



Online-Remote Hybrid: Sections designated as "Online - Remote Hybrid" will include a mix of specific login times (based on the day and time noted in your search results) in which you will meet with your class and independent or smaller group work. Your instructor will provide you further information on the first day of classes, and specific guidance regarding the meeting and learning plan for your course.

Course Information: Specific course type, and meeting day and time requirements are listed in the "Meeting Information" section of the course description. Check the course description for details regarding the meeting schedule for this hybrid class offering.

In Person: Course sections that meet In Person will include an on site location, such as Lincroft, with a specific meeting location (for example, Larrison Hall 201 or MAS 217) will be viewable as these specific spaces are assigned.

Need help? Connect with us [here](#).

Self-Service 2.35

User name

Password


Sign In

[NetID Account Lookup and Password Reset](#)

Self Service Leave

Entering Leave Time in Self
Service Transition from
Web Advisor

Leave Plan Summary Comparison



BROOKDALE WEBADVISOR

CHANGE PASSWORD

LOG OUT

MAIN MENU

EMPLOYEES ME

EMPLOYEES

Leave Plan Summary

Leave Plan	Description	Leave Allowed Date	Accrual Rate	Accrual Limit	Maximum Carryover	Current Balance
HRSL	NJ Earned Sick Leave Plan	12/07/20	0.0333	80.00	40.00	7.63

OK

CHANGE PASSWORD

LOG OUT

MAIN MENU


EMPLOYEES ME

Brookdale V

Web Advisor Leave Plan Summary

Leave

Leave Balance



Sick (Hours)

0.00

7.63

Used

Balance

Leave Requests

Request Leave

Leave Type	Total Hours	Date Range	Approver	Status
Sick	9.00	5/13/2022	Kim, Thomas	<div>Approved</div>
Sick	4.00	5/12/2022		<div>Submitted</div>

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Per Page: 4 Total: 2

Leave - As Of 5/20/2022

~ Leave balance does not include any leave taken but not yet paid, even if leave request has been approved.

Self Service Leave Plan Summary

- Provides a more in-depth comprehensive overview of your Leave Plan Summary.
- Link to **Request Leave** from the summary page.
- Table with hyperlinks to view detailed information for Earned, Used, Adjusted, and Actions.

Accessing Leave in Self Service

From the Employee Menu in the left navigation, expand the items and select **Leave**

Employee

Employee Overview

Tax Information

Banking Information

Time Entry

Earnings Statements


Leave

Time History

Position History

Stipend History


HR Benefits

BROOKDALE
COMMUNITY COLLEGE

radu Sign out Help

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Employment • Employee • Leave



Review the list below for more information about the ways in which we are offering courses this Summer and Fall

IMPORTANT: Please be mindful that you must pay special attention to this information when selecting your courses. When planning your courses don't forget to click on the blue **Register Now** Button.

Online-Remote Live Classes: Sections designated as "Online - Remote-Live Classes" will include specific days and times you will be expected to log in and meet with your class online.

Online-Fully Online: Sections designated as "Online - Fully Online" do not have a day/time meeting requirement.

Online-Remote Hybrid: Sections designated as "Online - Remote Hybrid" will include a mix of specific login times (based on the day and time noted in your search results) in which you will meet with your class and independent or smaller group work. Your instructor will provide you further information on the first day of classes, and specific guidance regarding the meeting and learning plan for your course each week.


Course Information: Specific course type, and meeting day and time requirements are listed in the "Meeting Information" column in the course search results. Please check the course description for details regarding the meeting schedule for this hybrid class offering.

In Person: Course sections that meet In Person will include an on site location, such as Lincroft, with a specific meeting day and time. Course building and room information (for example, Larrison Hall 201 or MAS 217) will be viewable as these specific spaces are assigned.

Need help? Connect with us [here](#)

Leave

Leave Balance



Leave Requests

Request Leave

Leave Type	Total Hours	Date Range	Approver	Status
Sick	6.00	5/16/2022	Sullivan, Emily	Approved

<https://hccselfservice-dev.brookdalcc.edu/Student/HumanResources/Leave>


Self Service Leave Summary

- 1. **Leave Balance:** an overview of Leave used and balance
- 2. **Leave Requests:** Summary of submitted Leave requests and the statuses (*Approved, Submitted, Rejected*)
- 3. **Request Leave** link: Use the link to create a leave request
- 4. **Leave Summary** table (hyperlinks to view details of *Earned, Used, Adjustments and Actions*)

Leave

1

Leave Balance



Sick (Hours)

0.00

37.26

Used

Balance

2

Leave Requests

Leave Type	Total Hours	Date Range	Approver	Status
Sick	6.00	5/16/2022	Sullivan, Emily	Approved
Sick	4.00	5/4/2022		Submitted
Sick	4.00	4/22/2022	Sullivan, Emily	Rejected
Sick	5.00	4/7/2022	Sullivan, Emily	Approved

