



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.

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](#)

Employee Instructions

Self-Service 2.35

User name

Password

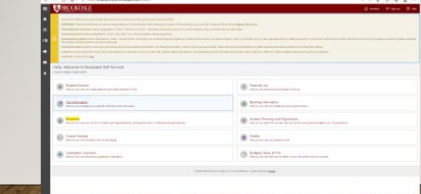
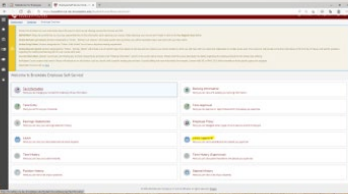
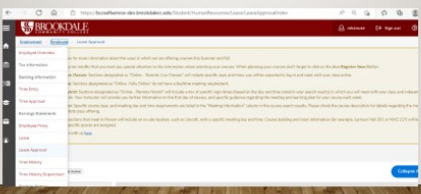
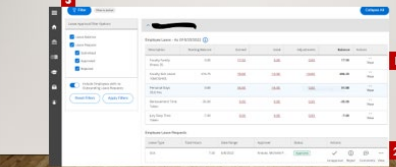
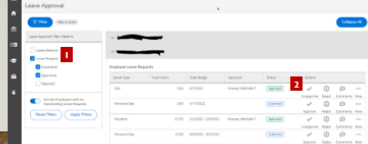
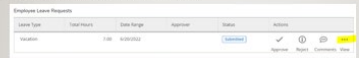


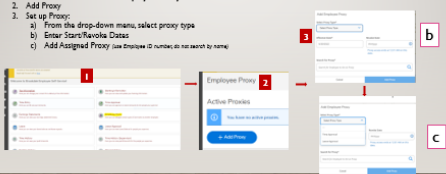
Sign In

[NetID Account Lookup and Password Reset](#)

