2018
9	5/1/2018	5/15/2018	5/16/2018	5/17/2018	5/5/2018	5/15/2018
10	5/16/2018	5/31/2018	6/1/2018	6/2/2018	5/20/2018	5/31/2018
11	6/1/2018	6/15/2018	6/16/2018	6/17/2018	6/5/2018	6/15/2018
12	6/16/2018	6/30/2018	7/1/2018	7/2/2018	6/20/2018	6/29/2018
13	7/1/2018	7/15/2018	7/16/2018	7/17/2018	7/5/2018	7/13/2018
14	7/16/2018	7/31/2018	8/1/2018	8/2/2018	7/20/2018	7/31/2018
15	8/1/2018	8/15/2018	8/16/2018	8/17/2018	8/5/2018	8/15/2018
16	8/16/2018	8/31/2018	9/1/2018	9/2/2018	8/20/2018	8/31/2018
17	9/1/2018	9/15/2018	9/16/2018	9/17/2018	9/5/2018	9/14/2018
18	9/16/2018	9/30/2018	10/1/2018	10/2/2018	9/20/2018	9/28/2018
19	10/1/2018	10/15/2018	10/16/2018	10/17/2018	10/5/2018	10/15/2018
20	10/16/2018	10/31/2018	11/1/2018	11/2/2018	10/20/2018	10/31/2018
21	11/1/2018	11/15/2018	11/16/2018	11/17/2018	11/5/2018	11/15/2018
22	11/16/2018	11/30/2018	12/1/2018	12/2/2018	11/20/2018	11/30/2018
23	12/1/2018	12/15/2018	12/13/2018	12/14/2018	12/5/2018	12/14/2018
24	12/16/2018	12/31/2018	12/13/2018	12/14/2018	12/5/2018	12/31/2018

Due dates have been adjusted for Spring Break and Christmas Break. If the leave report due date falls on a weekend, we recommend submitting it the business day prior; however, it is not mandatory, as the system can be accessed from anywhere. Contact your supervisor with questions.

**2018 Payroll Calendar
for Part-Time Employees**

PAY #	START DATE	END DATE	TIMESHEETS DUE NO LATER THAN	TIMESHEET APPROVALS DUE NO LATER THAN	PAYROLL CHANGES DUE NO LATER THAN	PAYCHECK DATE
1	12/10/2017	12/31/2017	12/14/2017	12/15/2017	12/11/2017	1/12/2018
2	1/1/2018	1/15/2018	1/16/2018	1/17/2018	1/20/2018	1/31/2018
3	1/16/2018	1/31/2018	2/1/2018	2/2/2018	2/5/2018	2/15/2018
4	2/1/2018	2/15/2018	2/16/2018	2/17/2018	2/20/2018	2/28/2018
5	2/16/2018	2/28/2018	3/1/2018	3/2/2018	3/5/2018	3/15/2018
6	3/1/2018	3/15/2018	3/15/2018	3/16/2018	3/16/2018	3/30/2018
7	3/16/2018	3/31/2018	4/1/2018	4/2/2018	4/5/2018	4/13/2018
8	4/1/2018	4/15/2018	4/16/2018	4/17/2018	4/20/2018	4/30/2018
9	4/16/2018	4/30/2018	5/1/2018	5/2/2018	5/5/2018	5/15/2018
10	5/1/2018	5/15/2018	5/16/2018	5/17/2018	5/20/2018	5/31/2018
11	5/16/2018	5/31/2018	6/1/2018	6/2/2018	6/5/2018	6/15/2018
12	6/1/2018	6/15/2018	6/16/2018	6/17/2018	6/20/2018	6/29/2018
13	6/16/2018	6/30/2018	7/1/2018	7/2/2018	7/5/2018	7/13/2018
14	7/1/2018	7/15/2018	7/16/2018	7/17/2018	7/20/2018	7/31/2018
15	7/16/2018	7/31/2018	8/1/2018	8/2/2018	8/5/2018	8/15/2018
16	8/1/2018	8/15/2018	8/16/2018	8/17/2018	8/20/2018	8/31/2018
17	8/16/2018	8/31/2018	9/1/2018	9/2/2018	9/5/2018	9/14/2018
18	9/1/2018	9/15/2018	9/16/2018	9/17/2018	9/20/2018	9/28/2018
19	9/16/2018	9/30/2018	10/1/2018	10/2/2018	10/5/2018	10/15/2018
20	10/1/2018	10/15/2018	10/16/2018	10/17/2018	10/20/2018	10/31/2018
21	10/16/2018	10/31/2018	11/1/2018	11/2/2018	11/5/2018	11/15/2018
22	11/1/2018	11/15/2018	11/16/2018	11/17/2018	11/20/2018	11/30/2018
23	11/16/2018	11/30/2018	12/1/2018	12/2/2018	12/5/2018	12/14/2018
24	12/1/2018	12/15/2018	12/6/2018	12/7/2018	12/5/2018	12/31/2018

Due dates have been adjusted for Spring Break and Christmas Break. If the due date falls on a weekend or holiday, we recommend completing it the business day prior; however, it is not mandatory, as the system can be accessed from anywhere. Contact your supervisor with questions.