

Leave Requests: Staff & 12- Month Faculty

Procedure: Leave requests and recording should be done following the below procedure for employees who are benefit eligible (.5 FTE and above) and have a 12-month appointment with the College. Employees who are not eligible for paid leave should work directly with their immediate supervisor to make scheduling requests and / or changes.

I. Requesting Time Off:

- a. **Vacation:** Requests for vacation leave must be made prior to the beginning of the absence. Vacation schedules are arranged in accordance with operational needs of the department, and are subject to the approval of the appropriate administrator. All requests and approval for vacation should be submitted directly to immediate supervisor using Rhodes State College email, leave request form or other avenue as determined appropriate by immediate supervisor. The leave request should include how work duties will be covered during the absence. Supervisor will maintain a record of all leave requests and how work duties are covered.
 - i. Vacation balances can be checked in STARS.
 1. Employees can check their balance under the Employee Information tab. Next, click Leave Balances/History the current vacation hours will display.
 2. By clicking on the highlighted Vacation the employee will see what they have earned and taken in a fiscal year.
 3. **Employees will no longer see vacation hours taken on their paychecks. This process is completed outside of the pay process.**
- b. **Sick:** Requests for sick leave should be made with advance notice whenever possible. All requests and approval for sick leave should be occur using Rhodes State College email, leave request form or other avenue as determined appropriate by immediate supervisor. The leave request should include how work duties will be covered during the absence. Supervisor will maintain a record of all leave requests and how work duties are covered.
 - i. Sick balances can be checked in STARS.
 1. Employees can check their balance under the Employee Information tab. Next, click Leave Balances/History the current sick hours will display.
 2. By clicking on the highlighted Sick the employee will see what they have earned and taken in a fiscal year.
 3. **Employees will no longer see sick hours taken on their paychecks. This process is completed outside of the pay process.**

- c. **Family Medical Leave Act Request:** See Family Medical Leave Act (FMLA) Policy 6.7.1 for eligibility and covered events. All requests for FMLA must be made to the Office of Human Resources via email at HR@RhodesState.edu. Within 5 business days after notice, the Office of Human Resources will complete and provide the employee with the Department of Labor Notice of Eligibility and Rights. When the need for the leave is foreseeable, the employee must provide the College with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. Upon approved FMLA, Supervisor will maintain a record of how work duties are covered.
- d. **Leave of Absence:** A request for a leave of absence without salary for personal and/or medical reason must follow the steps outlined in Leave of Absence Policy 6.7. Upon approved Leave of Absence, Supervisor will maintain a record of how work duties are covered.
- e. **Court Appearance / Jury Duty:** When an employee is summoned for jury service or subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law, the employee will follow the steps outlined in Court Appearance / Jury Duty Procedure 2.16(a)
- f. **College related Professional Development:** Professional Development requests are reviewed and approved at the discretion of the immediate supervisor. All requests and approval for Professional Development should be submitted directly to immediate supervisor using Rhodes State College email, leave request form or other avenue as determined appropriate by immediate supervisor. The leave request should include how work duties will be covered during the absence. Supervisor will maintain a record of all leave requests and how work duties are covered.