SELF SERVICE LEAVE

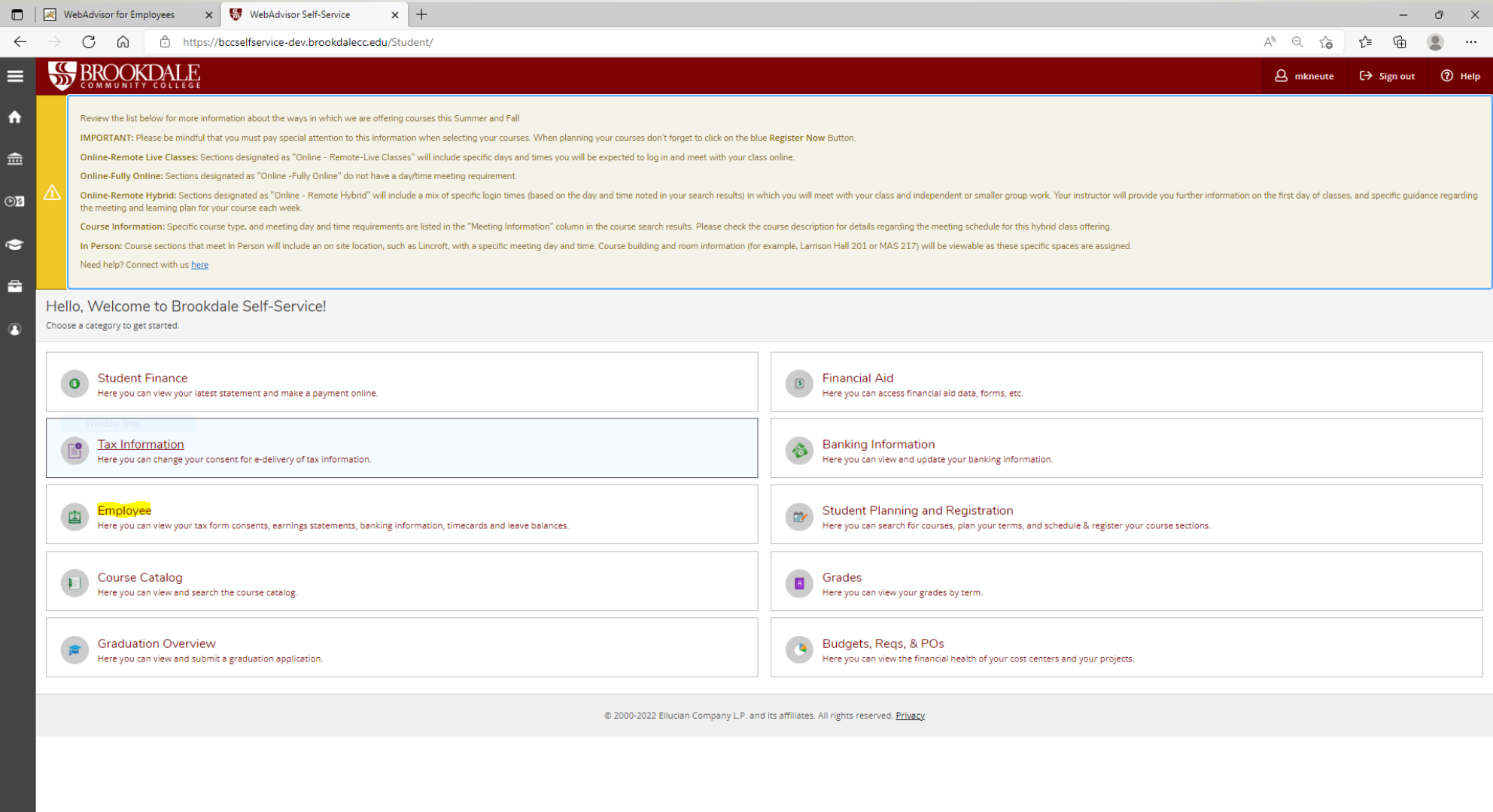
ENTERING LEAVE TIME IN
SELF SERVICE TRANSITION
FROM WEB ADVISOR

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| Self Service Leave Approval Summary Page <ol style="list-style-type: none">Leave Balance: an overview of Employee Leave used and balanceLeave Requests: Summary of Employee Leave requests and the statuses (Approved, Submitted, Rejected)Filters: Use this option to filter items that you wish to display or remove from view  | Self Service Process Leave Request <ol style="list-style-type: none">Filter the actions you would like to see populates on the screenApprove, Reject, Comment to the Employee or View the request<ul style="list-style-type: none">View - The request to see how many available hours are listed or select "Leave Balance" before processing the request (Note: you will use the hours available from the employee's leave balance once you approve the request)Reject - You can reject the request for many reasons, i.e., incorrect leave plan, dates, hours, etc.Comment - If you select Reject, you must add a comment so the employee knows why the request was rejected or can correct the error and resubmit to you for approval, if applicable. <p>> NOTE: Please refer to your direct reports' labor agreement and be familiar with leave usage as outlined in their agreement.</p>  | Approve a Leave Request Steps <ol style="list-style-type: none">Select View to open the leave request to see the details.  <ol style="list-style-type: none">After reviewing the request, either approve or reject it. <i>Note: Always check the comment prior to approving/rejecting a request to see if the employee commented. If you reject the request, a comment must be added so the employee is aware of the reason.</i>  |
| Entering a Comment <p>If you reject a leave request, a comment must be added so the employee is aware of the reason.</p> <ol style="list-style-type: none">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 status shows as Rejected.On the Leave approval detail page, click Comments to enter a comment that lets the reason and adjustment needed for the employee to resubmit the request, if applicable.  | Self Service Request Leave Approval Review <ul style="list-style-type: none">Leave Self-Service allows you to review your employee's leave balances, approve or reject requests. <p><u>Leave requests have four statuses:</u></p> <ol style="list-style-type: none">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)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.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 timescard. (Note: Timescard submission applies to hourly workers only)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. | Self Service Supervisor Proxy <ul style="list-style-type: none">When you are unavailable to process leave requests, you are able to assign a Proxy to process your employee's leave requests on your behalf for a set time period. <ol style="list-style-type: none">From the main menu select Employee ProxyAdd Proxy:<ol style="list-style-type: none">From the drop-down menu, select proxy typeEnter Start/Revoke DatesAdd Assigned Proxy (see Employee ID number; do not search by name)  |

Self Service Main Menu

- From the main menu, choose **Employee** from the list of options.



