Faculty Leave Procedures for Deans and Associate Deans

Leave Approval for Full-time and Part-time Faculty

CNM Department of Organizational Learning
Rev 3.2
Created 8/21/09
Last Update 9/21/09
The Big Picture

Entrants: Full-time and Part-time faculty (faculty eligible for leave accrual, per CBA)
- Electronic leave authorization
  - Individual will submit electronic form online for pre-approval of upcoming leave
- Supervisor approval
  - Supervisor retrieves leave request
  - Supervisor approves leave and forwards request email with approval to Payroll and to requestor, or rejects leave request and replies to requestor via email
- Payroll Time Entry
  - Payroll Department enters approved leave hours directly into Banner
- Exception entry
  - Only leave hours taken are entered into Banner
  - If no leave is taken, Faculty will be paid their regular salary for regular hours worked
Leave Reporting Form

Beginning Fall 2009, faculty who wish to take leave will fill out the electronic Leave Reporting Form. When the faculty clicks the Submit button, an email will automatically be generated and sent to the school identified by the faculty member on the form. The resultant email will contain the following information:

Leave Reporting Form …

Generates the following email

-----Original Message-----
From: donotreply@cnm.edu [mailto:donotreply@cnm.edu]
Sent: Wednesday, September 02, 2009 9:43 AM
To: orglearn_faculty_leave
Subject: New leave request for David Benali

You have a new leave request from David Benali
Employee number: 011993388
Employee status: FT
Leave type: sick_leave
Leave hours requested: 4.5
Leave available: 89
Starting on: 09/14/09
Ending on: 09/16/09
Office Hours: 1.5
Class Info:
MW 8:00 - 9:00 am OLIT-1010-102 Substitute: Donna Ngo
Tuesday 3:00 - 4:00 pm GEDR-900-153
Steps to Process a Leave Request

Full-time and part-time faculty will receive their regular bi-weekly paycheck by default. If faculty wishes to take time off from their regular work schedule, they must request that leave ahead of time from their Dean or Associate Dean by completing and submitting a Leave Reporting Form. The Dean or Associate Dean will either approve the request by forwarding the form to Payroll with a subject line of “Approved”, or will return the form to the employee.

- Check your school’s designated email folder daily for submissions
  - Open requests sent by your faculty employees and activate the Status Flag (see instructions below)
- Review submission for accuracy and routing
- Make determination to approve, reject or request additional information
  - Reject – respond to employee with decision and, if appropriate, with justification
  - Request additional information – respond to employee, specifying information required to render decision
  - Approve – forward email to Payroll at Faculty_leave@cnm.edu. Change Subject to “Approved”, and cc: the employee for their records

Check for submissions

Each school has been assigned a mail folder in MS Outlook. When a faculty completes a Leave Reporting form and clicks Submit, the data from that form is sent via email to the mail folder for the school selected by the faculty member on the form.

Only the Dean and Associate Deans have access to the school’s leave folder. No other employees, including faculty or administrative support, will be given access. For changes to folder access, contact the Vice President of Academic Affairs.

<table>
<thead>
<tr>
<th>School</th>
<th>Folder Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT</td>
<td>AT_Faculty_Leave</td>
</tr>
<tr>
<td>BIT</td>
<td>BIT_Faculty_Leave</td>
</tr>
<tr>
<td>CHSS</td>
<td>CHSS_Faculty_Leave</td>
</tr>
<tr>
<td>HWPS</td>
<td>HWPS_Faculty_Leave</td>
</tr>
<tr>
<td>MSE</td>
<td>MSE_Faculty_Leave</td>
</tr>
<tr>
<td>SAGE</td>
<td>SAGE_Faculty_Leave</td>
</tr>
</tbody>
</table>

The new folder names are as follows:
Each Dean and Associate Dean is expected to open the folder at least once a day to check for submissions from their assigned faculty. Access your school’s leave folder as follows:

