

Procedure – Checking leave balances in MUN Self Service – updated 2021.01.19

1. In my.mun.ca, employees tab, select “Current Pay, Leave, Equity and Employee Self Service Data”

The screenshot shows the my.mun.ca website. At the top, there is a navigation bar with the Memorial University logo and the URL my.mun.ca. Below the logo is the text "MEMORIAL UNIVERSITY". The navigation bar includes links for Home, Students, Employees, Alumni, MUNmail, and EHS Assistant. The main content area is divided into two sections: "Online Learning" and "Employee Self Service". The "Online Learning" section features the text "Online Learning ONLINE.MUN.CA" and a message: "Access your Brightspace (D2L) course site, as well as academic or administrative sites, in Memorial University's learning management system." Below this are two buttons: "Support Centre" and "Course Login". The "Employee Self Service" section contains a message: "Access to the Banner Application (Student, Finance, and HR Systems) will be unavailable on Saturday, January 16th, 2021 until approximately noon due to scheduled Banner maintenance." Below this message is the instruction: "To access your employee information, click the buttons below:" followed by three buttons: "Current Pay, Leave, Equity and Employee Self Service Data", "Memorial Pension Information and Tools", and "SSQ Travel Health Card". At the bottom left, there is a link "Get Office 365".

2. Select “Employee Services”

The screenshot shows the my.mun.ca website. The browser address bar displays the URL: www5.mun.ca/admit/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,+Lisa+M,+Cook,+to+the+WWW+Inf. The browser tabs include: Apps, Banner 9 Login | Ba..., FAST | Financial and..., Forms | Financial an..., Faculty of Engineeri..., Forms | Faculty of E..., and Inbox (2,024) - lisac... The main content area features the Memorial University logo and the text "Newfoundland & Labrador, Canada". Below the logo is a navigation bar with the following menu items: Main Menu, Student Main Menu, Employee Services, and Finance. The "Employee Services" menu item is highlighted. Below the navigation bar is a search bar with the text "Search" and a "Go" button.

Main Menu

Welcome, Lisa M. Cook, to the WWW Information System! Last web access on Jan 11, 2021 at 07:12 pm

[Personal Information](#)

[Student Main Menu](#)

Apply for Admission, Register, View your academic records

[Employee Services](#)

[Finance](#)

Create or review financial documents, budget information, approvals.

[Employment Equity Survey](#)

A confidential survey to help us better understand our workforce and develop initiatives to improve inclusiveness and diversity, one of our core values.

RELEASE: 8.9.M1

3. Select "Leave Balances"

MEMORIAL UNIVERSITY
Newfoundland & Labrador, Canada

Main Menu Student Main Menu **Employee Services** Finance

Search Go

Employee Main Menu

If you are a student, click the Student Main Menu tab to access your academic information.

- Benefits and Deductions**
Retirement, health, flexible spending, miscellaneous, beneficiary, benefits enrollment, Benefit Summary.
- Pay Information**
Direct deposit allocation, earnings and deductions history, or pay stubs.
- Tax Forms**
View T4/T4A tax slips.
- Leave Balances**
- Faculty Load and Compensation**
- Employment Equity Survey**
A confidential survey to help us better understand our workforce and develop initiatives to improve inclusiveness and diversity, one of our core values.
- Employee Support Programs**
- Graduate Student Payroll Deduction Request**

RELEASE: 8.9.M1

4. Take a screen shot or snippet of your balance, PDF the image document and attach the your leave form as backup

MEMORIAL UNIVERSITY
Newfoundland & Labrador, Canada

Main Menu Student Main Menu **Employee Services** Finance

Search Go

Leave Balances

Select the link under the Type of Leave column to access detailed information.


List of Leave Types

TYPE of Leave	Hours or Days Available	Beginning Balance	Earned as of Jan 12, 2021	Taken as of Jan 12, 2021	Available Balance as of Jan 12, 2021
Annual Leave	Hours	39.82	106.23	45.00	101.05
Accrued Overtime	Hours	.00	.00	.00	.00
Compassionate Leave	Hours	.00	.00	.00	.00
Family Leave Taken	Hours	.00	.00	.00	.00
Jury Duty	Hours	.00	.00	.00	.00
Professional Development TK	Hours	.00	21.00	10.50	10.50
Sick Leave	Hours	.00	.00	.00	.00
Training	Hours	.00	.00	.00	.00
Union Business	Hours	.00	.00	.00	.00
Workers Compensation Leave	Hours	.00	.00	.00	.00

[Pay Stub]

