

Help Sheet / Procedure for COLTS II Employees — #105

CURRENT PAY PERIOD: ENTERING LEAVE HOURS

(Note: the steps for entering leave hours are the same regardless of which time-entry method you use for entering hours worked. Student employees and most casual and temporary employees do not receive leave accruals, so those employees do not see the **Leave** panel in COLTS II.)

1. Launch Bear Access.
2. Launch COLTS II, signing in with your NetID and password.
3. If you see the word "Function" in the menu bar near the top of the COLTS II window, click on it and select "My Time Cards" (see figure 1). If you do not use COLTS II as a supervisor or payroll rep, you will not see the word "Function" in the menu bar. In the blue Selector Bar, you will see only one blue tab, marked "Job". Under that tab you will see a number of pay periods listed with the current pay period at the top.
4. If you have only one job for which you report hours through COLTS II, click on the current pay period (see figure 2).

If you have more than one job for which you report hours through COLTS II, you will see a list of your jobs under the dates of the current pay period. (If you do not see a list of your jobs, click on the plus sign next to the current pay period and the list will be displayed.) Click on the job for which you are entering time now (see figure 3).

5. In the main panel, click on the **Leave** tab. The **Leave** panel will be displayed. Three columns with Leave categories will appear by default: *Vacation*, *Sick*, and *Personal* (see figure 4).



Figure 1



Figure 2

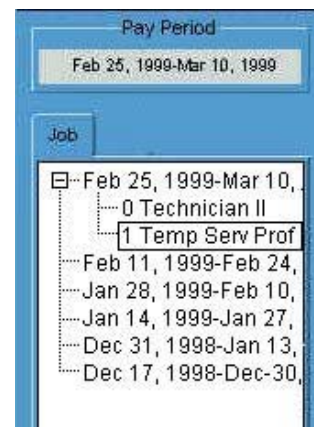


Figure 3

| Approval | | | | Work | | | Leave | | | Balance | | |
|-----------|-------------|----------|-------------|------------|-----------|----------|--------|--|--|---------|--|--|
| Summary | | | | | | | | | | | | |
| | Work | Leave | Total | Vac Hrly P | Sick Hrly | Personal | Select | | | | | |
| Thu 10/8 | 7.8 | 0 | 7.8 | | | | | | | | | |
| Fri 10/9 | 7.8 | 0 | 7.8 | | | | | | | | | |
| Sat 10/10 | 0 | 0 | 0 | | | | | | | | | |
| Sun 10/11 | 0 | 0 | 0 | | | | | | | | | |
| Mon 10/12 | 7.8 | 0 | 7.8 | | | | | | | | | |
| Tue 10/13 | 7.8 | 0 | 7.8 | | | | | | | | | |
| Wed 10/14 | 7.8 | 0 | 7.8 | | | | | | | | | |
| | 39.0 | 0 | 39.0 | | | | | | | | | |
| Thu 10/15 | 7.8 | 0 | 7.8 | | | | | | | | | |
| Fri 10/16 | 7.8 | 0 | 7.8 | | | | | | | | | |
| Sat 10/17 | 0 | 0 | 0 | | | | | | | | | |
| Sun 10/18 | 0 | 0 | 0 | | | | | | | | | |
| Mon 10/19 | 7.8 | 0 | 7.8 | | | | | | | | | |
| Tue 10/20 | 7.8 | 0 | 7.8 | | | | | | | | | |
| Wed 10/21 | 7.8 | 0 | 7.8 | | | | | | | | | |
| | 39.0 | 0 | 39.0 | | | | | | | | | |
| | 78.0 | 0 | 78.0 | | | | | | | | | |

Figure 4

- If you will be reporting hours used only in the *Vacation*, *Sick*, or *Personal* categories, skip to step #7. If you need to report leave hours in other categories (such as family health care, comp time taken, etc.), click on the "Select" button on the right side of the panel. The Selection window will appear (see figure 5).

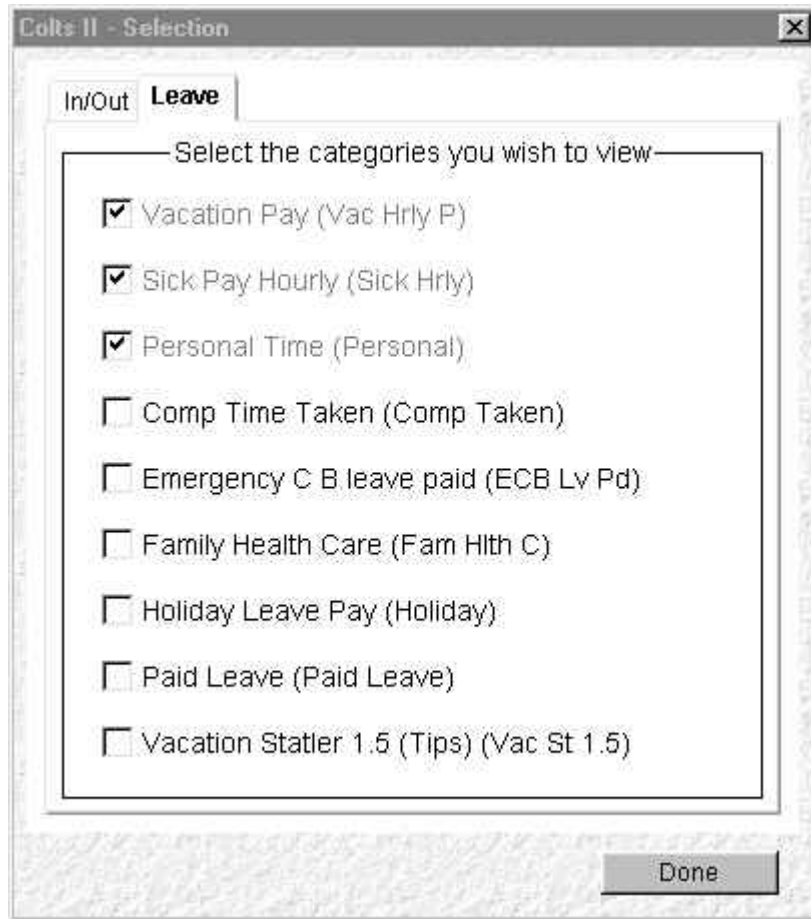


Figure 5

7. From the list of Leave categories, click in the box to the left of the category or categories you need. A check mark will appear to indicate each type of leave pay you have selected. To remove a check mark, click on it. (You will not be able to un-select the *Vacation*, *Sick*, or *Personal* categories, or any category that already has hours entered into it on any day in the current pay period.) When you have marked the categories you need, click on the "Done" button. The categories you selected will now appear on the **Leave** panel. (If you have selected more than three categories there will be a scroll bar near the bottom of the panel.)
8. Click in the entry field for the appropriate leave category on the appropriate day, and enter the number of hours you wish to report to the nearest tenth of an hour. Continue to enter leave hours in this manner, being careful to enter the hours in the correct column(s) and on the correct day(s). When you click in an entry field you will notice that a blue arrow appears, pointing at the field you have clicked in. Clicking on this arrow will bring up the In/Out calculator which, if you wish, can help you to calculate the number of hours. (See the procedure "Using the In/Out Calculator on the Work, Shift, Corrections, or Leave Panels.")
9. The totals for all the leave hours you enter will appear in the Leave column in the Summary section near the left edge of the main panel.