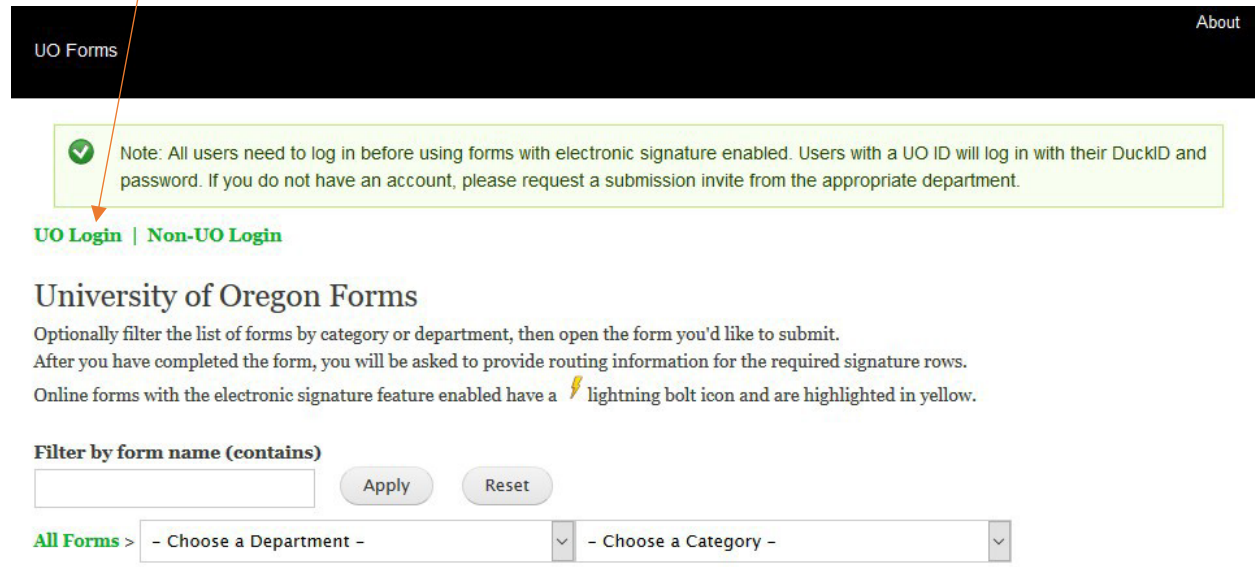Entering Sick/Vacation Leave in forms.uoregon.edu:

Employees reporting leave balances to the CBSO will find their respective leave reporting form on forms.uoregon.edu located under their respective unit (i.e. College of Education).

1. Login to forms.uoregon.edu:

2. Once logged in, select College of Education in the dropdown menu for All Forms

3. Depending on how many forms your unit has active, search until you find the Vacation and Sick Leave Usage form, then click Open
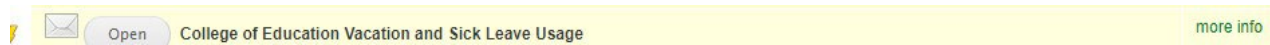
4. Enter your uoregon.edu email, first & last name, your 95#, and choose the month you are reporting for.

5. Complete the total vacation leave hours used during the month. It is optional to include the actual dates of vacation leave.

6. Complete both fields for total sick leave used during the month. Emergency sick leave is being allowed due to COVID-19 during the 2022-23 AY. It is optional to include the actual dates of sick leave. Click Save:

7. On the next screen, follow the steps based on your employee type:
   Faculty: Go to step 9
   OAs: Click "Add Signature Row" and go to step 8

8. Enter the email address for your supervisor and ensure it fills in the proper name. If not, enter in the correct name then click Save:

9. Click Send Document:

10. After clicking Send Document, you will be redirected to the final step in which you will sign your own leave report. You must sign your leave report in order to complete the submission process. An email will be sent to you that your document is ready to sign. However, if you do not move away from the document, the Signature Block will update and next to the Employee line under Signature Status will be a Sign Now button with another red arrow tag pointing to it. Click the Sign Now button to complete the submission process:

If you have any questions, please contact your Business Manager or Tiffany Yep (tyep2@uoregon.edu).

Thank you!