II. Recording leave time via Banner Time Entry

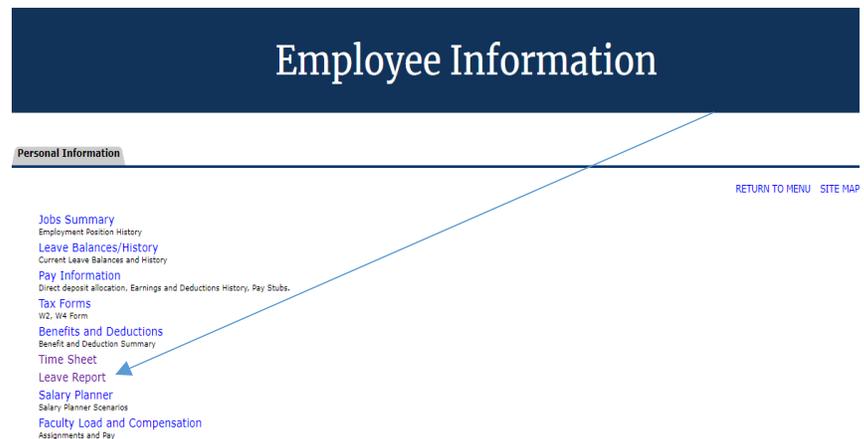
Banner Time Entry is a web-based time entry system accessed through STARS. Only sick and vacation hours are reported through Banner Time Entry. All sick and vacation hours reported will be charged against the employees' paid sick and / or vacation leave. All other leave requests records will be kept by the supervisor or as outlined in the corresponding policy / procedure.

a. Exempt Employees – Leave Reports:

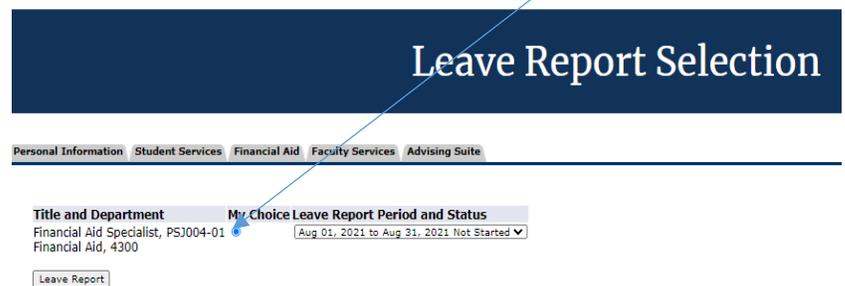
Exempt employees (staff and 12-month faculty) utilize this system for Leave Reporting to record any leave taken during the reporting period. The Leave Reporting period is the 1st of the month through the last day of the month. Exempt Employees must submit their Leave Reports through STARS to their Approver no later than the 15th of the month following the reporting month as outlined in the *Appendix A: Pay Period Schedule Exempt Employees*. Automated reminder emails will begin being sent on the 5th of the month and will continue until leave report is submitted. Leave Reports are submitted only for a Pay Period in which leave is taken using the following steps. Note: If no leave time is taken

for identified pay period, exempt employees still need to submit a leave request with no hours recorded.

- i. On the www.rhodesstate.edu click on MyRhodes
 1. On the next screen click on the “Employees” block in the middle of the page
 2. From the listing on the “Employee” page click on “STARS Online”
 3. On the STARS Welcome page click on “Enter Secure Online”
 4. Enter your sign in credentials to enter STARS
 - a. The Main Menu should display
 5. From the menu click on “Employee Information”
 6. The “Employee Information” page should display.
 - a. Choose “Leave Report”

- b. On the Time Reporting Selection Screen the position of the employee should display.
 - i. Under the “Leave Report Period and Status” pull down the month for the timeframe you want to report leave. It should display a “Not Started” status.

7. The “Time and Leave Reporting” screen should display with the month you choose to report your leave time.
 - a. Enter by the quarter of the hour the time for sick and vacation hours.
 - i. The time needs entered for each day.
 - b. Click on the “Save” button after entering hours for each day.



Time and Leave Reporting

[Personal Information](#) | [Student Services](#) | [Financial Aid](#) | [Faculty Services](#) | [Advising Suite](#)

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report
Title and Number: Financial Aid Specialist -- PSJ004-01
Department and Number: Financial Aid -- 4300
Leave Report Period: Aug 01, 2021 to Aug 31, 2021
Submit By Date: Sep 15, 2021 by 11:59 PM

Earning	Total Hours	Total Units	Sunday Aug 01, 2021	Monday Aug 02, 2021	Tuesday Aug 03, 2021	Wednesday Aug 04, 2021	Thu Aug 05, 2021
Sick - 12 Months	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Vacation Post October 2011 PR	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:	0		0	0	0	0	0
Total Units:		0	0	0	0	0	0

| | | | |

Submitted for Approval By:
Approved By:
Waiting for Approval From:

8. After time is all entered for the month that is being submitted click on “Submit for Approval” and the leave report will be sent to the supervisor for final approval. **Note: Leave Reports can only be submitted one time per pay period (month).**
9. If supervisor reviews the leave report and finds an error, it will be returned to employee for correct. Upon correction, employee can resubmit for final approval.