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Per Page:

View All

Total: 4

3

Request Leave

4

Leave - As Of 5/20/2022

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
NJ Earned Sick Leave Plan ~	0.00	22.44	0.00	14.82	37.26	... View

New Self Service Leave Summary - continued

To view a summary of your Leave, select the hyperlinks at the bottom of the Leave to view details for:

- 1. Earned leave
- 2. Used leave
- 3. Balance details
- 4. Actions

1

NJ Earned Sick Leave Plan ~

Date	Earned Hours
1/31/2022	0.20
2/15/2022	0.23
2/28/2022	0.20
3/15/2022	0.10
4/15/2022	0.20
4/30/2022	0.20

2

NJ Earned Sick Leave Plan ~

Date	Used Hours
Total Hours 0.00	

~ Leave balance does not include any leave taken but not yet paid, even if leave request has been approved.

3

NJ Earned Sick Leave Plan ~

Date	Adjusted Hours
Total Hours 0.00	

~ Leave balance does not include any leave taken but not yet paid, even if leave request has been approved.

Close

4

Leave Balance Details

Description	NJ Earned Sick Leave Plan ~
Accrual Rate	0.0333
Accrual Limit	80.0000
Maximum Carryover	40.0000
Maximum Rollover	
Starting Balance	4.90
Earned	2.73
Used	0.00
Adjustments	0.00
Balance	7.63

Leave - As Of 5/20/2022

Description	Starting Balance	Earned	Used	Adjustments	Balance	Actions
NJ Earned Sick Leave Plan ~	4.90	<u>2.73</u>	<u>0.00</u>	<u>0.00</u>	7.63	<div>...</div> <div>View</div>

~ Leave balance does not include any leave taken but not yet paid, even if leave request has been approved.

Self Service Request Leave

- 1. Select leave type from the drop-down menu
- 2. Enter Start and End dates (Note: you can span multiple days)
- 3. Enter Leave Hours (Note: you will see the hours auto deduct from your balance)
- 4. Select **Submit** (Note: If you select **Save**, this will create a draft version but WILL NOT be submitted for approval)

Leave Request

[< Leave](#)

Outstanding Leave Requests

Sick 4/4/2022

Save

Submit

Comments

Delete

Leave Type

Sick

Total Hours

6.00

Date Range

5/16/2022 - 5/16/2022

Approver

Sullivan, Emily

Status

Approved

Leave Type

Sick

Total Hours

4.00

Date Range

5/4/2022 - 5/4/2022

Approver

Status

Submitted

Leave Type

Sick

Total Hours

4.00

Date Range

4/22/2022 - 4/22/2022

Approver

Sullivan, Emily

Status

Rejected

Leave Type

Sick

Start Date

4/4/2022

End Date

4/4/2022

3

SUN

3

MON

4

5.00

TUE

5

WED

6

THU

7

FRI

8

SAT

9

Current Leave Balance:

37.26 hours

Pending:

-16.00 hours

Effective Balance:

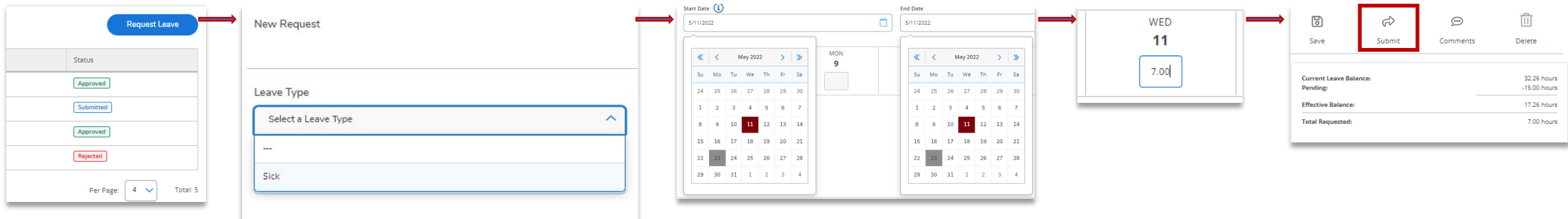
21.26 hours

Total Requested:

5.00 hours

Submit a Leave Request Steps

1. On the Leave summary page, click **Request Leave**.
2. On the Leave Request detail page, select the **Leave Type**.
3. Enter the **Start Date** and **End Date** for the requested leave. The start and end date can span any length of time.
4. **Enter the hours** requested in the provided fields. You must enter hours in the start and end date. However, you are not required to enter hours every day in the time span between the start and end dates. The total in the Total Requested field updates as you enter, or change entered time.
5. Click **Submit**. The leave request status changes to Submitted. Self-Service sends an automated email to your leave approval supervisors and their designated proxies. You cannot change the time after submitting a leave request unless you unsubmit the request or your supervisor rejects the request.



