



# Leave From Campus: Supervisor Manual

Human Resources  
Lesley University

## Table of Contents

<b>Foreword .....</b>	<b>3</b>
<b>Approving Leave Entries .....</b>	<b>4</b>
<b>Logging in to LOIS .....</b>	<b>5</b>
<b>Main Menu .....</b>	<b>6</b>
<b>Approving/Denying Individual Entries.....</b>	<b>7</b>
<b>Approving All Entries.....</b>	<b>9</b>
<b>Leave From Campus Supervisor Inquiry .....</b>	<b>9</b>
<b>Designating another LFC Supervisor/Approver .....</b>	<b>10</b>

## Foreword

The Leave From Campus (LFC) Approver Form will allow you - the supervisor - to approve leave entries for all employees who you are the designated LFC approver.

This system is intended to be used by individuals who are employees of the University, and are paid on the monthly payroll, with at least one of the active leave plans listed below:

- Personal time
- Sick time
- Vacation time

If any of your direct reports have one of the aforementioned leave plans, you will need to approve their leave entries or you will need to designate a LFC approver.

Please note that all leave entries must be approved by the 10<sup>th</sup> of each month.

If you have any questions about the process, please contact **Human Resources** at [hr@lesley.edu](mailto:hr@lesley.edu), or by calling 617-349-8787.

## Approving Leave Entries

If you are an LFC Approver, you will need to access the LFC Approval Form.

You will be prompted to approved LFC entries when you receive the below email alerting you that entries have been made.

**Approver LFC Entry Notification for [REDACTED]**  
**for the month of July**

This email is to notify you that the person listed below has completed making LFC entries for the month. These entries were entered via the Web Leave from Campus Form.

Please review the data entered by accessing the Approver Web form in LOIS labeled **Web LFC Approval Form**. There is a link at the bottom of this message that you can copy into your browser to access the form.

