

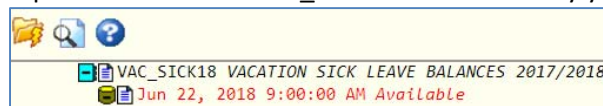
Accessing and Reviewing Paid Time Off (PTO) Reports in Campus Connection

The Paid Time Off Report provides summary and detail information about vacation, sick leave, floating holiday, and summer hours. The reports are available in Mobius biweekly by department and include calendar year-to-date activity. The Summary tab provides data by employee including hours earned and used during the current period and hours earned and used during the entire calendar year (YTD), as well as the current balance, where applicable, of paid time off. Additional tabs provide detail on the type of PTO, date of hours taken, and date applied to each employee's paycheck.

In accordance with university Management Standards, Budget Managers of departments with full-time staff are responsible for reviewing departmental Paid Time Off Reports at least once every month to ensure employees in their departments have accurately reported all paid time off.

Accessing the Paid Time Off Report

- 1) Navigate to Mobius in Campus Connection
 - a. Navigator> Self Service> Reports> Financials
 - b. Paid Time Off reports are listed as VAC_SICK and accessible by year, paycheck date



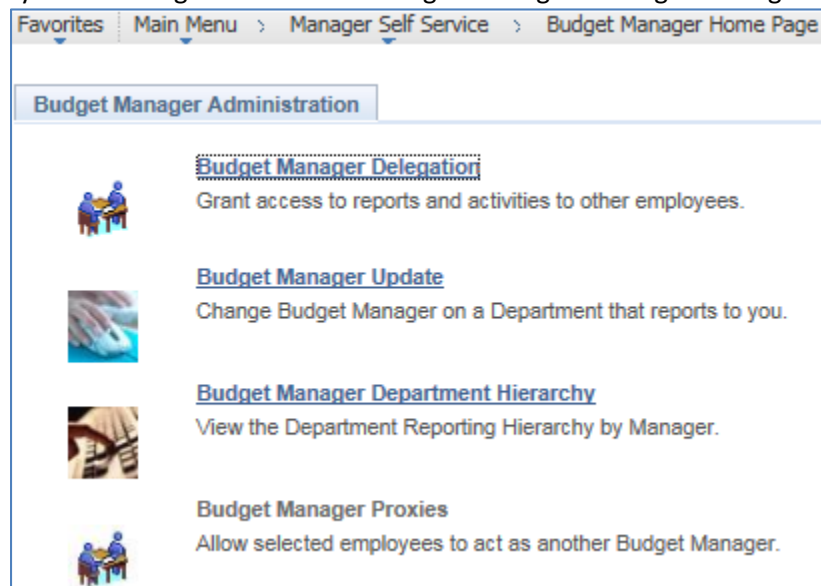
Delegating Access to View Reports

Budget Managers may delegate access to departmental reports for their department(s) through Manager Self Service at <https://myHR.depaul.edu>. Budget Managers may have multiple Paid Time Off Report delegates.

The Paid Time Off Report is included in the Position Incumbent No Salary delegation category. In addition to Paid Time Off Reports, this access also includes Active Employee Report and the Active Position reports for a department. These reports do not include employee salary information. For detailed salary reports, please refer to the Salary Cost Status Reports under the Position Control with Salary column.

To delegate Paid Time Off Report access, complete the following steps:

- 1) Navigate in myHR to Manager Self Service> Budget Managers> Budget Manager Delegation



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- 2) Search for or Enter the Department ID for which access is being delegated

The screenshot shows the 'Budget Mgr Delegates' search page. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Manager Self Service > Budget Manager Home Page'. Below this is the title 'Budget Mgr Delegates' and a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a button labeled 'Find an Existing Value'. Below that is a 'Search Criteria' section with three dropdown menus: 'Set ID:' (set to 'begins with'), 'Department:' (set to 'begins with'), and 'Description:' (set to 'begins with'). Each dropdown is followed by an empty text input field. Below these is a text input for 'Limit the number of results to (up to 300):' with the value '300' entered. At the bottom are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

- 3) Select the employee(s) receiving delegated access to Paid Time Off Reports
- If an employee is already listed for that department
 - Check the Position Incumbent No Salary box for that employee's row
 - Select Save to confirm the delegation

The screenshot shows the 'Delegates' table. At the top, it displays 'Set ID: DPAUL', 'Department:', and 'Budget Manager:'. Below this is a table with columns for various activities and a 'Position Incumbent No Salary' checkbox. The table has two rows of data.

*Empl ID	Name	Employee Status	eProcurement	Invoice Approval	Budget Planning	Employee Payment Request	Position Request	Financial Activity Information	Position Incumbent No Salary	Position Control with Salary	Scholarship Information	Gift Activity	Telecom Detail	Effective Date	Updated By
1		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/25/2013	<input data-bbox="1388 1165 1412 1197" type="button" value="+"/>
2		Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11/25/2013	<input data-bbox="1388 1207 1412 1239" type="button" value="+"/>

- If the employee is not already listed for delegations in that department
 - Click the plus sign to insert a new blank row and add a delegate not listed
 - Search for and enter the new delegate
 - Check the Position Incumbent No Salary box for that employee's row
 - Select Save to confirm the delegation

Additional notes:

- Changes to delegation elections are stamped with effective dates and the UserID of the individual who made the most recent election
- To remove one or more activities from an existing delegate, uncheck the appropriate boxes and select Save
- Delegations for reports stored on Mobius will update once nightly

Please contact Payroll Services at payroll@depaul.edu or 312-362-8692 with any questions regarding time reporting or to report time for prior periods.

For questions about PTO report availability please contact FAUploads@depaul.edu.