User Guide for Managers – Leave - Time Information Management System (TIMS)

The following information is a guide to help managers navigate the Leave for faculty, exempt and non-exempt full-time employees. All staff employees have a work day of 8 hours and all faculty employees have a work day of 7 hours. It is very important to enter leave as soon as it has been taken.

Managers will log into the TIMS system through UVLink. Once you are logged in, select the Employee Tab. A dropdown menu will appear and you will select Employee Services. Then select Time and Entry. This will lead you to the TIMS System. The screen below will show Pending Leave Requests.

The top menu bar shows HELP, MyTime, My Leave, Approvals, Finalize, Report/Tools, and Logout. The HELP button has links for the user guides and tip sheets to help you navigate the TIMS system. My Leave is the menu to view the managers own personal leave. Use the Approvals menu to approve or decline leave. Reports/Tools menu contains the Leave Status Report, Leave Detail Report, and the Leave Comp Payout. The color legend is a guide to identify leave actions.

Employees can enter a Note, however, they are not required.

Managers can approve or decline the leave.

This is the color legend for leave actions.

Reports/Tools - The Leave Status Report, Leave Detail Report, and Leave Comp Payout can be viewed.

The Leave Status Report, Leave Detail Report, and Leave Comp Payout can be viewed.

The top menu bar shows HELP, MyTime, My Leave, Approvals, Finalize, Report/Tools, and Logout. The HELP button has links for the user guides and tip sheets to help you navigate the TIMS system. My Leave is the menu to view the managers own personal leave. Use the Approvals menu to approve or decline leave. Reports/Tools menu contains the Leave Status Report, Leave Detail Report, and the Leave Comp Payout. The color legend is a guide to identify leave actions.
Approvals shows the Pending Leave Request section contains the employee name, leave type, leave date, and hours requested. Employees can enter Notes to the Supervisor which is viewed only by the manager describing why the leave was taken. In the Action column, managers can approve or decline the leave.

The manager will receive an e-mail if there are leaves to be approved. After the manager approves the leave, the leave request is eliminated from the Leave Requests section. The employee will receive an email informing them of a change to their leave request.

If the manager declines the leave, a screen will pop up titled Decline Leave Request. The manager must then decline the leave and insert a note if they wish. The leave will be eliminated from the leave request section. The employee will then receive an email informing them of a change to their leave request.

In the Reports/Tools menu, the only areas to view your leave are the Leave Status Report, Leave Detail Report, and the Leave Comp Payout.

The Leave Status Report is a calendar view of all the leave taken or requested by full-time employees. The color legend above the calendar is a guide showing the status of the leave. Managers also have the ability to approve or decline leave from the Leave Status Report. The Leave Status Report allows managers to click through the months of the year to view the employee leave taken or requested. Employee notes entered when requesting or entering leave can be viewed by hovering over the leave on the calendar.

The Leave Detail Report will give manager’s access to all employee leave balances. Manager’s select an employee from the drop down menu and wait for the employee’s Leave Balance to show. The Leave Entry section allows manager’s to enter leave for the employees who cannot enter their own leave due to illness. The manager selects the type of leave, date, and hours. They can also add a Supervisor Note to describe why the leave was entered. Once the leave is submitted, it will appear under the All Leave History section as approved. The Search Leave History section allows the manager to view through all the leave types on the selected employee from a specific start date and end date.

In the All Leave History section, managers can select to Remove Leave that has been previously approved. Managers can enter a reason for removing the taken leave and click on Remove Taken Leave. The employee will receive an email informing them of a change to their leave request. The employee will also view this under their own leave in the Pending Leave Requests section as a request declined. Managers can also print out a report of all taken leave for convenience.

The Leave Comp Payout allows manager’s to payout the comp time. The maximum amount of compensatory time that can be accrued without a monetary payment is 240 hours. Managers can select the name of the employee from the dropdown menu. The employee’s available comp time balance will appear in the Comp Balance box. The Manager may enter employee’s comp time hours to be paid in the Hours to Payout box, then click the Submit Request to send for payroll processing. Comp time entered will payout on the next payroll run.
Glossary

Approvals – A view of department and the leave request of your full-time employees.

Reports/Tools – A dropdown list of available leave reports.

- **Leave Status Report** – A calendar view for the current leave of leave requested approved or declined for full-time employees. Managers can also approve or decline leave in this report.

- **Leave Detail Report** – View detail of leave balances and leave taken.
  - **Leave Entry** – Access for department to enter leave taken by employee.

- **Leave Comp Payout** – View specific employee to payout leave when they have over 240 hours.