

## Professional Instructions for Submitting Leave Reports

### Access MyTC Portal

1. Go to MyTC portal - <https://my.tc.columbia.edu/>
2. Enter UNI & Password

### Access Online Leave Report

1. After accessing MyTC select the TC Services TAB.
2. Click on 'Leave Report' within Leave Report window.
3. Select 'My Choice' indicator for the job to report time.
4. Utilize drop down menu beside job to select leave period to report time.
5. Click 'Leave' button.

### To Enter Leave

1. Determine leave type and day.
2. Click 'Enter Hours' under the day and beside the leave.
3. 'Earning' (Leave), 'Date' & 'Hours' appear at the top with an empty box beside 'Hours'.
4. Enter number of hours to report in empty box, Click 'SAVE'
5. Hours reported will appear at the bottom of the report.
6. Important: Do not use the browser's forward and back buttons as this causes errors. Instead use the menu options.
7. Select 'Position Selection' button to return to main leave report screen OR
8. Select 'Next' button to enter leave for days not viewable.
9. Select 'Copy' button to copy hours to other days within the pay period.

### To Submit Leave Report (*Leave Reports are due on the 20<sup>th</sup> of each month for the previous month*)

1. After all hours have been entered, click 'Submit for Approval'.
2. The top of the leave report should say "Your leave report was submitted successfully"
3. If you find a mistake in your leave report after submission and wish to make changes, your supervisor should be notified to have your leave report "Returned for Correction". Once the supervisor selects "Returned for Correction" the report can be edited.
4. Once submitted for approval, the bottom of the leave report shows when submitted and who has to approve it.

## Frequently Asked Questions

***I have never logged in to the MyTC portal and do not know my UNI/Password. What should I do?***

To obtain UNI: Go to [columbia.edu](http://columbia.edu) and search first and last name in the search bar on the main page

Once you have the UNI: Go to [uni.columbia.edu](http://uni.columbia.edu)

Select "Activate UNI or Email"

Accept the account activation policy

Enter UNI and select continue

Enter last four digits of SSN & birthday then select continue

Select security questions

Create a password

Once you have a password: Go to [www.my.tc.edu](http://www.my.tc.edu)

Enter UNI and password to access TC Portal

***When is my leave report due?***

Leave Reports are due on the 20th of each month for the previous month.

***Why isn't my leave report available?***

Two reasons this could occur -

1. It may take a few days for all hire paperwork to be received, reviewed and updated within the system. If you do not have access within the first 3 days of employment, contact your HR Generalist for assistance.
2. Supervisor information has changed. Contact HR for assistance.

***Do I need to enter hours on each day?***

No, you should only enter hours on the days that you took leave.

***I've entered my leave for today and want to save my leave report so that I can enter hours again later in the month. How do I save my leave report?***

By clicking 'SAVE' button when you entered time, you have already saved your leave report. You can either click 'Exit' on the top right corner of Self Service or close the browser. The information you entered will be there the next time you log in.

### ***Why can I view my leave report, but not edit the hours?***

You have already submitted your leave for approval. After you submit leave you can no longer edit hours. There are two ways you can tell if you have submitted leave for approval:

1. When you go to choose your leave report it will say *Pending* behind the dates that the leave report is for. This means that your leave report is waiting for approval from your supervisor. If you would like to edit your submitted hours, your supervisor should be notified to have your leave report “Returned for Correction”. Once the supervisor selects “Returned for Correction” the report can be edited. Please remember to re-submit once changes have been made.
2. When you are in the leave report there is a *Routing Queue* section that includes information about when your leave report was started, submitted, approved, etc. In this section if there is an action that states *Submitted* with a date behind it, this means that your leave report has been submitted.

### ***What should I do if I have already submitted my leave report, but my hours need to be changed?***

Your supervisor can choose to return the leave report to you for correction. You will again be able to edit the leave report and will need to re-submit the leave report for approval. You will need to contact your supervisor and ask him/her to return the leave report to you for correction.

### ***How can I check to see if my supervisor has approved my time?***

There are two ways you can tell if your leave report has been approved:

1. When you go to choose your leave report it will say *Approved* behind the dates that the leave report is for. This means that your leave report has been approved by your supervisor.
2. When you are in your leave report there is a *Routing Queue* section that includes information about when your leave report was started, submitted, approved, etc. In this section if there is an action that states *Approved* with a date behind it, this means that your leave report has been approved by your supervisor.

### ***What if my supervisor is out and my leave needs to be approved?***

A proxy should be established by your supervisor. By setting up a proxy, this gives someone else permission to see your leave report and approve in the absence of your supervisor. Supervisors can find information about how to set up a proxy in the *Supervisor Instructional Document*.