

# Regent University

Quick Reference Guide

## Monthly (Exempt) Employees

### TIPS & REMINDERS

- If you're an approver, use the Quick Reference Guide for Approvers with this guide.
- Leave Reporting is the method by which employees report vacation and medical leave online through Genisys.
- Leave reports must be submitted whether or not you have taken time off.
- Note the deadline for submission online. Your leave report must be submitted and approved by this date.
- **Do not submit** your leave report until after the leave period has ended.
- **DO NOT** use the Back button or the Refresh button of your browser when in your leave report.
- Note that you are reporting **DAYS not HOURS**. **Do not** report absences of **less than one day** except for Labor Day and New Year's Day holidays. **A half day is entered as .5**.
- After you **submit** your leave report, you cannot make any changes. Contact your supervisor about changes to a submitted leave report.
- Vacation & Leave Balances: Always check your balances! It's easy at the Employee Services tab in Genisys.
- Just need help? For pay-related errors/questions, call the **Business Office** at (757) 352-4054. For other employee self-service errors/questions, call the **Human Resources** department at (757) 352-4031. For other hair-pulling computer problems, call the **Help Desk: (757) 352-4076**.

### OPENING YOUR LEAVE REPORT

1. Type **my.regent.edu** into your web browser.
2. In the **MyRegent ID** box, type your *MyRegent ID*.
3. In the **Password** box, type your *password*.
4. Click the **Login** button.
5. Click on **Genisys**.
6. Click the **Employee Services** tab.
7. Click the **Leave Report**.
8. Click the **My Choice** radio button for the *Title and Department* you want to enter time for (most of us just have one).
9. From the **Leave Report Period and Status** dropdown box, select the *leave period* you need to report time away from work for.
10. Click the **Leave Report** button.

### ENTERING TIME OFF FOR ONE DAY

1. Click the **Enter Days** link under the date you took time off, and in the row for the appropriate *Earning type (Vacation and/or Medical)*.
2. In the **Days** box, type 1 (or .5 if reporting vacation for Labor Day or New Year's Day holiday).
3. Click the **Save** button.

### ENTERING TIME OFF FOR A PAY PERIOD

If you took all the days off during a pay period, you can fill out your leave report just once by copying those days through to the end of the leave period.

1. Click the **Enter Days** link under the date you took time off, and in the row for the appropriate *Earning type (Vacation and/or Medical)*.
2. In the **Days** box, type 1.
3. Click the **Copy** button.
4. Click in the "**Copy from date displayed to end of the leave period**" checkbox.
5. Click the **Copy** button.
6. Look for the *verification message* that says the days were successfully copied.
7. Click the **Leave Report** button.

### ENTERING TIME OFF FOR SPECIFIC DAYS

If you enter a day off during the leave period, you can copy the day to specific days in the leave period.

1. Click the **Enter Days** link under the date you took time off, and in the row for the appropriate *Earning type (Vacation and/or Medical)*.
2. In the **Days** box, type 1.
3. Click the **Copy** button.
4. Click the **checkbox** for each day you want 1 copied to.
5. Click the **Copy** button.
6. Look for the *verification message* that says the days were successfully copied.
7. Click the **Leave Report** button.
8. Look to see that the days were copied to the dates you selected.

### ADJUSTING YOUR DAYS

1. Click the **Days** link for the date that needs to be changed.
2. In the **Days** box, type the correct number (1 or .5 for Labor Day holiday or New Year's Day holiday). **DO NOT TYPE a 0 (zero) days, leave it blank**.
3. Click the **Save** button.

Changing the number of days you've entered for a particular leave period is no problem, as long as you haven't **submitted** the leave report for approval.

### LEAVING A COMMENT ON YOUR LEAVE REPORT

Sometimes there are special circumstances you'll want your Approver to know about. You can leave a comment on your leave report that the Approver will see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the Leave Report page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your leave report.

**Note:** Comments on your leave report are only available to you in Preview mode. Your Approver will check for comments.

### PRINTING YOUR LEAVE REPORT (optional)

1. Click the **Preview** button at the bottom of your leave report.  
**Note:** On most computers, the page is too big to be seen all at once. You can make the text size on your screen smaller by clicking "View" and "Text Size" from your Explorer browser menu (or similar commands in Firefox or other browsers).
2. Click **File** from the browser menu.
3. Click **Print**.
4. From the printer settings, select "**Landscape**" for Paper Layout.  
**Note:** In Explorer, click "Properties", then "Paper" to find the Landscape setting.
5. Click the **OK** button to save your paper layout setting.
6. Click the **OK** button to print your leave report.

### SUBMITTING YOUR LEAVE REPORT

When your leave report is ready to submit for approval, it's **important** for you to **preview** it first. Check your entries to make sure the days and Earning Codes are all correct. Then, submit as follows:

1. Click the **Submit for Approval** button at the bottom of your timesheet.