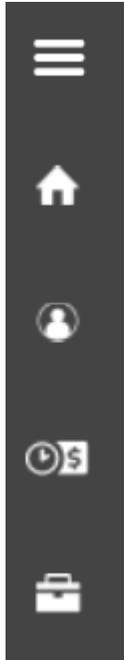


# Self Service Leave Request & Approval Guide



This is the explanation of icons that appear along the left-hand side once you are logged in. You will only see the icons authorized for your position.



		Click on this to expand the icons column. Click on it again to shrink the column.
		Click on this to display the Home Page
		Click on this to display the User Options Menu
		Click on this to display the Employment Menu
		Click on this to display the Daily Work Menu

## Employee- Leave Balances/Requests

From the Home Page, Click on 'Employees, Student Employees and Off Campus Supervisors'

The screenshot shows the Hampshire College TheHub interface. At the top, there is a teal header with the Hampshire College logo and name. Below the header, a yellow banner contains a welcome message and maintenance information. A navigation sidebar on the left includes icons for home, user profile, and a clock. The main content area features a yellow section with a warning icon and links for searching and viewing courses, and a light blue section with an information icon and a link to review required agreements. Below this, a grey box contains a welcome message and a prompt to choose a category. A white box at the bottom highlights the 'Employees, Student Employees and Off Campus Supervisors' category with a person icon and a description of available services.

**Hampshire College**

Welcome to TheHub using Colleague Self Service. We are in the process of transitioning to this new platform. Please note that TheHub is unavailable every morning from 3:00AM to 5:00AM Eastern for maintenance. Let us know if you encounter issues by emailing [helpdesk@hampshire.edu](mailto:helpdesk@hampshire.edu) or submitting an IT ticket.

Search for Courses  
View Hampshire Courses  
View Five College Courses

[Review Required Agreements](#)

Hello Hampshire Community Member and Welcome to TheHub  
Choose a category to get started.

Employees, Student Employees and Off Campus Supervisors  
View your tax form consents, earnings statements, banking information, timecards and leave balances.

In 'Leave Plan Info/Balances' you will be able to view your Vacation and Sick/Personal balances and make leave requests. Click on "Leave".

**Leave Plan Info/Balances**  
View your leave balances.

Notice you can view what you have used and your overall balance in the graphic at the top of the screen. Details about accrual earnings, usage and adjustments are found below. By clicking on "view" you can see additional details regarding your leave plans.

Leave Balance (i)



**Vacation (Hours)**

0.00	43.08
Used	Balance



**Sick (Hours)**

0.00	84.00
Used	Balance

Leave Requests Request Leave

Leave Type	Total Hours	Date Range	Approver	Status
Vacation	16.00	<a href="#">7/20/2020 - 7/21/2020</a>		<span style="border: 1px solid #007bff; padding: 2px 5px;">Submitted</span>

⏪
⏩
Page
1
of 1
⏪
⏩

Per Page: 4
Total: 1

Leave - As Of 7/28/2020 (i)

Description	Starting Balance	Earned	Used	Adjustments	Balance	
Personal Leave 40 Hours	0.00	0.00	0.00	24.00	24.00	... <a href="#">View</a>
Sick Salary 40 Hours	0.00	4.00	0.00	80.00	84.00	... <a href="#">View</a>
Vacation Salary 40 Hours	0.00	3.08	0.00	40.00	43.08	... <a href="#">View</a>

**Leave Balance Details** ✕

<b>Description</b>	Personal Leave 40 Hours
<b>Accrual Rate</b>	80.0000
<b>Accrual Limit</b>	80.0000
<b>Maximum Carryover</b>	0.0000
<b>Starting Balance</b>	0.00
<b>Earned</b>	0.00
<b>Used</b>	0.00
<b>Adjustments</b>	24.00
<b>Balance</b>	24.00

Close

Employees can also request leave by clicking on the "Request Leave" button.

