

QUICK REFERENCE DIRECTIONS FOR SALARIED STAFF ONLINE LEAVE REPORTS

EMPLOYMENT SERVICES - NOVEMBER 2009

ACCESSING YOUR LEAVE REPORT

1. Log onto the 1600grand portal -- <http://1600grand.macalester.edu/>
2. Click on the **Employment/My Job tab**
3. Look for the **Time Reporting** channel
4. Find the job and department combination you are reporting time for.
5. Click on the link for the appropriate time period (for example [Monthly - 11, Due Date : Dec 10, 2009](#))

ENTERING LEAVE AND COMMENTS

1. Find the intersection of the day and category that you are entering time for
2. Click on the [Enter Hours](#) link for that day
3. Find the text entry box next to **Hours:** (located above the timesheet);
4. Enter your leave hours (fractions of hours must be rounded to the nearest 15 minutes and entered as a fraction of the hour – for example 5.75 = 5 hours 45 minutes) – **a standard work day, at Mac, is 7.75 hours**
5. Click the **Save** button

Additional Leave Entry Notes

- Salaried employees should only enter hours on a day if they **take 2 or more hours total**, for the day, in any combination of leave types
- Time sheets show only one week at a time; to access additional weeks in the leave report period, click the **Next** button
- Hours may be copied from one day to others by using the **Copy** button
- Comments may be added by using the **Comments** button, entering the comment, and clicking **Save**
- **Paid Parental Leave** must be applied for prior to its usage; using it without applying and receiving approval will cause the leave entered to be debited in the vacation category – see the FAQ link (under the “Troubleshooting” section) for more detail

SUBMITTING YOUR LEAVE REPORT FOR APPROVAL

1. At the end of the reporting period, access your timesheet using the instructions above
2. Click on the Preview button to review your leave hours for correct entry (this screen may also be printed for a paper record of the time sheet – use landscape orientation on your browser)
3. To leave preview mode, click on the **Previous Menu** button
4. Click on the **Submit for Approval** button (A message will appear at the top of the timesheet confirming “Your time sheet was submitted successfully”); you’re done!

Additional Submission Notes –

- The system will e-mail a “receipt” indicating that the submitted timesheet was received
- No data entry may be changed on a submitted leave report – contact your supervisor and have them click the “return it for correction” button in the event you find an error that needs corrected
- The **leave banks balances** on 1600grand will not update until the approver of the report has approved it

DEADLINES

- The deadline for salaried leave reports is normally the **10th day of the month** at 4:30pm (after the end of the month being reported) – this is listed on the time sheet
- The approval deadline, by supervisors, is normally **1 to 2 days after this date** (after the end of the pay period)
- A complete payroll schedule, with holidays, is available at <http://www.macalester.edu/payroll/schedule.html>

TROUBLESHOOTING

- **Problems with access to 1600grand or functions in 1600Grand**
 1. Try the Internet Explorer browser (PC) or Safari browser (Mac) to access 1600grand
 2. Contact the Help Desk at (651) 696-6525
- **The job I need to report time for doesn't appear on my Time Reporting channel** – most likely this is an issue with paperwork not being turned in for your hire (either you or your supervisor)
 1. Talk to your supervisor – verify that all of the paperwork was turned in to Employment Services
 2. Contact Employment Services at (651) 696-6280 or hr@macalester.edu

Employment Services maintains a Time Entry FAQ with many additional questions and answers at http://www.macalester.edu/payroll/FAQ_WTE.htm

LEAVE REPORTING CONTACTS

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