Self Service Main Menu

- Select **Leave Approval** from the menu

The screenshot shows a web browser window with the URL <https://bccselfservice-dev.brookdalecc.edu/Student/HumanResources/Home>. The page features a dark red header with the Brookdale Community College logo and navigation links for Employment, Employee, and Employee Overview. A yellow sidebar on the left contains icons for home, building, clock, graduation cap, and person. The main content area has a yellow background with a blue border, containing a welcome message and important information about course offerings. Below this, a white box displays 'Welcome to Brookdale Employee Self-Service!'. The main menu consists of a grid of 12 tiles, each with an icon and a title. The 'Leave Approval' tile is highlighted with a yellow background. The tiles are arranged in two columns and six rows. The first column contains: Tax Information, Time Entry, Earnings Statements, Leave, Time History, and Position History. The second column contains: Banking Information, Time Approval, Employee Proxy, Leave Approval, Time History (Supervisor), and Stipend History. The footer of the page includes the copyright notice '© 2000-2022 Ellucian Company L.P. and its affiliates. All rights reserved. Privacy' and the URL <https://bccselfservice-dev.brookdalecc.edu/Student/HumanResources/TaxInformation>.

WebAdvisor for Employees x Employee Self Service Home - W x

← → ↻ 🏠 <https://bccselfservice-dev.brookdalecc.edu/Student/HumanResources/Home> 🔍 ⭐ 📌 👤 ⋮

BROOKDALE COMMUNITY COLLEGE

Employment Employee Employee Overview

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](#)

Welcome to Brookdale Employee Self-Service!

Tax Information
Here you can change your consent for e-delivery of tax information.

Banking Information
Here you can view and update your banking information.

Time Entry
Here you can fill out your timecards.

Time Approval
Here you can approve or reject timecards for the people you supervise.

Earnings Statements
Here you can view your earnings statement history.

Employee Proxy
Here you can delegate certain types of work tasks to another employee.

Leave
Here you can view your leave balances and leave requests.

Leave Approval
Here you can view Leave Balance for people you supervise.

Time History
Here you can view your paid timecards.

Time History (Supervisor)
Here you can view paid timecards for the people you supervise.

Position History
Here you can view a list of your positions.

Stipend History
Here you can view a list of your stipends.

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<https://bccselfservice-dev.brookdalecc.edu/Student/HumanResources/TaxInformation>

Accessing Leave Approval in Self Service

Or, from the Employee Menu in the left navigation, expand the items and select **Leave Approval**

The screenshot displays a web browser window with the URL <https://bccselfservice-dev.brookdalecc.edu/Student/HumanResources/Leave/LeaveApprovalIndex>. The page header features the Brookdale Community College logo and navigation links for 'mkneute' and 'Sign out'. A breadcrumb trail shows 'Employment' > 'Employee' > 'Leave Approval'. A left-hand navigation menu is expanded, listing various options: Employee Overview, Tax Information, Banking Information, Time Entry, Time Approval, Earnings Statements, Employee Proxy, Leave, Leave Approval (highlighted), Time History, Time History (Supervisor), and Position History. The main content area contains text about course offerings for Summer and Fall, mentioning 'Online - Remote-Live Classes' and 'Online - Fully Online' sections. A 'Collapse A' button is visible in the bottom right corner of the content area.

Self Service Leave Approval Summary Page

- 1. **Leave Balance:** an overview of Employee Leave used and balance
- 2. **Leave Requests:** Summary of Employee Leave requests and the statuses (*Approved, Submitted, Rejected*)
- 3. **Filters:** Use this option to filter items that you wish to display or remove from view

3

Filter

Filter is Active

Collapse All

Leave Approval Filter Options

☒ Leave Balance

☒ Leave Request

☒ Submitted

☒ Approved

☒ Rejected

☒ Include Employees with no Outstanding Leave Requests

Reset Filters

Apply Filters

Employee Leave - As Of 6/15/2022

| Description | Starting Balance | Earned | Used | Adjustments | Balance | Actions |
|------------------------------|------------------|--------|--------|-------------|---------|---------|
| Faculty Family Illness-35 | 0.00 | 17.50 | 0.00 | 0.00 | 17.50 | View |
| Faculty Sick Leave 10M/35HRS | 416.75 | 70.00 | -13.50 | -14.00 | 486.25 | View |
| Personal Days 35.0 Hrs | 0.00 | 35.00 | -16.00 | 0.00 | 51.00 | View |
| Bereavement Time Taken | -35.00 | 0.00 | 0.00 | 0.00 | -35.00 | View |
| Jury Duty Time Taken | -7.00 | 0.00 | 0.00 | 0.00 | -7.00 | View |