Time and Leave Reporting

[Personal Information](#) | [Student Services](#) | [Financial Aid](#) | [Faculty Services](#) | [Advising Suite](#)

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

▲ Your leave report was submitted successfully.
▲ No hours entered.

Leave Report
Title and Number: Financial Aid Specialist -- PSJ004-01
Department and Number: Financial Aid -- 4300
Leave Report Period: Aug 01, 2021 to Aug 31, 2021
Submit By Date: Sep 15, 2021 by 11:59 PM

Earning	Total Hours	Total Units	Sunday Aug 01, 2021	Monday Aug 02, 2021	Tuesday Aug 03, 2021	Wednesday Aug 04, 2021	Th Aug 05, 2021
Sick - 12 Months	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Vacation Post October 2011 PR	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Total Hours:	0		0	0	0	0	0
Total Units:		0	0	0	0	0	0

| | |

Submitted for Approval By: You on Aug 24, 2021
Approved By:
Waiting for Approval From: Pamela Hughes

10. After supervisor approves, all hours will be sent to HR for final review and processing.

b. Non-Exempt Employees

Non-exempt employees (staff) utilize this system for Leave Reporting to record any leave taken during the reporting period. The Leave Reporting period is recorded by each pay period in an electronic timesheet. Timesheets are entered and must be submitted in STARS and submitted to their Approver no later than the Monday after each pay period. Automated reminder emails will be sent on the Monday after each pay period and will continue until the timesheet is submitted. Timesheets are submitted only for a Pay Period in which leave is taken using the following steps for non-exempt employees:

- i. On the www.rhodesstate.edu click on MyRhodes
 1. On the next screen click on the “Employees” block in the middle of the page
 2. From the listing on the “Employee” page click on “STARS Online”
 3. On the STARS Welcome page click on “Enter Secure Online”
 4. Enter your sign in credentials to enter STARS
 - a. The Main Menu should display
 5. From the menu click on “Employee Information”
 6. The “Employee Information” page should display.
 - a. Choose “Timesheet”
 - b. The next screen will display “Approve or Acknowledge time”
 - c. On the Timesheet Selection Screen the position of the employee should display.
 - i. Under the “Timesheet Pay Period and Status” pull down the pay period for the timeframe you want to report leave and hours worked. It should display a “Not Started” status.
 7. The “Time and Leave Reporting” screen should display with the pay period you choose to report your leave time.
 - a. Enter by the quarter of the hour the time that was missed for sick and vacation days. This is also where hours worked is entered by day.
 - b. When the time is entered by day. Click on the “Save” button.
 8. After time is all entered for the pay period that is being submitted click on “Submit for Approval” and the timesheet will be sent to the supervisor for final approval.
 9. If supervisor reviews the timesheet and finds a possible error, it will be returned to employee for correct. Upon correction, employee can re-submit for final approval.

III. Supervisor Approval

Supervisors are responsible for reviewing and approving leave reports and time sheets for all direct reports.

a. Approving Exempt Employees – Leave Reports:

- i. On the www.rhodesstate.edu click on MyRhodes
 1. On the next screen click on the “Employees” block in the middle of the page
 2. From the listing on the “Employee” page click on “STARS Online”
 3. On the STARS Welcome page click on “Enter Secure Online”
 4. Enter your sign in credentials to enter STARS
 - a. The Main Menu should display
 5. From the menu click on “Employee Information”
 - a. Choose “Leave Report”
 - b. On the Selection Criteria screen select “Approve or Acknowledge Time”.