RELEASE: 8.12.1.5

- For Annual Leave, enter the total available balance as seen below then the remaining balance with approved leave hours is populated in the remaining balance (hours) field



FACULTY OF ENGINEERING AND APPLIED SCIENCE

RECORD OF LEAVE – All Departments

Employee Name: Ms. Smith

Employee ID: 123456789

Period of leave: From: 1/13/21 To: 1/13/21

Begin time: End time: # of hours: 7

Leave Type	Total leave available (hours)	# of hours requested	Total balance remaining (hours)	Backup required if applicable
ANN – Annual Leave	101.05	7	94.05	Attach leave balance from MUN self-service
AOT – Accrued overtime taken				Attach balance from MUN self-service
CPL – Compassionate leave	N/A			Provide detail in space below

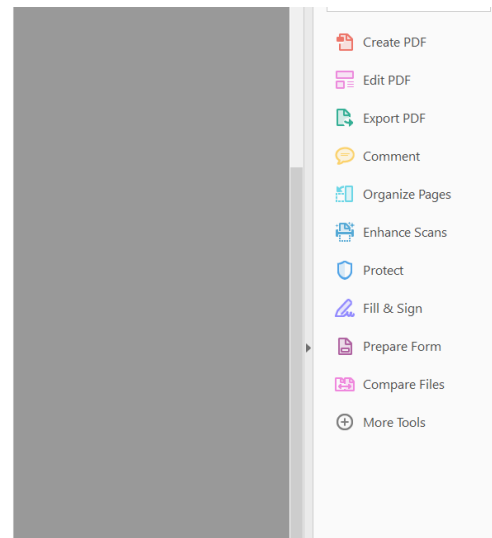
Quick tips for attaching your my.mun.ca leave balance to your ROL form

OPTION #1: Add a snippet to a blank page in your ROL form

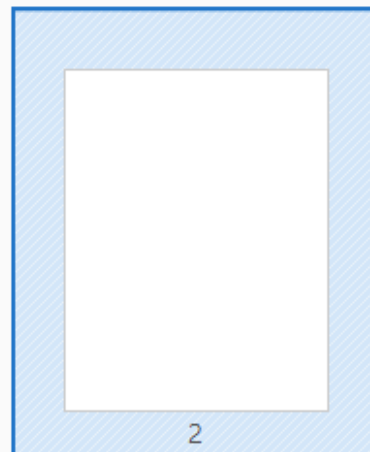
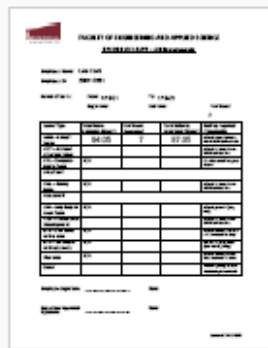
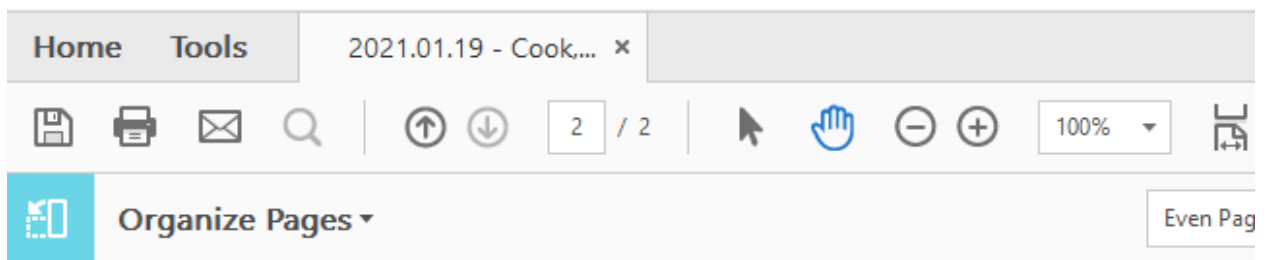
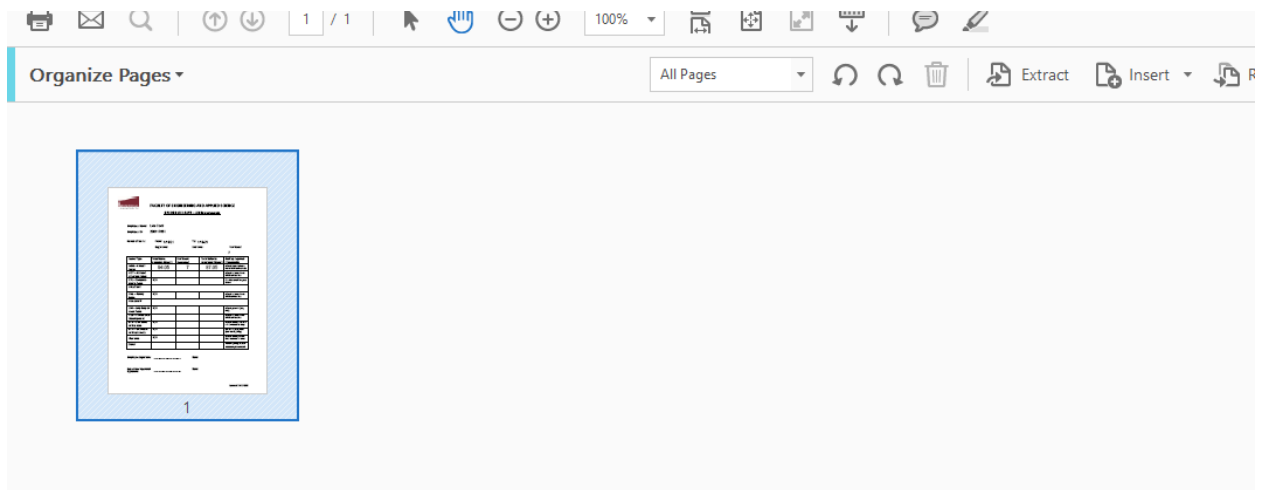
- In your PDF form, right hand menu, select “Organize Pages”