Employee Leave Requests

| Leave Type | Total Hours | Date Range | Approver | Status | Actions |
|------------|-------------|------------|---------------------|----------|--------------------------------|
| Sick | 7.50 | 6/8/2022 | Kneute, Michelle P. | Approved | Unapprove Reject Comments View |

1

2

Self Service Process Leave Request

- 1. **Filter** the actions you would like to see populate on the screen
 - 2. **Approve, Reject, Comment to the Employee or View the request**
 - **View** - The request to see how many available hours are listed or select “Leave Balance” before processing the request (Note: you will see the hours auto deduct from the employee’s leave balance once you approve the request)
 - **Reject** - You can **reject** the request for many reasons, i.e., incorrect leave plan, dates, hours, etc.
 - **Comment** - If you select **Reject**, you must add a **comment** so the employee knows why the request was rejected or can correct the error and resubmit to you for approval, if applicable.
- NOTE: Please refer to your direct reports’ labor agreement and be familiar with leave usage as outline in their agreement.

Leave Approval

Filter

Filter is Active

Collapse All

Leave Approval Filter Options

☐ Leave Balance

☒ Leave Request

☒ Submitted

☒ Approved

☐ Rejected

☒ Include Employees with no Outstanding Leave Requests

Reset Filters

Apply Filters

Employee Leave Requests

| Leave Type | Total Hours | Date Range | Approver | Status | Actions |
|--------------|-------------|---------------------|---------------------|-----------|--|
| Sick | 3.00 | 6/1/2022 | Kneute, Michelle P. | Approved | <div>2</div> <div>Unapprove Reject Comments View</div> |
| Personal Day | 3.00 | 5/17/2022 | | Submitted | <div>Approve Reject Comments View</div> |
| Vacation | 37.50 | 5/2/2022 - 5/6/2022 | Kneute, Michelle P. | Approved | <div>Unapprove Reject Comments View</div> |
| Personal Day | 15.00 | 4/4/2022 - 4/5/2022 | | Submitted | <div>Approve Reject Comments View</div> |

Self Service Process Leave Request – Hourly Employees

- I. **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

Approve a Leave Request Steps

1. Select **View** to open the leave request to see the details.

| Employee Leave Requests | | | | | |
|-------------------------|-------------|------------|----------|-----------|--|
| Leave Type | Total Hours | Date Range | Approver | Status | Actions |
| Vacation | 7.00 | 6/20/2022 | | Submitted | <div><div>✓</div><div>ⓘ</div><div>💬</div><div>⋮</div></div> <div>ApproveRejectCommentsView</div> |

2. After reviewing the request, either approve or reject it. *Note: Always check the comments prior to approving/rejecting a request to see if the employee commented. If you reject the request, a comment must be added so the employee is aware of the reason.*

Employee's Outstanding Leave Requests

Leave Type

Total Hours

Date Range

Approver

Status

Vacation

7.00

6/20/2022

Submitted

Leave Type

Total Hours

Date Range

Approver

Status

Vacation

7.00

6/13/2022

Kneute, Michelle P.

Approved

Leave Type

Total Hours

Date Range

Approver

Status

Vacation

7.00

6/1/2022

Kneute, Michelle P.

Approved

Vacation 6/20/2022

Submitted

✓

ⓘ

💬

Approve

Reject

Comments

Leave Type

Vacation

Start Date ⓘ

End Date

6/20/2022

6/20/2022

Current Leave Balance:

Pending:

Effective Balance:

Total Requested:

570.14 hours

-7.00 hours

563.14 hours

7.00 hours

<

SUN 19

MON 20

TUE 21

WED 22

THU 23

FRI 24

SAT 25

>

7.00

Self Service Request Leave Approval Review

- Leave Self-Service allows you to review your employee's leave balances, approve or reject requests.

