



Leave Submission Process

- Administrative, Professional/Non-faculty Staff, Workforce Education Faculty, and Bargaining Unit Faculty need to submit leave reports (employees entering timesheets do not submit leave reports).
- Reporting period – 12:00 a.m. on the 1st of each month through 11:59 p.m. on the last day of each month.
- Leave reports should be submitted via Employee Self Service Dashboard by 9:00 a.m. on the 7th day of the month following the end of the leave period. (example – July leave report is due on August 7th).
- Leave report is available on the 1st day of every month. You can start your leave report any time during that month, just don't submit until the end of the month.
- Supervisors need to approve leave reports by 1:00 p.m. on the 7th day of the month.

Directions for Accessing and Completing a Leave Report

From the IECC homepage, www.iecc.edu:

- Select **MyIECC** from the banner at the top of the homepage then Click on **MyIECC** Login and enter your IECC email and password
- Select Banner Employees
- Select Enter Leave Report
- Select Leave Report from the menu
- Select the appropriate date of leave
- Select the appropriate Earn Code (Sick, Personal Day, Floating Holiday, Vacation, etc.)
- Enter the hours of leave and click **"Save"**.
- DO NOT SUBMIT until after the last day of the month (if you do Submit, you can select **"Recall Leave Report"** prior to approval)
- Select **"Preview"** at the bottom of the screen and verify all the leave that you have entered is correct
- If there are errors, select **"Return"** & make the corrections
- If the leave report is correct, select **"Submit"**

***Please contact Human Resources with questions
– Extension 5576, 5510, or 5522 –***