Begin time: End time: # of hours: 7

Leave Type	Total leave available (hours)	# of hours requested	Total balance remaining (hours)	Backup required if applicable
ANN – Annual Leave	94.05	7	87.05	Attach leave balance from MUN self-service
AOT – Accrued overtime taken				Attach balance from MUN self-service
CPL – Compassionate leave	N/A			Provide detail in space below
CPL detail:				
FML – Family leave	N/A			Attach balance from MUN self-service
FML detail:				
JUR – Jury duty or court leave	N/A			Attach proof of jury duty
PDL – Professional Development				Attach balance from MUN self-service
SKN – Sick leave with a note	N/A			Attach medical note if > 4 consecutive days
SKW – Sick leave without a note	N/A			No backup required (See leave policy)
Flex time	N/A			Attach record of flex time accrual/balance
Other				Review policy, attach necessary documents



- Top right hand corner, select “Insert” then “Blank Page” and position the new page “Last” in your file



- Close the "Organize Page" section by clicking the "X" in the top right corner
- In your windows menu, select your "Snippet" tool, Select "New" in the top left corner and highlight your leave balance window
- "Copy" this image
- "Paste" the image on your new blank sheet in the PDF Record of Leave

- Note: you may have to reduce your entire PDF in order to resize the snippet image to fit the page

Supervisor Approval _____ Date: _____
Signature: _____

Updated 2020.10.02

Newfoundland & Labrador, Canada

Main Menu Student Main Menu Employee Services Finance

Search []

Leave Balances

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days Available	Beginning Balance	Earned as of Jan 19, 2021	Taken as of Jan 19, 2021	Available Balance as of Jan 19, 2021
Annual Leave	Hours	39.82	106.23	52.00	94.05
Accrued Overtime	Hours	.00	.00	.00	.00
Compassionate Leave	Hours	.00	.00	.00	.00
Family Leave Taken	Hours	.00	.00	.00	.00
Jury Duty	Hours	.00	.00	.00	.00
Professional Development TK	Hours	.00	21.00	10.50	10.50
Sick Leave	Hours	.00	.00	.00	.00
Training	Hours	.00	.00	.00	.00
Union Business	Hours	.00	.00	.00	.00
Workers Compensation Leave	Hours	.00	.00	.00	.00

[Pay Stub]

RELEASE: 8.12.1.5

© 2021 Elucian Company L.P. and its affiliates.

OPTION #2: PDF your leave page from my.mun and attach

- While on your leave balance page in my.mun, right click and select "Print", set destination to Adobe PDF

Print 1 sheet of paper

Destination: Adobe PDF

Pages: All

Layout: Landscape

Color: Color

More settings

- Select "print" and save the PDF somewhere easy and temporary
- In your ROL form, select "Organize Pages" on the right hand menu

- Select “insert” then “From File”, search for your temporary PDF print out of leave balances then insert as the last page

1

2

- Save your compiled, signed document and submit to your supervisor.
- Delete the temporary PDF of leave balances