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 portal

Use your internet browser to access the Drexel One portal at https://one.drexel.edu. You will be taken to the log on page.
Exempt Leave Reporting

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 “help” link and follow the instructions.
Exempt Leave Reporting

Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note:* If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.
Exempt Leave Reporting

Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.
Exempt Leave Reporting

Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location 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 Employee Services Menu.
Exempt Leave Reporting

**Step 4.** Select from the Employees Main Menu

Click the “Time Reporting and Leave Balances” link.

![Image showing the payroll section of a website with an arrow pointing to the Time Reporting and Leave Balances link.](image-url)
Exempt Leave Reporting

Step 5. Select “Leave Reporting”

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

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Time Reporting Menu

- **Time Sheet**
  For non-exempt hourly employees paid biweekly.
  Create or approve time sheet to report hours for current pay period, or view past time sheets.

- **Leave Reporting**
  For exempt salaried employees paid monthly.
  Create or approve leave to report hours for current pay period. View past leave time.

- **View Leave Balances and Activity**

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Exempt Leave Reporting


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.

Time Reporting Selection

Selection Criteria

<table>
<thead>
<tr>
<th>My Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access my Time Sheet:</td>
</tr>
<tr>
<td>Access my Leave Report:</td>
</tr>
<tr>
<td>Access my Leave Request:</td>
</tr>
<tr>
<td>Approve or Acknowledge Time:</td>
</tr>
<tr>
<td>Approve All Departments:</td>
</tr>
<tr>
<td>Act as Proxy:</td>
</tr>
<tr>
<td>Act as Supervisor:</td>
</tr>
</tbody>
</table>

Select
Exempt Leave Reporting

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.

---

**Leave Report Selection**

<table>
<thead>
<tr>
<th>Title and Department</th>
<th>My Choice Leave Report Period and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow Flake Engineer, 201490-00</td>
<td>Jul 01, 2007 to Jul 31, 2007 Not Started</td>
</tr>
<tr>
<td>Fantasy Island, 3221</td>
<td>May 01, 2007 to May 31, 2007 Completed</td>
</tr>
<tr>
<td></td>
<td>Jun 01, 2007 to Jul 30, 2007 Pending</td>
</tr>
<tr>
<td></td>
<td>Jul 01, 2007 to Jul 31, 2007 Not Started</td>
</tr>
</tbody>
</table>

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Exempt Leave Reporting

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.
Exempt Leave Reporting

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.
Exempt Leave Reporting

Step 11. 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 the deadline shown to accommodate unforeseen absences. 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.
Exempt Leave Reporting

Step 12. 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.
Exempt Leave Reporting

Step 13. 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 “Exit” link at the top right of the screen. Remember to disconnect and 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.

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### Time Sheet

#### Your Timesheet was Submitted Successfully!

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Hours</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Day</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vacation Leave</td>
<td>16</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Funnel Leave</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sick days</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vacation used in FMLA</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total Hours:** 20

**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.