Exempt Leave Reporting

Please Note: These instructions are intended to provide exempt employees with basic information required to enter and submit their leave report each pay period. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems entering or submitting your leave report, please contact the Payroll Department at payroll@drexel.edu.

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One home page

Use your internet browser to access the Drexel One home page at https://one.drexel.edu. There is a link to the Drexel One home page available in the lower left-hand corner of the Drexel University home page, http://www.drexel.edu.

Step 2. Log on to Drexel One
Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “Password Reset Wizard” link and follow the instructions.

Step 3. Select the “Employees” tab

From the Drexel One Main Menu, click on the “Employees” tab at the top left of the screen.
Step 3a. Address Verification

Once each academic term, you will be prompted to verify your Employee Campus Mailing address and your Employee Home address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employees Main Menu.

If you do not receive this pop-up message, you will automatically be taken to the Employees Main Menu; skip to Step 4.
Step 4. Select from the Employees Main Menu

Click the “Time Reporting and Leave Balances” link
Step 5. Select “Leave Reporting”

From the Time Reporting Menu, click the “Leave Reporting” link.

Depending on your permissions within the system, you may be taken to the Time Reporting Selection menu. If so, use the radio button under “My Choice” to select the “Access my Leave Report” option and click the “Select” button. Otherwise, you will be taken directly to Step 7.
Step 7. Select Leave Report Period

On the Leave Report Selection screen, select the position and reporting period for which you would like to report leave time.

If you have more than one active position, each will be displayed by job title and department. Choose the position for which you would like to report leave time by clicking the radio button in the "My Choice" column next to that position.

Select the correct reporting period from the drop-down box in the "Leave Report Period and Status" field. Click the "Leave Report" button.

*Note:* the “Leave Report Period and Status” field displays the status of your leave report. You can check here to see if your leave report has been started, submitted and approved.
Step 8. Select Date to Report Leave

Click the "Enter Hours" link at the intersection of the date and the type of leave you are reporting.

To access dates in the reporting period that are not displayed on the Leave Report screen, use the "Next" (or "Previous") buttons at the bottom of the timesheet.
Step 9. Enter Hours

Enter the number of hours of leave time used in the data entry box that appears in the center of the screen. Click the “Save” button.

Repeat this step for each day of the reporting period during which you were absent. If you were not absent, do not report leave time and do not enter zeros (0) in the time entry grid, just leave it blank.

**Note:** Salaried (exempt) employees must report time off used in either full or half day increments. For full-time employees who work the standard 8:00AM to 5:00PM schedule, this is 8 hours for a full day absence or 4 hours for a half day absence.
Step 10. Preview your Leave Report

When you are finished entering your time off for the reporting period, review your leave report by clicking the “Preview” button below the time entry grid on the Leave Report screen.

Review your leave report to make sure the number of hours, type of leave reported and dates reported are complete and accurate. Use the scroll bar at the bottom of the screen to view dates within the reporting period that are not displayed on the Preview screen.

When you are finished, click the “Previous Menu” button to return to the Leave Report screen. If any changes or corrections are necessary, return to step 8.
Step 13. Submit Your Leave Report

Once you are satisfied that your Leave Report is complete and accurate, click the “Submit for Approval” button at the bottom of the Leave Report screen.

**Note:** Leave Reports are due on your last working day of the month. The reporting period remains opened until 10:00AM on the fifth working day of the following month to accommodate unforeseen absences. This deadline is displayed at the top of the Time Sheet screen. You will be locked out of the reporting period after the submission deadline passes and will not be able to alter or submit your Leave Report. Please make sure to complete and submit your Leave Report on your last work day of the month to avoid missing the deadline.
Step 14. Complete the Certification Screen

You must provide confidential information to verify your identity when submitting your Leave Report. This information is verified against your employee record in the personnel database and is not stored with your Leave Report nor is it visible to your supervisor.

Enter the last four digits of your Social Security Number and your full birth date in the fields provided. Do not enter dashed in your Social Security Number. Enter your Birth Date in the exact format requested, (MM/DD/YYYY). Be sure to use slashes (not dashes), a two digit month, a two digit date and a four digit year. The system will not accept your certification if the format of your Birth Date is not correct.

Click the “Submit” button.

Note: If you submit a blank Leave Report indicating that you have not used any time off during the reporting period, you will receive a warning message below the Birth Date field. Please read the message and confirm that your Leave Report is accurate by clicking the radio button above the warning message before clicking the “Submit” button.
Step 15. Confirm Submission

Confirm that your Leave Report has been submitted successfully! You will see a message at the top of the Leave Report screen indicating that your timesheet was submitted successfully. You will also see the date of your submission at the bottom of the screen and a notation that your Leave Report is awaiting approval from your supervisor.

If you receive an error message, make the necessary corrections and re-submit your Leave Report before the deadline!

Log out of Drexel One using the Logout icon at the top right of the screen. Remember to close out of your browser when you are finished.

**Note:** Your supervisor will receive an e-mail indicating that your leave report has been submitted and approval is required. Check back to make sure your supervisor has approved your Leave Report by viewing the status in the Leave Report Selection screen shown in [Step 7](#).

If your Leave Report has not moved to a “Completed” status, follow up with your supervisor.
Your Timesheet was Submitted Successfully!

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Submitted for Approval By: Yes on July 31, 2007
Approved By: Pending
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