Leave requests have four statuses:

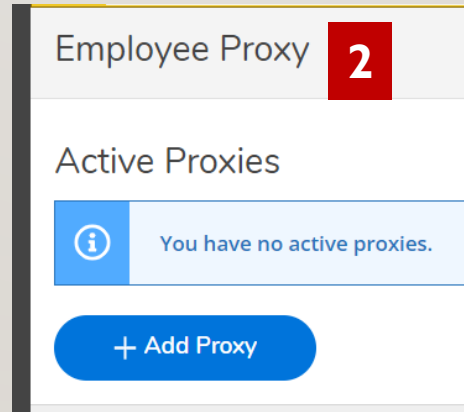
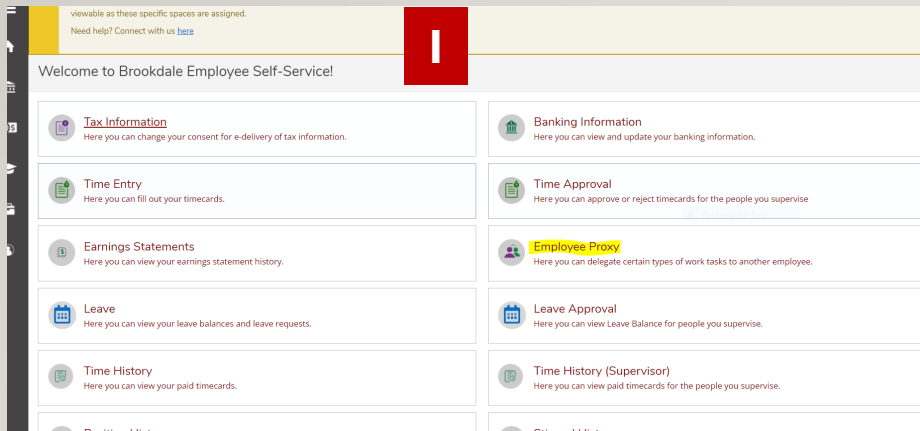
1. **Draft** – Saved but not submitted, unsubmitted or withdrawn but not yet changed, or changed and saved after being rejected.
An employee can view, modify, save, and delete it. A supervisor cannot access it. (Note Not recommended to use)
2. **Submitted** – Submitted by the employee but not approved 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.



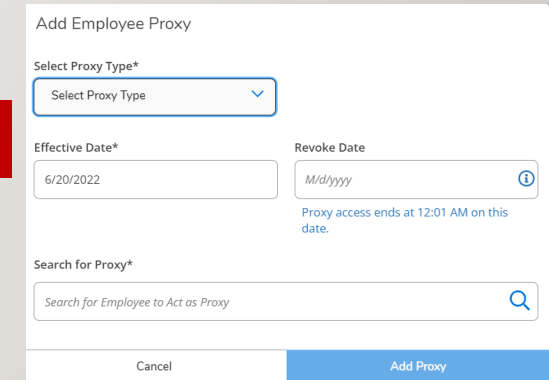
Self Service Supervisor Proxy

- When you are unavailable to process leave requests, you are able to assign a **Proxy** to process your employee's leave requests on your behalf for a set time period.

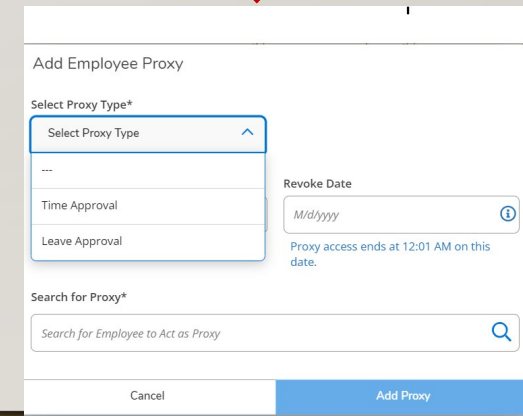
- From the main menu select **Employee Proxy**
- Add Proxy
- Set up Proxy:
 - From the drop-down menu, select proxy type
 - Enter Start/Revoke Dates
 - Add Assigned Proxy (use Employee ID number, do not search by name)



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