- c. On the next screen “Approver Selection” several departments may display as an approver you can only approve one department at a time.
 - i. Under “Leave Choice Period” pull down the month you want to approve and click “Select”



6. Under the “Department Summary” screen click on the employee’s name that you want to approve. The leave report should display as “Pending”.
 - i. Review the leave report and if you correct, click on “Approve”.
 - ii. If incorrect, choose “Return for Correction” and notify employee why the leave report was returned and corrections needed. If this occurs, the employee will need to correct and re-submit leave report as outlined.

Department Summary

Personal Information
Student Services
Financial Aid

Select the employee's name to access additional details.

COA: 1, Rhodes State College
Department: 4300, Financial Aid
Leave Period: Aug 01, 2021 to Aug 31, 2021
Act as Proxy: Not Applicable
Leave Period Leave Entry Status: Open until Sep 17, 2021, 11:59 PM

Pending									
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	
R00139248	Stephanie Lynn Wilgus PSJ004 - 01 Financial Aid Specialist	Approve	.00	.00	.00		<input type="checkbox"/>	<input type="checkbox"/>	

Not Started		
ID	Name, Position and Title	Other Information
R00093225	Jeffrey Randall Engle PSJ001 - 01 Advisor	
R00060515	Pamela Sue Hughes ASJ001 - 01 Director, Financial Aid	

Pay Event Transactions
 Action required by all approvers: 0
 Time or Leave Transactions Approved or FYI: 0
 Time or Leave Transactions Awaiting Approval or FYI: 1
Totals: 1

7. After approval, all hours will be sent to HR for final review and processing.

b. Non-Exempt Employees – Timesheets:

- i. On the www.rhodesstate.edu click on MyRhodes
 1. On the next screen click on the “Employees” block in the middle of the page
 2. From the listing on the “Employee” page click on “STARS Online”
 3. On the STARS Welcome page click on “Enter Secure Online”
 4. Enter your sign in credentials to enter STARS
 - a. The Main Menu should display
 5. From the menu click on “Employee Information”
 - a. Choose “Timesheet”
 - i. Several departments may display as an approver you can only approve one department at a time.

Related Policies or Procedures:

- [Vacation Policy 2.17](#)
- [Sick Leave Policy 2.14](#)
- [Court Service / Jury Duty Policy 2.16](#)
- [Family and Medical Leave Policy 6.7.1](#)

Appendix A: Pay Period Schedule Exempt Employees

Year of Pay	Pay ID	Month of Pay	Pay Period for Exempt Employees		Employee Leave Report Entry		Employee Leave Entry End Time	Approver Last Date to Approve	Approver Leave Approval End Time	Paid Date
			Start Date	End Date	Start Date	Last Day				
2025	MO	1	1/1/2025	1/31/2025	1/1/2025	2/15/2025	1159 PM	2/17/2025	1159 PM	1/31/2025
2025	MO	2	2/1/2025	2/28/2025	2/1/2025	3/15/2025	1159 PM	3/17/2025	1159 PM	2/28/2025
2025	MO	3	3/1/2025	3/31/2025	3/1/2025	4/15/2025	1159 PM	4/17/2025	1159 PM	3/31/2025
2025	MO	4	4/1/2025	4/30/2025	4/1/2025	5/15/2025	1159 PM	5/17/2025	1159 PM	4/30/2025
2025	MO	5	5/1/2025	5/31/2025	5/1/2025	6/15/2025	1159 PM	6/17/2025	1159 PM	5/30/2025
2025	MO	6	6/1/2025	6/30/2025	6/1/2025	7/15/2025	1159 PM	7/17/2025	1159 PM	6/30/2025
2025	MO	7	7/1/2025	7/31/2025	7/1/2025	8/15/2025	1159 PM	8/17/2025	1159 PM	7/31/2025
2025	MO	8	8/1/2025	8/31/2025	8/1/2025	9/15/2025	1159 PM	9/17/2025	1159 PM	8/29/2025
2025	MO	9	9/1/2025	9/30/2025	9/1/2025	10/15/2025	1159 PM	10/17/2025	1159 PM	9/30/2025
2025	MO	10	10/1/2025	10/31/2025	10/1/2025	11/15/2025	1159 PM	11/17/2025	1159 PM	10/31/2025
2025	MO	11	11/1/2025	11/30/2025	11/1/2025	12/15/2025	1159 PM	12/17/2025	1159 PM	11/28/2025
2025	MO	12	12/1/2025	12/31/2025	12/1/2025	1/15/2026	1159 PM	1/17/2026	1159 PM	12/31/2025