1. Open Microsoft Outlook
2. Click the Folder List button in the Navigation Pane
3. Expand the Public Folders folder
4. Expand the All Public Folders folder
5. Click the folder for your school

When the Dean or Associate Dean identifies a submission from their faculty employee, they click status flag to the right of the message to indicate to the other supervisors with access to the folder that the request has been received and is being processed.
Review submission for accuracy

Confirm that all the information listed by the faculty requesting leave is accurate (Payroll will use this information to enter leave into Banner) and sufficient for you to render a decision and to arrange coverage. Pay special attention to the class(es) listed by the faculty in the request. If the instructor is requesting leave for a class not managed by your school, you cannot approve the request. Contact the faculty member and inform them that they must resubmit their leave request, completing one form for each school hosting their classes. Ex: an instructor who teaches a GED math class and a Calculus II class would likely have to submit Leave Reporting forms to both MSE and SAGE.

Make a determination

It is your responsibility to make a timely decision regarding the faculty’s leave request, and to communicate your decision to them in a timely manner. You may choose one of the following actions:

- **Reject the request** – reply to the faculty’s email. State your decision to reject the request, and, if appropriate, your reason for rejecting it. If the faculty has sent a request for you to approve leave that affects classes in another school, reject the request and indicate in your response that the faculty member must submit separate leave requests to each school being affected.

- **Request additional information** – reply to the faculty’s email, specifying the information you need to make your determination. If you request that the faculty amend any information from their original request, inform them that they must submit a new request form with all information correct. Payroll can only accept a final version request form with an approval statement from the Dean or Associate Dean. (See example in Appendix)

- **Approve the request** – forward the faculty’s request email to the Payroll account Faculty_leave@cnm.edu from your CNM email account. Change the subject line to “Approved”. Copy the faculty on the email message.

If a Dean or Associate Dean will be unable to monitor leave requests for a period of time, another Dean or Associate Dean from the same school may temporarily manage leave requests in their absence. The unavailable supervisor must ensure that the covering supervisor is aware of the names of all faculty they are covering. The covering supervisor must add the line “Approved by (covering supervisor) for (unavailable supervisor)” in the body of any approval emails sent to Payroll.

Notes:

- Do not forward to Payroll any email containing exchanges between you and the faculty requesting leave. Do not forward any requests for leave in any format other than the format generated when faculty submits a request using the Leave Reporting Form. Payroll can only accept a complete, unedited request form forwarded from the Dean or Associate Dean’s email account with that individual’s approval noted in the subject line.

- Faculty taking more than one type of leave during a single pay period must submit a separate Leave Reporting form for each type of leave taken. Leave types (e.g. personal and sick) cannot be combined on the same Leave Reporting form.

- Faculty taking leave that extends across multiple pay periods must submit separate Leave Reporting forms for each pay period, even if the leave is contiguous.
Ensuring Responsiveness

It is your responsibility to make a timely decision regarding the faculty’s leave request, and to communicate your decision to them in a timely manner. Proper use of the Status Flag in Outlook provides a simple visual cue as to which items in each school’s folder have been processed and which have not. It is the responsibility of the school Dean to oversee the school folder and ensure that each submission is met and responded to in a timely manner. Reasons for a lag in response include, but are not limited to:

- Faculty member inadvertently submits form to wrong school
- Dean or Associate Dean is not aware that the faculty member is his/her responsibility
- Faculty member is inadvertently overlooked by responsible Dean or Associate Dean
- Dean or Associate Dean is unavailable to monitor leave submissions due to own leave or travel

The school Dean should review and respond to any submissions not yet processed by the last Friday of the pay period. Please visit http://www.cnm.edu/facstaff/busoff/Payroll.php to view the CNM payroll calendar.

Record Retention

Payroll will save the approval emails submitted by the Deans and Associate Deans. These will be the document of record for approved faculty leave. Schools will maintain a 12 month archive of submitted requests in their school leave folder for easy reference.