Regards,  
Human Resources

Lesley University

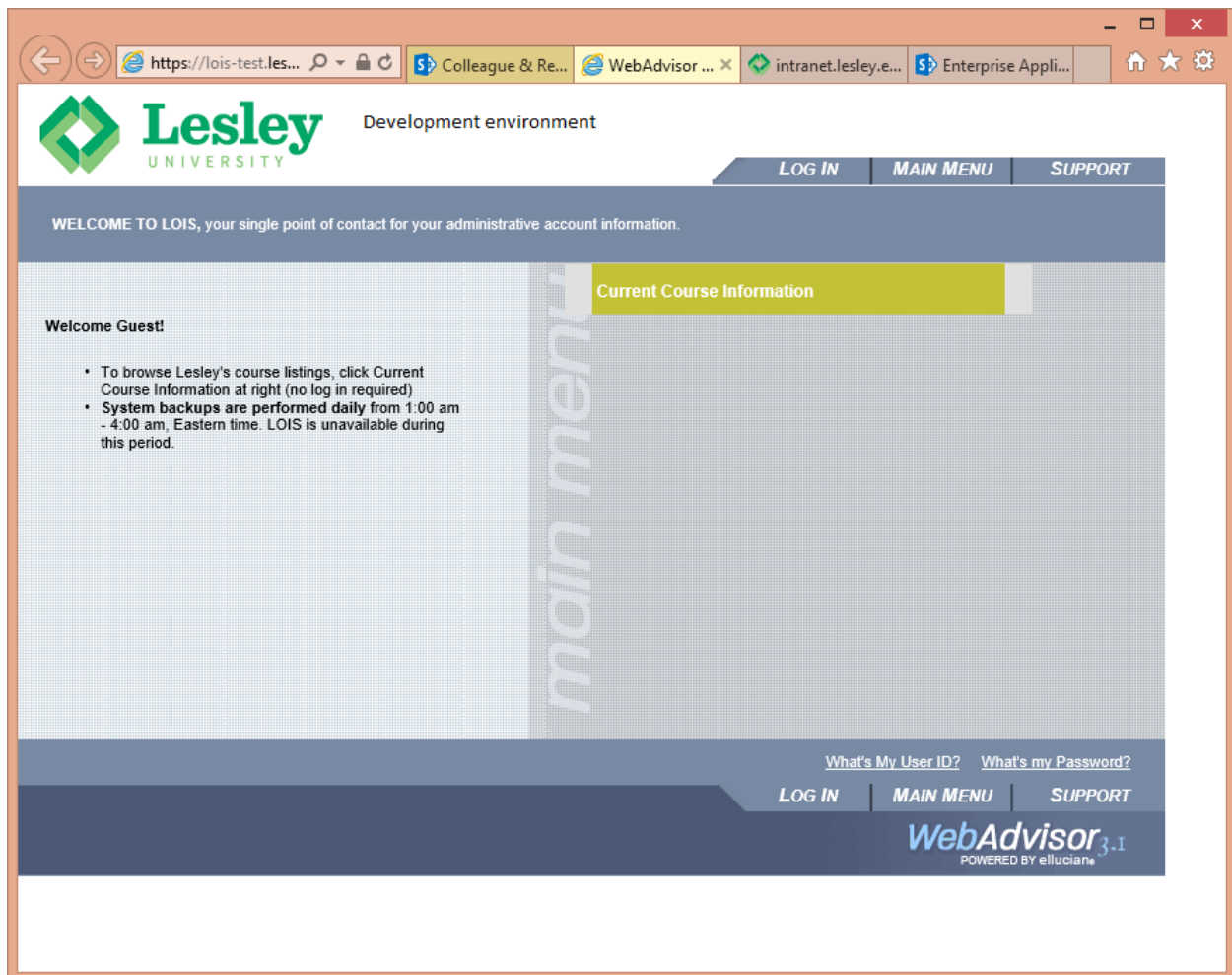
<http://www.lesley.edu/lois/>

Entries made for July

Leave Date	Leave Hours	Leave Type	Leave Status	Leave Comment
07/06/2015	7.00	VE35	Entered/Pending	Vacation Time Entry

## Logging in to LOIS

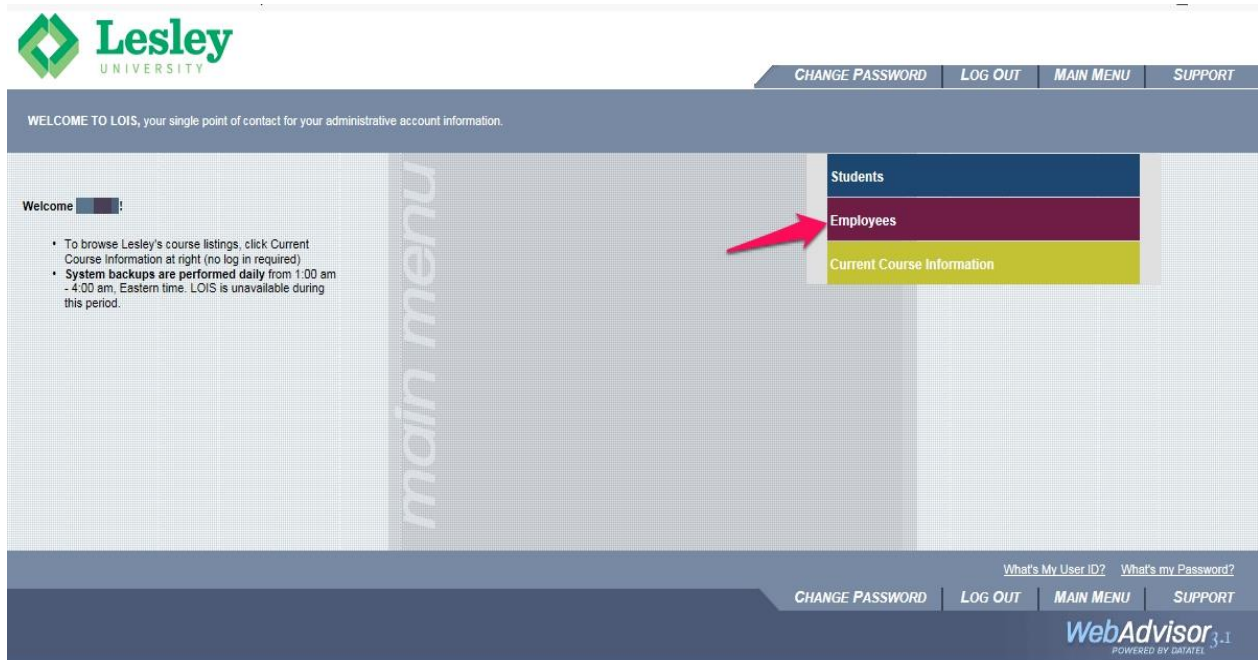
Access the LOIS form by clicking [here](#). This link will take you to the page displayed below.