Appendix B: Pay Period Schedule Non-Exempt Employees
Pay Schedule 2025

PAY ID	Pay Period for Non-Exempt Bi-Weekly Employees & Students		Electronic Time Sheet submitted to Supervisor	Electronic Time Sheet approved by Supervisor	Pay Date
BW01	12/14/2024	12/27/2024	12/30/2024	12/31/2024	1/10/2025
BW02	12/28/2024	1/10/2025	1/13/2025	1/14/2025	1/24/2025
BW03	1/11/2025	1/24/2025	1/27/2025	1/28/2025	2/7/2025
BW04	1/25/2025	2/7/2025	2/10/2025	2/11/2025	2/21/2025
BW05	2/8/2025	2/21/2025	2/24/2025	2/25/2025	3/7/2025
BW06	2/22/2025	3/7/2025	3/10/2025	3/11/2025	3/21/2025
BW07	3/8/2025	3/21/2025	3/24/2025	3/25/2025	4/4/2025
BW08	3/22/2025	4/4/2025	4/7/2025	4/8/2025	4/18/2025
BW09	4/5/2025	4/18/2025	4/21/2025	4/22/2025	5/2/2025
BW10	4/19/2025	5/2/2025	5/5/2025	5/6/2025	5/16/2025
BW11	5/3/2025	5/16/2025	5/19/2025	5/20/2025	5/30/2025
BW12	5/17/2025	5/30/2025	6/2/2025	6/3/2025	6/13/2025
BW13	5/31/2025	6/13/2025	6/16/2025	6/17/2025	6/27/2025
BW14	6/14/2025	6/27/2025	6/30/2025	7/1/2025	7/11/2025
BW15	6/28/2025	7/11/2025	7/14/2025	7/15/2025	7/25/2025
BW16	7/12/2025	7/25/2025	7/28/2025	7/29/2025	8/8/2025
BW17	7/26/2025	8/8/2025	8/11/2025	8/12/2025	8/22/2025
BW18	8/9/2025	8/22/2025	8/25/2025	8/26/2025	9/5/2025
BW19	8/23/2025	9/5/2025	9/8/2025	9/9/2025	9/19/2025
BW20	9/6/2025	9/19/2025	9/22/2025	9/23/2025	10/3/2025
BW21	9/20/2025	10/3/2025	10/6/2025	10/7/2025	10/17/2025
BW22	10/4/2025	10/17/2025	10/20/2025	10/21/2025	10/31/2025
BW23	10/18/2025	10/31/2025	11/3/2025	11/4/2025	11/14/2025
BW24	11/1/2025	11/14/2025	11/17/2025	11/18/2025	11/28/2025
BW25	11/15/2025	11/28/2025	12/1/2025	12/2/2025	12/12/2025
BW26	11/29/2025	12/12/2025	12/15/2025	12/16/2025	12/26/2025

History:

	Date:	Reason:
Issued:	12/07/2021	Original issue date
Revised:	2/14/2022	Updated to include 2022 Pay Period Schedules
Revised:	12/10/2024	Updated to include 2025 Pay Period Schedule and posted on website

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.