Entering Sick/Vacation Leave in <u>forms.uoregon.edu</u>:

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

1. Login to forms.uoregon.edu:

IO Form	5
0	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.
O Logi	n Non-UO Login
Jnive	ersity of Oregon Forms
-	y filter the list of forms by category or department, then open the form you'd like to submit.
-	have completed the form, you will be asked to provide routing information for the required signature rows. rms with the electronic signature feature enabled have a 👂 lightning bolt icon and are highlighted in yellow.
ilter by	Apply Reset
ll Form	s > - Choose a Department - v - Choose a Category - v
2.	Once logged in, select College of Education in the dropdown menu for All Forms

	epartment, then open the form you'd like to submit. ked to provide routing information for the required signatur	e rows.
online forms with the electronic signature feature	e enabled have a ${}^{ m J}$ lightning bolt icon and are highlighted in	n yellow.
Filter by form name (contains)	nlv Reset	
	- Choose a Category -	

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

7 🖂	Open	College of Education Vacation and Sick Leave Usage	more info
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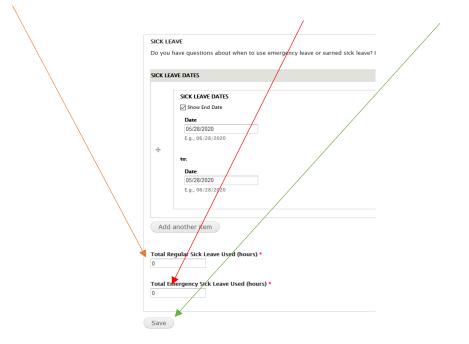
4. Enter your uoregon.edu email, first & last name, your 95#, and choose the month you are reporting for.

MPLOYEE IN	FORMATION			
mail *				
First Name *				
Last Name *				
UO ID *				
Please provide	the employee "	95" number.		

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

		VACATION DATES
\		Show End Date
\backslash		Date
		05/28/2020
$\langle \rangle$		E.g., 06/28/2020
	+‡+	
		to:
\backslash		Date
		05/28/2020
\backslash		E.g., 06/28/2020
$\langle \rangle$		
$\langle \rangle$	Add	another item
	Auu	another item
Ň	\backslash	
	Total V	/acation Leave Used (hours) *

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:



 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

Sign	ature Block 🔍	5			
		Authorization	Name	Email Address	Signature Status
	Reassign	Employee	Tiffany Yep	tyep2@uoregon.edu	Unsent
					Add Signature Row

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:

This document requires signature appr	roval. Please provide contact information.
Signature *	
Supervisor 👻	
Fmail *	
ckrabiel@uoregon.edu	0
Look up users on UO Find People 🦠	
Chris	
Last Name *	
Krabiel	
Message *	
File - Edit - View - Format -	
B / 以重重 6 6 日 日	
Please review the vacation and sick leave report fo	or month/year (October 2022).
Dicable rich, text	
Disable rich-text	
Include a message that will be sent to the signer.	
include a message that will be sent to the signer. If you have difficulties seeing the "Message" field, you • Windows users: hold down Ctrl and then press FS o	on your keyboard.
Disable rich-text Include a message that will be sent to the signer. If you have difficulties seeing the "Message" field, you • Windows users: hold down Crtl and then press F5 c • Mac users: hold down Cmd and Shift and then pres	on your keyboard.

9. Click Send Document:

S	Signature Block 🤍	6				
		Authorization	Name	Email Address		Signature Status
	Reassign	Employee	Tiffany Yep	tyep2@uoregon.edu		Unsent
						Add Signature Row
	Send Document	20	E	dit Document	Delete Documen	ıt

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:

	Authorization	Name	Email Address	Signatur Status
Reassign	ign Employee	Shaymond Michelson	shaymond@uoregon.edu	Sign Now
Reass	ign Ly Supervisor	Shaymond Michelson	shaymond@uoregon.edu	Unsent

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

Thank you!