CUBS Leave
Logging In

- Get into PeopleSoft (CUBS):
  1. Open Internet Explorer
  2. Go to: https://cubshr9.clemson.edu/psp/hpprd/?cmd=login&languageCd=ENG
  3. Enter your Novell ID and Password
  4. Click on Sign In
Pull Up An Employee:

Step 1:

- Workforce Administration – Absence & Vacation – Track Absence History - Create/Update Absence
- Enter the Employee’s ID, Name, or Last Name (or part of the last name)
- Click on the Search button.
Enter An Employee’s Leave

<table>
<thead>
<tr>
<th>Absence Data</th>
<th>Follow-up Action</th>
<th>Comments</th>
</tr>
</thead>
</table>

Ezekiel Lollis
EMP: [ ]
ID: 035206
Empl Rcd #: [ ]

**Absence Data**

- Start Date/Time:
- End Date/Time:
- Absence Type:
- Absence Code:
- Reason:
- Approved: [ ]
- Void: [ ]
- Notification Date:
- Time:
- By Whom:
- Accrued or Taken: [ ]
- Flag Posted: [ ]

**Follow-up Action**

**Comments**

Click Save if no additional comments are needed or click on the Comments tab at the top to enter additional comments.

+ : Insert Row
- : Delete Row

2/18/2009
Inserting a Row Using the Insert Row Icon

- Enter the Start Date and Time for the Employee’s leave. The Date can be selected by clicking on the Calendar icon. The time can be entered in the following ways: For 8:00 am: 800 TAB; For 1:00 pm: 100 TAB will give you 1:00 AM, you must type 100 PM or use military time (1300) TAB.
- Enter the End Date and Time for the Employee’s leave.
- Enter the number of hours the Employee was on leave.
- Select the appropriate Absence Type by clicking on the Magnify icon. Choices include: Annual Leave Pool, Annual Leave, Annual Maternity, Compensatory, Compensatory/Holiday, Court Time, FMLA Annual, FMLA Comp Time, FMLA No Pay, FMLA Sick, Funeral, Military, No Pay Disciplinary, No Pay Maternity, No Pay, Sick Leave Pool, Sick Leave, Sick Leave/Family, Sick Maternity.
- Select the appropriate Absence Code for the absence type by clicking on the Magnify icon (optional).
- Enter a Reason for the leave (optional).
- Only use Void for corrections when leave has been posted.
- Select if the leave was Taken or Accrued. The only time Accrued should be selected is for Compensatory Time.
- Select if the Employer approved the leave. **Leave will NOT be processed if this checkbox is not checked.**
- The Notification fields are optional. If you want to keep track of Employee Absence notification, fill in these fields.
- There will be a checkmark in the Flag Posted checkbox once the leave has been posted.
Comments Panel:

Enter the effective date of the comment
Enter any additional comments regarding the leave in the Comment field
To insert more comment lines, click on the insert row icon.
The Leave Process

All employees should enter their leave through the MyCLE Leave Screens. In the case that the employee cannot enter his/her own leave, the department person should receive notification for a leave request from Employee’s within their departments via e-mail or paper copy (it is up to the departments).

Approvals must go through the appropriate person in each department.

After the leave has been approved, the Department person takes the e-mail or paper copy of the leave request and enters it in CUBS.

If the leave request HAS BEEN APPROVED, the Department person checks the “Employer Approved” checkbox in CUBS.

If the leave request HAS NOT BEEN APPROVED, the Department person DOES NOT check the “Employer Approved” checkbox in CUBS. It is still okay to enter the information in CUBS, just do not check the “Employer Approved” checkbox until the leave has been approved.
Leave Request are posted when:
- The “Employer Approved” checkbox is checked ON (a checkmark appears in the checkbox).

AND
- The End Date for the leave request has passed.

CUBS will run a process each day for leave posting. Leave is always posted the day after it was entered in CUBS.

Ex: An Employee requested sick leave for June 10 & 11, 2002. The Employer Approved checkbox is checked on. On the day after June 11, 2002, this Employee’s leave will be posted. (It was posted because the End date has passed (June 11) and the Employer Approved checkbox is checked).

When to Enter Leave Requests:
Enter all leave requests as soon as you can. Please do not hold onto them. Leave is reported on each Employee’s pay stub each payday and leave is updated in MyCLE. The quicker the leave is entered in the system, the more accurate the pay stubs will be.