To access LOIS, use your Lesley Username (not your Lesley email address) and Password. Contact [it@lesley.edu](mailto:it@lesley.edu) for log-in support.

## Main Menu

After you log in, click on the **Employee** button.



## Approving/Denying Individual Entries

From the Employee Profile menu on LOIS, select the **LFC Approval Form** link.

### EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU

The links below may display confidential information. • Learn how to [forward your Lesley email to your private account](#)



You will see the **LFC Approval Form**. This is where you will approve or deny leave entry records entered by employees. All LFC entries that have not been processed, and have a status of Entered/Pending will be listed on the form. Note: This could include multiple months, but ideally will only include records entered for the previous month.

UNIVERSITY
CHANGE PASSWORD
LOG OUT
MAIN MENU
EMPLOYEES MENU
PAGE HELP
SUPPORT

EMPLOYEES
Welcome

### LFC Approval Form

Listed below are individual records from the *Leave From Campus* records who's Leave reporting is maintained by you. All entries that are not (A)pproved are listed regardless of date.

ID	Name	Status	Date	Leave Date	Leave Hours	Leave Type	Leave Comment	Approval Comments (if any)
0201703			06/18/2015	05/01/2015	7.00	Vacation 35 Hours FTE 1	V day	
0201703			06/18/2015	05/08/2015	3.50	Vacation 35 Hours FTE 1	1/2 day of vacation time	
0201703			06/18/2015	05/09/2015	3.50	Personal 35 Hours FTE 1	1/2 day of personal time	
0201703			06/18/2015	05/14/2015	7.00	Bereavement	Chicken Died	
0201703			06/18/2015	05/18/2015	3.50	Vacation 35 Hours FTE 1	Vacation Time Entry	
0201703			06/17/2015	05/19/2015	3.50	Personal 35 Hours FTE 1	Personal Time Entry	

Choose YES to Approve all entries above that are not Denied

Select a new Status to update the Individuals listed Leave Plan.

**Selecting A for Approved will cause the record to be applied to the individuals Personal Leave Plan.**

**Selecting D Denied will cause an email to be generated to the Individual and to you indicating the Leave entry has been denied.**

**An email will be sent to the user and to the Approver indicating the status of the leave record.**

SUBMIT

There are two statuses that can be applied to individual records.

**A-Approved** - This will apply the leave record to the employee's specific leave plan

**D-Denied** - This will deny the leave record, and issue an email to the employee indicating that the entry was denied. **As a manager, it is recommended that you discuss with the employee the reason(s) you are denying their leave in advance of denying it automatically.**

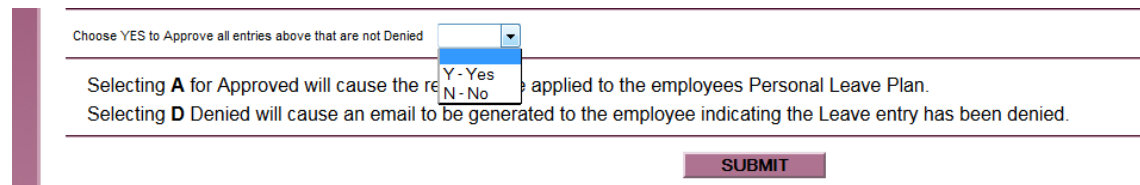
You can also enter comments for specific leave records. You can use a maximum of 30 characters.

The employee will receive an email indicating which leave records have been approved or denied. The status of the records assigned in this approval process will be reflected in the employee's LFC Employee Inquiry form as long as the supervisor has approved the leave records **BEFORE** the monthly cut-off date.