Tracking Leave

Process for tracking faculty leave requests and monitoring for trends or inappropriate use is the responsibility of the Dean or Associate Dean. Following completion of a payroll run, Payroll will distribute hard copies of the PZRPAYDIST report to each school. It is the responsibility of the Deans and Associate Deans to review the report, compare against departmental records, and confirm its accuracy by signing the report and maintaining it in departmental files for 11 years.

Sample PZRPAYDIST report
Professional Leave

Many faculty members take professional leave to attend conferences, professional associations, and various other activities beneficial to professional growth and development. Although CNM recognizes and supports professional leave, this leave category is not tracked in Payroll. Each school is responsible for tracking and managing professional leave for its own faculty. Faculty requests for professional leave will be submitted on the Leave Reporting Form; however, the Dean or Associate Dean will not forward approved professional leave to Payroll. Instead, each school will be responsible for tracking and managing their own professional leave.

Making Changes

Making corrections after payroll period has closed

If leave hours are reported after the pay period has ended – an email notification must be sent by Dean or Associate Dean directly to the payroll coordinator authorizing modification of leave.

Attention: The Payroll Office will only accept an email notification directly from the responsible Dean or Associate Dean. Emails from department administrative coordinators, administrative assistants, or individuals requesting the aforementioned leave change will not be processed.

If the type of leave requested is changed after leave entered into payroll system – supervisor must follow policy outlined in the Employee Handbook,

   Once an employee is on approved leave, the leave may not be converted to any other type of leave without the written approval of a vice president and/or president

   Section VIII: Leave Policies 8.01. Definitions, Section B – Chargeable Leaves.

Project Compensation and Substitute Pay

Project Compensation will be managed under the processes documented on the Academic Affairs web page http://www.cnm.edu/depts/academicaffairs/CR_EC.php. Faculty will be paid upon completion of the project or completion of a specific phase of the project, as detailed in the Project Compensation Agreement.

Payroll will no longer generate and distribute timesheets (the “brown sheets”) for faculty. If a school should need to generate such a form, a printable copy is available in The Source, or from the Payroll website, http://www.cnm.edu/facstaff/busoff/Payroll.php.
Appendix: Related Documents

CNM’s manual of policies and procedures is The Source, an online searchable reference. All questions regarding proper use and authorization of employee leave should be researched through The Source before being escalated up through Payroll. The Source can be accessed by CNM employees through the following link: https://share.cnm.edu/SiteDirectory/ppo/Default.htm
Employees will need to log in using their CNM Username and password.

Other relevant links include:

- CNM’s Employee Handbook https://share.cnm.edu/SiteDirectory/emphandbook/default.htm
- CNM Collective Bargaining Agreement for full-time faculty https://share.cnm.edu/SiteDirectory/cba/Fulltime%202009/index.html
- CNM Collective Bargaining Agreement for part-time faculty https://share.cnm.edu/SiteDirectory/cba/Parttime%202007/index.html

Appendix: Payroll Department Points of Contact

For further Payroll questions, you may contact the following people.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Lovato</td>
<td>Payroll Coordinator</td>
<td>4458</td>
</tr>
<tr>
<td>Jeff Naugle</td>
<td>Payroll Coordinator</td>
<td>4438</td>
</tr>
<tr>
<td>Melissa Nieto</td>
<td>Payroll Coordinator</td>
<td>4465</td>
</tr>
<tr>
<td>Christine Smith</td>
<td>Assistant Accounting Manager</td>
<td>4460</td>
</tr>
<tr>
<td>Kimberly Rocheford</td>
<td>Accounting Director</td>
<td>4464</td>
</tr>
<tr>
<td>Terry Dominguez</td>
<td>Admin Support Specialist</td>
<td>4477</td>
</tr>
</tbody>
</table>
Appendix: Example of Leave Authorization

Payroll can only accept a final version of an approved Leave Reporting request.

