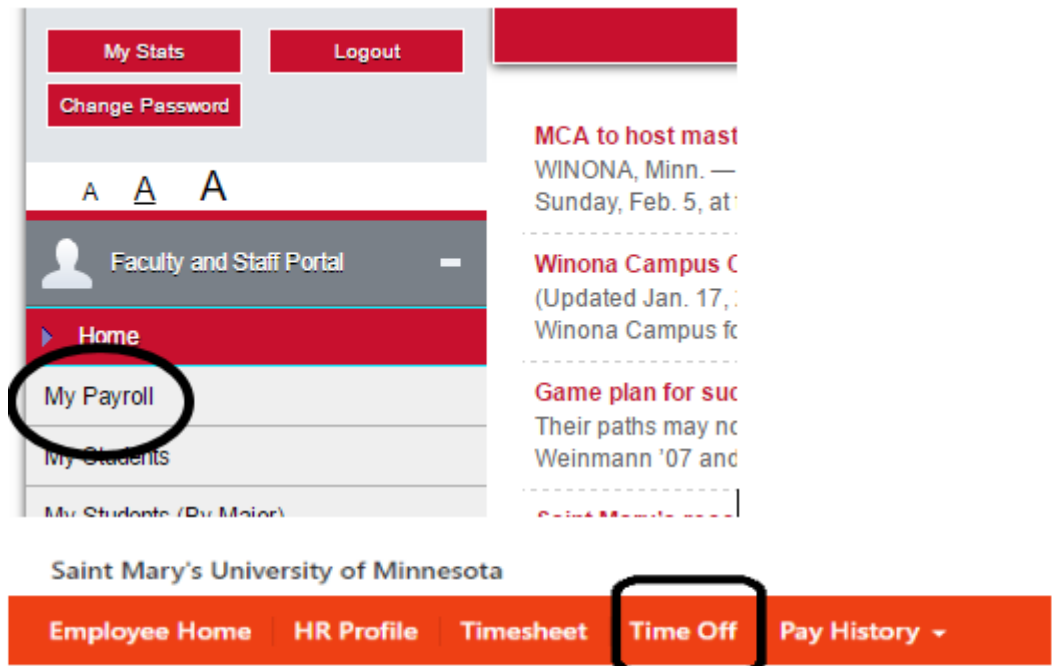


# Faculty/Staff Portal

## Logging sick and vacation time in Greenshades

1. Login to the Faculty portal. [faculty.smumn.edu](http://faculty.smumn.edu)
2. Click on My Payroll on the left hand side



3. Click on Time Off
4. "Current Balances" shows your balance of Sick and Vacation time.
5. Click on the "+New Request" blue button to enter in your request for vacation time and to enter in your sick time.

### Instructions

Please contact your supervisor if you have any questions about your balances or the Time Off Policy.

### Current Balances

Type	Current Balance	Upcoming Usage	Available Balance
Sick Leave	181.50	0.00	181.50
Vacation Leave	42.50	0.00	42.50

[Click here to view historical balances](#)

### Time-Off Request

[+ New Request](#)

6. "Start Date" - Enter the start date of your request
- "End Date" - Enter in the end date of your request
- "Total Hours" - Enter in the total hours being used for vacation or sick time
- "Start Time" - Enter the start time of your vacation or sick request (Note-if you are off multiple days, this does not appear)

# Faculty/Staff Portal

"Time Off Type" - Choose "Sick Leave" OR "Vacation Leave"

"Your comments" - Free text field

Click on the blue "Save" button

Request Time Off

Start Date: [dropdown]  
End Date: [dropdown]  
Total Hours: 0.00  
Start Time: 9:00 AM [dropdown]  
Time Off Type: Sick Leave [dropdown]  
Your Comments: Enter information about the request here...  
[Save]

7. You can change your request up until your manager's approval by clicking on the "View" button

Time-Off Requests [+ New Request](#)

Show Comments [PDF Export](#) [Excel Export](#) [Add Columns](#)

Type	Hours	Requested For	Date Requested	Request Status
<a href="#">View</a> Vacation Leave	16.00	2/6/2017 - 2/7/2017	2/15/2017	Submitted for Review

Page 1 of 1 (1 items) [1](#) Page sizes: 10

and Click Delete

Request Time Off

Start Date: 2/6/2017 [dropdown]  
End Date: 2/7/2017 [dropdown]  
Total Hours: 16.00  
Time Off Type: Vacation Leave [dropdown]  
Your Comments: Vacation days

You currently have 1 time off request(s) for this time period.

Type	Hours	Period	Status
Vacation Leave	16.00	02/06/2017 12:00 - 02/07/2017 12:00	Submitted for Review

[Delete] [Save]

8. Your request of sick and vacation time will show under "Upcoming Usage" until it is approved AND until that pay period is opened. For hourly employees, your requested

# Faculty/Staff Portal

time off will auto-populate onto your timesheet. For salaried employees, it will automatically apply to your leave time.

You will receive an email from your manager (or approver) once the request is approved or denied.

## Current Balances

Type	Current Balance	Upcoming Usage	Available Balance
Sick Leave	181.50	0.00	181.50
Vacation Leave	42.50	16.00	26.50

[Click here to view historical balances](#)

## Time-Off Requests

[+ New Request](#)

Show Comments

[PDF Export](#)

[Excel Export](#)

[Add Columns](#)

Type	Hours	Requested For	Date Requested	Request Status
All	Filter	Filter	Filter	All
<a href="#">View</a> Vacation Leave	16.00	2/6/2017 - 2/7/2017	2/15/2017	Submitted for Review

Page 1 of 1 (1 items) [1](#) Page size: 10

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