## Approving All Entries

To approve all records without having to select a status for each record listed, you can select **Y-Yes** in the **Choose YES to Approve all entries above that are not Denied** field. This will approve all records *except* those that have a status of **D-Denied**.



Choose YES to Approve all entries above that are not Denied

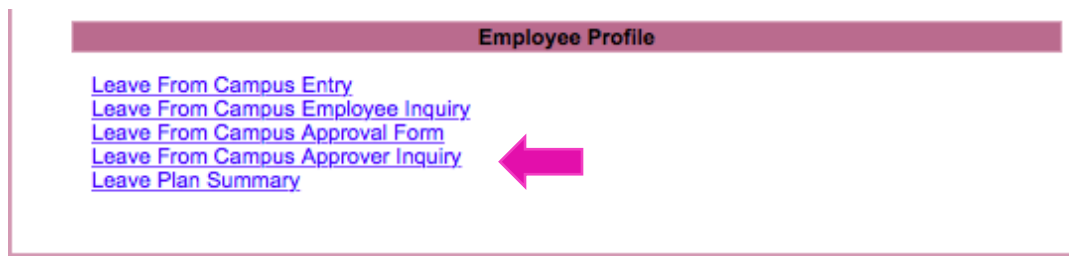
Selecting **A** for Approved will cause the re applied to the employees Personal Leave Plan.  
Selecting **D** Denied will cause an email to be generated to the employee indicating the Leave entry has been denied.

**SUBMIT**

## Leave From Campus Supervisor Inquiry

This process will allow you to view the Leave From Campus entries that you have approved. The user can elect to view all the entries or enter date parameter(s) to restrict the records that appear.

Click on the **Leave From Campus Supervisor Inquiry** link found in the Employee Profile.



**Employee Profile**

[Leave From Campus Entry](#)  
[Leave From Campus Employee Inquiry](#)  
[Leave From Campus Approval Form](#)  
[Leave From Campus Approver Inquiry](#)  
[Leave Plan Summary](#)

From this form you can restrict which Leave records are selected by:

- Entering a start date
- Entering an end date
- Entering a start and an end date

## Leave From Campus Approver Inquiry

Listed below are individual records from the *Leave From Campus* records who's Leave reporting has been maintained by you. You can either select individuals for your report or select Yes below to report on all records. You can also enter date criteria to limit record selection.

ID	Name	Include (Y/N)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>


Enter Start Date  Enter End Date

Choose YES to view all LFC Records for those listed above

**View Report**

You can press the View Report button to see the actual entries you approved, or change the date range before you do so. In this example, no date changes were made, and the display lets you know that:

## Leave From Campus Approver Review - Display

Listed below are records you selected from the *Leave From Campus* system who's Leave **YOU** have maintained.  
No START date for record selection was entered.   
No END date for record selection was entered.

ID	Name	Status	Date	Leave Date	Leave Hours	Leave Type	Leave Comment	Approval Comments (if any)
		P	08/03/2015	07/01/2015	7.00	Vacation 35 Hours FTE 1	Vacation Time Entry	
		P	08/03/2015	07/02/2015	7.00	Sick 35 Hours FTE 1	Sick Time Entry	
		P	08/03/2015	07/03/2015	7.00	Vacation 35 Hours FTE 1	Vacation Time Entry	
		P	08/03/2015	07/09/2015	7.00	Vacation 35 Hours FTE 1	Vacation Time Entry	

Press the **Submit** button to go back to the Employee Profile menu.

## Designating another LFC Supervisor/Approver

If you would like to identify a replacement LFC approver, please contact Human Resources at [hr@lesley.edu](mailto:hr@lesley.edu) or (617)349-8787. Please note that the system does not allow more than one supervisor at one time.

If you are unable to approve LFC entries for a specific period of time (e.g. you are on vacation, you are utilizing sick leave, you have a 9 month or a 10 month supervisory position, etc.), HR can move LFC entries with a “pending” status to a temporary LFC Approver. Please note that this will not change the permanent LFC approver. Please contact Human Resources at [hr@lesley.edu](mailto:hr@lesley.edu) or (617)349-8787 for further information.