Not acceptable

From: CARABAJAL, KAYLEIGH
Sent: Monday, August 11, 2009 8:30 AM
To: Faculty_leave@cnm.edu
Cc: CASAUS, GREGORY; CARABAJAL, KAYLEIGH
Subject: Approved

Acceptable

From: CARABAJAL, KAYLEIGH
Sent: Monday, August 11, 2009 8:30 AM
To: Faculty_leave@cnm.edu
Cc: CASAUS, GREGORY; CARABAJAL, KAYLEIGH
Subject: Approved

From: CASAUS, GREGORY
Sent: Monday, August 31, 2009 9:19 PM
To: CARABAJAL, KAYLEIGH
Subject: New leave request for Gregory Casaus

Oops, you're right, Kayleigh. I will be out Thursday 8/20, not Wednesday 8/19. Can you please fix this?
GC

From: CARABAJAL, KAYLEIGH
Sent: Tuesday, August 11, 2009 7:15 AM
To: CASAUS, GREGORY
Subject: New leave request for Gregory Casaus

Greg, I believe you have a typo in your request. Your OLIT class is on Thursday 8/20. What day are you requesting off?
. Kayleigh

From: donotreply@cnm.edu [mailto:donotreply@cnm.edu]
Sent: Monday, August 10, 2009 9:19 PM
To: orglearn_faculty_leave
Subject: New leave request for Gregory Casaus

You have a new leave request from Gregory Casaus
Employee number: 011993388
Employee status: FT
Leave type: sick_leave
Leave hours requested: 6.5
Leave available: 122.5
Starting on: 08/19/09
Ending on: 08/19/09
Office Hours: 3.5
Class Info:

<table>
<thead>
<tr>
<th>Time</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>8:00 - 9:00 am</td>
<td>OLIT-1010-102</td>
</tr>
<tr>
<td>3:00 - 5:30 pm</td>
<td>GEDR-900-153</td>
</tr>
</tbody>
</table>

Substitute: Donna Ngo

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### Appendix: Example Timesheet for Substitute or Project Compensation

#### CENTRAL NEW MEXICO COMMUNITY COLLEGE TIMESHEET/LEAVE REGISTER

<table>
<thead>
<tr>
<th>Doe, John</th>
<th>01001111</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Pay No</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>9/17/2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Earning Desc/Code/Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Leave Balances:</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PAY CODES</th>
<th>HOURS BY CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG-REGULAR</td>
<td>SIC-SICK SUPP-SUPPLEMENTAL</td>
</tr>
<tr>
<td>PER-PERSONAL</td>
<td>HOL-HOLIDAY LNP-LEAVE NO PAY</td>
</tr>
<tr>
<td>ANN-ANNUAL</td>
<td>OVT-OVERTIME</td>
</tr>
<tr>
<td>LGL-LEGAL</td>
<td>OTR-OVERTIME REGULAR</td>
</tr>
<tr>
<td>SUB-SUBSTITUTE</td>
<td>BRV-BEREAVEMENT</td>
</tr>
</tbody>
</table>

#### INSTRUCTIONS/NOTES

<table>
<thead>
<tr>
<th>PAY CODES</th>
<th>COST ACCOUNT</th>
<th>HOURS</th>
<th>RATE</th>
<th>EARNED AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUP</td>
<td>1001-A1001-8003-10A</td>
<td>10</td>
<td>$22.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>SUB</td>
<td>1001-A1001-8004-10A</td>
<td>1</td>
<td>$22.00</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

I CERTIFY THE CORRECTNESS OF THE HOURS WORKED AND LEAVE HOURS TAKEN

<table>
<thead>
<tr>
<th>John Doe</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>FINAL PAY?</th>
<th>SEPARATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Janelle Supervisor</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>AUTHORIZED SUPERVISOR’S SIGNATURE</th>
</tr>
</thead>
</table>

(ACCESS BOX IF THIS IS THE EMPLOYEE’S FINAL PAY IN YOUR DEPARTMENT)