#### Procedure – Checking leave balances in MUN Self Service – updated 2021.01.19

1. In my.mun.ca, employees tab, select "Current Pay, Leave, Equity and Employee Self Service Data"

	my.mun.ca						
MEMORIAL UNIVERSITY	Home Students		Employees	S Alumni		MUNmail	EHS Assistant
Online Learning				Employe	e Self Service		
Access your Brightsp	Conline Lo ONLINE.N ace (D2L) course site, as well a University's learning ma	earning iuu.ca s academic or administrative site nagement system.	s, in Memorial	Access Saturda To acc	to the Banner Application (Stu y, January 16th, 2021 until app cess your employee info	dent, Finance, and HR S proximately noon due to prmation, click the Current Pa Self Servic Memorial F	Systems) will be unavailable on scheduled Banner maintenance. buttons below: y, Leave, Equity and Employee e Data Pension Information and Tools
Supp	ort Centre	Course Login				SSQ Trave	I Health Card

### 2. Select "Employee Services"

	w5.mun.ca/admit/twbkwbis.P_	GenMenu?name=bmen	u.P_MainMnu&msg=WEL	.COME+ <b>Welcome,+Li</b>	sa+M.+Cook,+to+the+W	WW+Inf
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MEMORIAL UNIVERSITY Newfoundiand & Labrador, Canada Main Menu Student Mai	n Menu ) Employee Service	s Finance				
Search	Go					
search	G0 )					
Search Main Menu Welcome, Lisa M. Co	ok, to the WWW Inform	nation System! La:	st web access on Jan 3	11, 2021 at 07:12 pm		

- Student Main Menu Apply for Admission, Register, View your academic records
  Employee Services

- Finance Create or review financial documents, budget information, approvals.
- Employment Equity Survey A confidential survey to help us better understand our workforce and develop initiatives to improve inclusiveness and diversity, one of our core values.

RELEASE: 8.9.M1

#### 3. Select "Leave Balances"

MEMORIAL UNIVERSITY Newfoundiand & Labrador, Canada
Main Menu Student Main Menu Employee Services Finance
Search 60
Employee Main Menu
$\Psi$ If you are a student, click the Student Main Menu tab to access your academic information.
Benefits and Deductions Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs.
Tax Forms View T4/T4A tax slips.
C Leave Balances
Faculty Load and Compensation
C Employment Equity Survey A confidentia survey to help us better understand our workforce and develop initiatives to improve inclusiveness and diversity, one of our core values.
C Employee Support Programs
C Graduate Student Payroll Deduction Request
RELEASE: 8.9.M1

4. Take a screen shot or snippet of your balance, PDF the image document and attach the your leave form as backup



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RFI FASE: 8.12.1.5

Workers Compensation Leave Hours

Hours

[ Pay Stub ]

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5. For Annual Leave, enter the total available balance as seen below then the remaining balance with approved leave hours is populated in the remaining balance (hours) field

MEMORIAL UNIVERSITY	FACULTY OF E <u>RECO</u> F	NGINEERI RD OF LEAV	NG A <u>e – Al</u>	ND APPLIED SC	CIENCE		
Employee Name:	Ms. Smith						
Employee ID:	123456789						
Period of leave:	From: 1/13/21 Begin time:		To: . End t	1/13/21 ime:	# of hours: 7		
Leave Type	Total leave available (hours)	# of hours requested		Total balance remaining (hours)	Backup required if applicable		
ANN – Annual Leave	101.05	7		94.05	Attach leave balance from MUN self-service		
AOT – Accrued overtime taken					Attach balance from MUN self-service		
CPL – Compass-	N/A				Provide detail in space below		

#### Quick tips for attaching your my.mun.ca leave balance to your ROL form

# OPTION #1: Add a snippet to a blank page in your ROL form

-

In your PDF form, right hand menu, select "Organize Pages"

	Begin time:	End ti	# of hours:	
				7
Leave Type	Total leave available (hours)	# of hours requested	Total balance remaining (hours)	Backup required if applicable
ANN – Annual Leave	94.05	7	87.05	Attach leave balance from MUN self-service
AOT – Accrued overtime taken				Attach balance from MUN self-service
CPL – Compass- ionate leave	N/A			Provide detail in space below
CPL detail:				
FML – Family leave	N/A			Attach balance from MUN self-service
FML detail:				
JUR – Jury duty or court leave	N/A			Attach proof of jury duty
PDL – Professional Development				Attach balance from MUN self-service
SKN – Sick leave with a note	N/A			Attach medical note if > 4 consecutive days
SKW – Sick leave without a note	N/A			No backup required (See leave policy)
Flex time	N/A			Attach record of flex time accrual/balance
Other				Review policy, attach necessary documents



 Top right hand corner, select "Insert" then "Blank Page" and position the new page "Last" in your file

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Organize Pages •	Even Pag
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- Close the "Organize Page" section by clicking the "X" in the top right corner
- In your windows menu, select your "Snippet" tool, Select "New" in the top left corner and highlight your leave balance window
- "Copy" this image
- "Paste" the image on your new blank sheet in the PDF Record of Leave

- Note: you may have to reduce your entire PDF in order to resize the snippet image to fit the page

Implementation      Implem	Signati	ure: —		Date.		
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## OPTION #2: PDF your leave page from my.mun and attach

- While on your leave balance page in my.mun, right click and select "Print", set destination to Adobe PDF

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							Memorial	Self-Service	Pages	IIA	+	Memo
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	Select the link ur	ider the Type	of Leave column to acc	ess detailed info	rmation.				Color	Color	-	RETURN TO MENU
L	List of Leave Types											
	TYPE of Leave	Hours or	Available Beginning	Earned as	of Jan 19,	Taken as of Jan 19,	Available Balance	as of Jan 19,	More settings		~	
-	Annual Leave	Hours	barance	39.82	106.1	52.0		94.05				
¢	Accrued Overtime	Hours		.00		0.00	,	.00				
1	Compassionate Leave	Hours		.00		0. 01		.00				
	Family Leave Taken	Hours		.00	4	0. 0	0	.00				
	Jury Duty	Hours		.00		0 0	2	.00				
	TK	Hours		.00	21.5	10.5	,	10.50				
1	Sick Leave	Hours		.00		0.0	)	.00				
	fraining	Hours		.00	4	0. 01		.00				
	Union Business	Hours		.00	1	0. 0	)	.00				
	Workers Compensation Leave	Hours		.00		0.0	2	.00				
	RELEASE: 8.12.1	.5										
L	© 2021 Ellucian Com		ite affiliator									
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	https://www5.mun.ca/edmit/t	twpkeinf.P_Viewl	aaveBalances					1/1				

- Select "print" and save the PDF somewhere easy and temporary
- In your ROL form, select "Organize Pages" on the right hand menu

- Select "insert" then "From File", search for your temporary PDF print out of leave balances then insert as the last page



- Save your compiled, signed document and submit to your supervisor.
- Delete the temporary PDF of leave balances