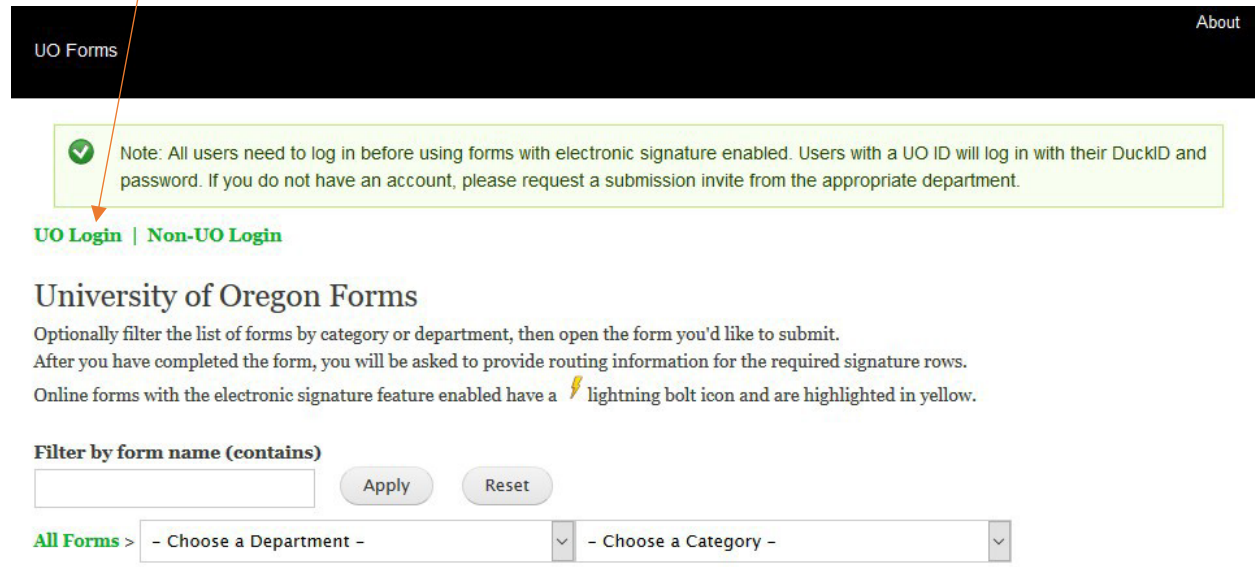



Entering Sick/Vacation Leave in forms.uoregon.edu:

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:



UO Forms About

 Note: All users need to log in before using forms with electronic signature enabled. Users with a UO ID will log in with their DuckID and password. If you do not have an account, please request a submission invite from the appropriate department.

[UO Login](#) | [Non-UO Login](#)

University of Oregon Forms

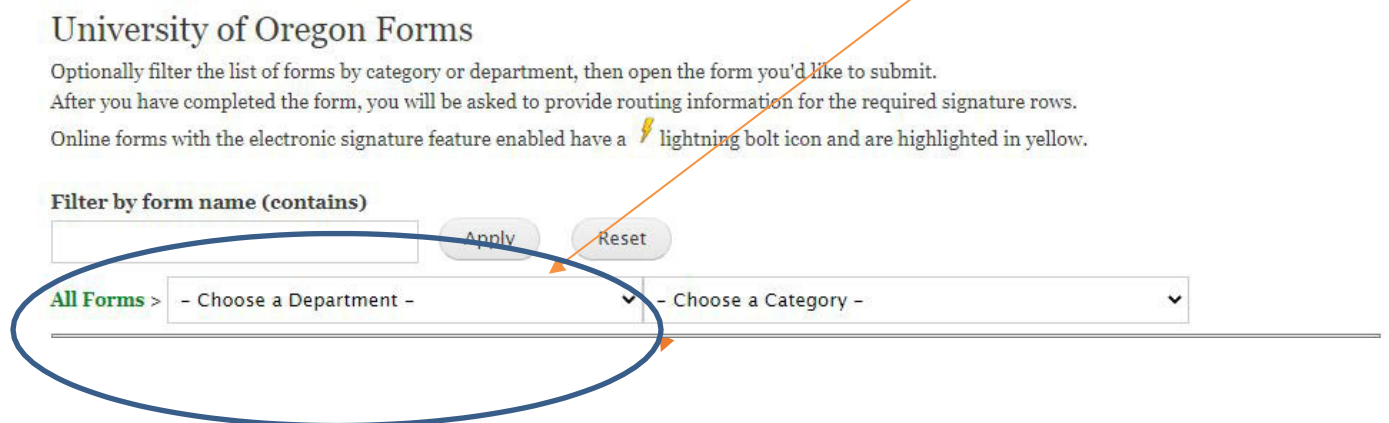
Optionally filter the list of forms by category or department, then open the form you'd like to submit.
After you have completed the form, you will be asked to provide routing information for the required signature rows.
Online forms with the electronic signature feature enabled have a ⚡ lightning bolt icon and are highlighted in yellow.

Filter by form name (contains)

Apply Reset

[All Forms](#) > - Choose a Department - - Choose a Category -

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



University of Oregon Forms

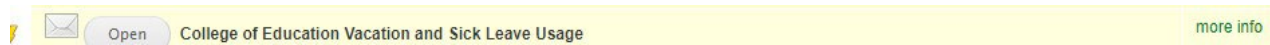
Optionally filter the list of forms by category or department, then open the form you'd like to submit.
After you have completed the form, you will be asked to provide routing information for the required signature rows.
Online forms with the electronic signature feature enabled have a ⚡ lightning bolt icon and are highlighted in yellow.

Filter by form name (contains)

Apply Reset

[All Forms](#) > - Choose a Department - - Choose a Category -

- Depending on how many forms your unit has active, search until you find the Vacation and Sick Leave Usage form, then click Open



- Enter your uoregon.edu email, first & last name, your 95#, and choose the month you are reporting for.

Vacation / Sick Leave Reporting

Use this form to report your monthly vacation and sick leave use.

EMPLOYEE INFORMATION

Email *

First Name *

Last Name *

UO ID *

Please provide the employee "95" number.

Month *

- Select a value -

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

VACATION DATES

VACATION DATES

☒ Show End Date

Date

E.g., 06/28/2020

+

to:


Date


E.g., 06/28/2020


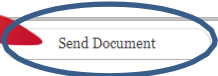

Add another item

Total Vacation Leave Used (hours) *


9. Click Send Document:



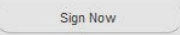

Signature Block 




		Authorization	Name	Email Address	Signature Status
	Reassign	Employee	Tiffany Yep	 tyep2@uoregon.edu	-- Unsent --

   Send Document CC Edit Document Delete 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:

Signature Block 

		Authorization	Name	Email Address	Signature Status
	Reassign	Employee	Shaymond Michelson	 shaymond@uoregon.edu	 Sign Now
	Reassign	↳ Supervisor	Shaymond Michelson	 shaymond@uoregon.edu	-- Unsent --

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

Thank you!