Fix a Rejected Leave Request

If your supervisor rejects a leave request, you can fix the problem and resubmit your leave request.

- 1. On the Leave summary page, in the Leave Requests section, click the Date Range link for the leave request that was rejected. The leave request's status shows as Rejected.
- 2. On the Leave Request detail page, click **Comments** to review the reason your leave request was rejected. Supervisors are required to enter a reason when they reject your leave request.
- 3. After fixing your leave request, click **Submit**. Self-Service sends an automated email to your leave approval supervisors and their designated proxies to notify them that you have resubmitted your leave request for another review.

You can also click **Delete** if you decide you no longer want to resubmit the leave request.

Leave Requests

Request Leave

Leave Type	Total Hours	Date Range	Approver	Status
Sick	6.00	5/16/2022	Sullivan, Emily	Approved
Sick	4.00	5/4/2022	Sullivan, Emily	Approved
Sick	4.00	4/22/2022	Sullivan, Emily	Rejected
Sick	5.00	4/7/2022	Sullivan, Emily	Approved

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Per Page: View All

Total: 4

Sick 4/22/2022 Rejected

Save Submit **Comments** Delete

Leave Type Sick

Start Date 4/22/2022

End Date 4/22/2022

Current Leave Balance: 32.26 hours

Pending: -15.00 hours

Effective Balance: 17.26 hours

Total Requested: 4.00 hours

Comments

Emily Sullivan

You were not scheduled to work this day.

5/17/2022 9:36 AM

Enter message

Add Comment

Close

Self Service Request Leave Review

- Leave Self-Service allows you to review your leave balances, submit and monitor your leave requests, unsubmit requests before approval, and withdraw requests after approval.
- Leave requests have four statuses:
 1. **Draft** – Saved but not submitted, unsubmitted or withdrawn but not yet changed, or changed and saved after being rejected. An employee can view, modify, save, and delete it. A supervisor cannot access it. (Note Not recommended to use)
 2. **Submitted** – Submitted by the employee but not approved or was approved and then unapproved. An employee can view, but not update it. A supervisor can approve or reject it.
 3. **Approved** – Approved by a supervisor or their proxy. An employee can view, but not update it. A supervisor can reject or be unapproved if it is not saved on a timecard. (Note: Timecard submission applies to hourly workers only)
 4. **Rejected** – Rejected by a supervisor or their proxy. An employee can view, modify, and save as a draft, and resubmit it. A supervisor can approve it.
- Hours for Payroll accrual method leave plans are added to the leave plan balance when your eligible earnings complete payroll processing.

Self Service Request Leave and Time Entry Review: For Hourly Employees Only

Hourly Employees who use Self Service to submit their timesheets, will now see Leave entries on the Timesheet Entry for a given Pay Cycle. Although you can edit/add Leave from Time Entry, it will not be submitted to your Supervisor for approval, and you **WILL NOT** be paid. All **Leave must be entered using the Request Leave link from the Leave Summary Overview**. To enter Leave, use the Employee navigation menu to select **Leave**. **IMPORTANT:** All Leave must be entered and approved prior to or within the pay period in which the leave dates are included because approved requests will populate into timecards. If entered after the pay period is paid, the leave request is never reflected in the payroll.

Time Entry FAQs

Pay Period 05/16/2022 - 05/31/2022
[All Time Sheets](#)

< Week 05/16/2022 - 05/21/2022 6.00 Total hours >

Saved Save View Leave Balances

ADMIH3001 • Hourly Senior Office Assistant - Admissions
Sullivan, Emily • Admissions • Lincroft Main Campus
6.00

Earn Type	Sun 5/15	Mon 5/16	Tue 5/17	Wed 5/18	Thu 5/19	Fri 5/20	Sat 5/21	Total
Regular Earnings	<div>00:00 AM</div> <div>00:00 AM</div> <div>+</div>	<div>00:00 AM</div> <div>00:00 AM</div> <div>+</div>	<div>00:00 AM</div> <div>00:00 AM</div> <div>+</div>	<div>00:00 AM</div> <div>00:00 AM</div> <div>+</div>	<div>00:00 AM</div> <div>00:00 AM</div> <div>+</div>	<div>00:00 AM</div> <div>00:00 AM</div> <div>+</div>	<div>00:00 AM</div> <div>00:00 AM</div> <div>+</div>	0.00
Leave Request - Sick	<div></div>	<div>6.00</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	6.00
Sick	<div></div>	<div>6.00</div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	6.00
<div>Remove Sick</div>								
Position Total Hours:	0.00	6.00	0.00	0.00	0.00	0.00	0.00	6.00

Comments

Submit for Approval

Weekly Totals

Daily Total Hours:	0.00	6.00	0.00	0.00	0.00	0.00	0.00	6.00
Regular Hours:								0.00
Additional Hours:								6.00