Leave Reporting
for Full-Time Employees

1. Login to LOIS using your XID and PIN number

Welcome to LOIS! Register for Classes, verify your Student Email address, view your Class Schedule, verify Financial Aid Status, and Account Balances.

To log in, enter your user Identification Number (X ID) and your Personal Identification Number (PIN). When finished, click Login.

Need Help with your User ID or PIN?
For assistance in determining your User ID and PIN or for instructions on how to Reset your PIN, please view the LOIS Pin Look Up Video or consult the Student ID and PIN Information page. For assistance with adding or dropping classes in LOIS, please consult our current Course Registration Guide available at Academic Advising Services.

Please use a capital "X" when inputting your XID

User ID: 
PIN: 
Login  Forgot PIN?
Lookup XID
RELEASE: 8.7

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2. Click the “Employee” tab, then choose “My Leave Report”

3. Choose the position and pay period for which you are reporting leave, then click “Leave Report”
4. Choose “Enter Hours” in the appropriate row and column for any days you took leave, (use the “Next” button to navigate between pages)

5. Enter the number of leave hours taken and click “Save”

*Repeat steps 4 and 5 for each day that leave was taken, or use the “Copy” feature to copy hours to multiple days*
6. Once you have reached the last page for the pay period, and all of your leave hours have been entered, click “Submit for Approval” (The last day of the pay period will always be the 15th or last day of the month)

7. Enter your PIN number to verify that the hours entered are correct, then click “Submit”

8. Once your leave report has been submitted, you will see the confirmation screen
FAQ

- **Do I need to submit a leave report if I don’t take any leave within a pay period?**
  No. Leave reports only need to be submitted when leave is taken.

- **What if I miss the leave report deadline?**
  You will be required to complete a paper leave report. This will cause a delay in your leave hours being updated, and will result in inaccurate leave balances in LOIS.

- **What if I take more leave than I have available?**
  You still need to enter the hours on your leave report, even if you do not have enough to cover the time taken. These hours will automatically be changed to voluntary unpaid time on the following payroll. (Ex: if you take additional leave between 1/1 – 1/15, your check on 1/31 will be reduced)

- **Can I do my leave report from home?**
  Yes. You can access LOIS anywhere there is an internet connection.

- **When will my leave balances be updated?**
  As soon as your supervisor approves the leave report, your balances will update.

- **What if I make a mistake?**
  If it is before the approval deadline, contact your supervisor. Otherwise, email payroll@lssc.edu.

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While the table below provides a summary of the 2018 Payroll Calendar for Full-Time Employees, it's important to note that due dates have been adjusted for Spring Break and Christmas Break. If the leave report due date falls on a weekend, we recommend submitting it the business day prior; however, it is not mandatory, as the system can be accessed from anywhere. Contact your supervisor with questions.