**Leave Request** (i) [Return to Leave Dashboard](#)

Outstanding Leave Requests

Leave Type	Vacation
Total Hours	16.00
Date Range	<a href="#">7/20/2020 - 7/21/2020</a>
Approver	
Status	<span style="border: 1px solid #007bff; padding: 2px 5px;">Submitted</span>

New Request

Save
Submit
Comments
Delete

Leave Type

Select a Leave Type ▼

Start Date (i)

M/d/yyyy 📅

End Date

M/d/yyyy 📅

Current Leave Balance: 0.00 hours

Total Requested: 0.00 hours

Exempt Staff Request Leave/ Leave Approval Manual (Jan 2024)

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Next, select the type of leave and the start and end dates of the leave and a calendar will appear where you can enter the number of hours of leave you wish to take each day.

Leave Request

[Return to Leave Dashboard](#)

Outstanding Leave Requests

Vacation 8/19/2020 - 8/21/2020

Save Submit Comments Delete

Leave Type: Vacation

Start Date: 8/19/2020 End Date: 8/21/2020

Current Leave Balance: 43.08 hours  
Total Requested: 0.00 hours

SUN	MON	TUE	WED	THU	FRI	SAT
16	17	18	19	20	21	22
			0.00	0.00	0.00	

Once the leave has been "submitted" your outstanding leave requests will display on your dashboard. Once your supervisor "approves" the request, the "submitted" status will change to "approved."

Leave Balance

Leave Requests

Request Leave

Leave Type	Total Hours	Date Range	Approver	Status
Vacation	16.00	7/20/2020 - 7/21/2020		Submitted
Vacation	24.00	8/19/2020 - 8/21/2020		Submitted

Page 1 of 1 Per Page: 4 Total: 2

# Supervisor- Employee Leave Approval

Supervisors can approve employee leave requests by either using the filter or selecting the drop down under the employee's name.

Leave Approval

[Filter](#)

Leave Requests

Submitted

Approved

Rejected

Exclude Employees with no Outstanding Leave Requests

[Reset Filters](#) [Apply Filters](#)

Leave Type	Total Hours	Date Range	Approver	Status				
<div style="display: flex; justify-content: space-between;"> <span>▼ Ritchie, Lionel - 1000142</span> <span>▲ Snow, Cletus - 1000115</span> </div>								
Personal Leave	8.00	7/13/2020	Brown, Sally	Approved	✓	i	...	...
					Unapprove	Reject	Comments	View
Personal Leave	8.00	8/3/2020		Submitted	✓	i	...	...
					Approve	Reject	Comments	View

By clicking on "view" the supervisor can see the employee's current leave balance and days requested.

Cletus Snow  
1000115

Employee's Outstanding Leave Requests

Leave Type: Personal Leave

Total Hours: 8.00

Date Range: 7/13/2020

Approver: Brown, Sally

Status: Approved

Personal Leave 7/13/2020 Approved

✓ Unapprove
i Reject
... Comments

Current Leave Balance: 24.00 hours

Total Requested: 8.00 hours

Leave Type: Personal Leave

Start Date: 7/13/2020 i End Date: 7/13/2020

SUN	MON	TUE	WED	THU	FRI	SAT
12	13	14	15	16	17	18
	8.00					

# Time History for Supervisor



## Time History (Supervisor)

Here you can view paid timecards for the people you supervise.

Enter in the name of the employee you would like to view and execute the search.

### Time History (Supervisor)

Financial Information

Search for Employee

Employee Name or ID



Once you have found the employee you are looking for, select the pay period and specific dates you wish to view. To change to a previous year, click the blue drop down arrow next to the current year at the top of the screen. Click the blue ">" to navigate between pay periods. Expand the timecard by clicking the date range on the right side of the screen.

Select a Year to view associated Pay Period

2019



#### Pay Period

07/28/2019 - 08/10/2019  
Bi-Weekly Payroll



07/14/2019 - 07/27/2019  
Bi-Weekly Payroll



06/30/2019 - 07/13/2019  
Bi-Weekly Payroll



06/16/2019 - 06/29/2019  
Bi-Weekly Payroll



07/28/2019 - 08/10/2019

Bi-Weekly Payroll

#### Dates

07/28/2019 - 08/03/2019

08/04/2019 - 08/10/2019