Monthly Accruals:
The Human Resources office runs the accrual process for sick and annual leave.
LEAVE CORRECTIONS FOR POSTED LEAVE

Scenario: Matthias Cline sent her department a leave request requesting 2 days of annual leave (15 hours). Her department entered 2 days of annual leave to be taken 1-10-09 thru 01-11-09 (15 hours). On 1-11-09, the leave posted to the system. On 1-12-09, Matthias notified her department that she returned to work early (1-11-09) instead of 1-12-09. She needs for 1 day (1-11-09) (7.5 hours) to be added back to her leave account.

ORIGINAL transaction TAKING the leave from Matthias Cline:
CORRECTED transaction RETURNING the leave to Matthias Cline:

Enter all other data the same as the original transaction (except for Duration Hours, Reason, and Void checkbox).

Enter a Reason for the correction.

Check the Void checkbox.

7.5 hours were given back to the employee and the Void checkbox was selected.
View Absence Summary By Employee/Department

The Absence Summary panels allows you to view each Employee or an entire department’s absences.

Workforce Administration – Absence and Vacation – Track Absence History – Summary by Employee

OR

Workforce Administration – Absence and Vacation – Track Absence History – Summary by Department
View Leave Accruals and Absence History

The leave accruals panel will allow you to view each Employee’s leave balances for all types of absences.

**Step 1:**
Workforce Administration – Absence and Vacation – Track Absence History – Leave Accruals & Details

**Step 2:**
Enter the appropriate information to pull up an employee.
### Leave Accruals

**Plan Type:** Sick  
**Plan Type:** 50

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Service Date</th>
<th>Accrual Date</th>
<th>Previous Yr Hrs</th>
<th>Earned Hrs</th>
<th>Taken Hrs</th>
<th>Balance Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>10/08/2007</td>
<td>01/16/2009</td>
<td>125.700000</td>
<td>9.380000</td>
<td>0.000</td>
<td>135.080000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>16.76000</td>
<td>1.25067</td>
<td></td>
<td>18.01067</td>
</tr>
</tbody>
</table>

### Leave Details

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Hours</th>
<th>Void</th>
<th>Approved</th>
<th>A/T</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Leave</td>
<td>02/13/2009</td>
<td>02/13/2009</td>
<td>4.000</td>
<td>N</td>
<td>Y</td>
<td>Taken</td>
<td>02/16/2009</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>01/02/2009</td>
<td>01/02/2009</td>
<td>7.500</td>
<td>N</td>
<td>Y</td>
<td>Taken</td>
<td>01/23/2009</td>
</tr>
</tbody>
</table>
Running Leave Reports

**Step 1:**
Workforce Administration – Absence and Vacation – CU Absence Reports – Leave Report

**Step 2:** Enter a Run Control ID (can be any word as long as there are no spaces). Click on the Search button.
**Step 3:** Enter the appropriate information to pull up a report for the appropriate employee or department. Click on the Run button.
PROCESS SCHEDULER REQUEST
Select the appropriate report by clicking in the checkbox. Click on the Ok button.

Select PSUNX from the list

Leave as the default. Type should be “Web” and Format should be “PDF”.

Click on the Process Monitor Link

Click on the Refresh Button. Once the Status has changed to “Success”, click on “Details”
Run Absence History Details Report

Menu
Search:

Run Control ID: ezekiel

Report Request Parameters
- Accrued or Taken: Taken
- Begin Date: 07/01/2008
- Approved: Approved
- Posted: LV Posted
- Posted From:  
- End Date: 12/31/2008
- Through:  
- Department: 5337
- SSN:  
- or EmplID:  

Run
All fields are optional, however, the more fields you insert information the more narrow your search. Your report will show exactly what was requested.

- Select if you want to run the report on leave that has been Taken or Accrued.
- Select the Leave Plan Type to run the report. Click on the Magnify icon to pick from a list.
- Enter the Begin Date to run the report on.
- Enter the End Date to run the report on.
- Select to run the report for Approved or Not Approved Leave.
- Select to run the report for LV Posted or Not Posted Leave.
- If running the report for Posted leave and you want to specify posted dates, enter the begin posting date here.
- If running the report for Posted leave and you want to specify posted dates, enter the ending posting date here.
- If you want to run the report for an entire Department, enter the department number.
- Do not enter a Social Security Number or Employee ID to run the report for an entire department.
- To run the report for an Employee, enter the Employee’s Social Security Number here. Do not enter a Department number to run the report for one Employee.
- OR
- To run the report for an Employee, enter the Employee’s ID. Do not enter a Department number to run the report for one Employee.
Process Scheduler Request

Select PSUNX

Click in the Absence History Details checkbox. Click on the OK button.

Run this report to view all compensatory and holiday compensatory balances and details.