

To enter leave click below.

Welcome

PADEV90

Wed, Oct 21, 09

Logout

Main Menu

- ▶ Employee Services
- ▶ Faculty Services
- ▶ ANGEL Systems
- ▶ ANGEL Systems - Single Signon
- MySPC Home
- SPC Homepage
- SPC Contact Faculty & Staff
- College Catalog
- Academic Calendar
- Forms Online for Students
- SPC Job Bank/Career Services
- P.E.T. - Learning Styles
- Online Tutoring
- SPC Discounts
- Staff Central
- ANGEL - Online Class Login
- eCampus
- Outlook Webmail
- "Shots Fired" Video
- Campus Safety and Security
- Logout

Employee Services

Personal Information

- [Emergency Cell/Text Options](#)

Payroll and Compensation

- [View Paycheck History](#)

Benefits

- [Benefits Summary](#)
- [Benefits Enrollment](#)
- [Wellness History](#)

Employee Leave

- [Enter Leave](#)
- [View Leave Applications](#)

Employee Time

- [Enter Time](#)
- [View Time Entry](#)

College News

No articles currently available
[View All Articles and Sections](#)

Faculty Services 9.0

Course Management

- [Faculty Center](#)

Attendance

- [SPC Class Attendance](#)
- [SPC 60% Participate](#)

Advising

- [View Educational Plan](#)
- [Educational Plan Tutorial](#)
- [Submit P.A.S.S. Report \[Get Help\]](#)
- [View P.A.S.S. Report](#)

Course Lookup

- [Browse Course Catalog](#)
- [Search for Classes](#)
- [Subject Area Codes \(i.e. ENC, MAN...\)](#)
- [Searchable Instructor/Course Pages](#)
- [Edit your Instructor/Course pages](#)

Helpful Links

- [MySPC Faculty Help Page](#)
- [Faculty Governance Org.](#)
- [Faculty Manual](#)
- [Curriculum Files \(only works inside College\)](#)
- [Web and Instructional Technology Services](#)
- [Peoplesoft Student/HR/Finance Access Request](#)

Note: MySPC runs on a secure server and requires Firefox 3.0 or Internet Explorer 6.0 or higher. Best performance is achieved using Internet Explorer 7.0.

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- ▼ [Employee Services](#)
- ▼ [Employee Leave](#)
- [Enter Leave](#)
- [View Leave Applications](#)
- ▶ [Employee Time](#)
- ▶ [Faculty Services](#)
- ▶ [ANGEL Systems](#)
- ▶ [ANGEL Systems - Single Signon](#)
- [MySPC Home](#)
- [SPC Homepage](#)
- [SPC Contact Faculty & Staff](#)
- [College Catalog](#)
- [Academic Calendar](#)
- [Forms Online for Students](#)
- [SPC Job Bank/Career Services](#)
- [P.E.T. - Learning Styles](#)
- [Online Tutoring](#)
- [SPC Discounts](#)
- [Staff Central](#)
- [ANGEL - Online Class Login](#)
- [eCampus](#)
- [Outlook Webmail](#)
- ["Shots Fired" Video](#)
- [Campus Safety and Security](#)
- [Logout](#)

Leave Applications

EmplID: TEST0000001

Doe,John E.

Approver: Roe,Richard R

Accrual Balances

	Previous Balance	Pending Leave	Available Balance
Sick (incl. Personal):	399.50	22.00	377.50
Vacation:	92.00	40.00	52.00
Personal:	24.00	20.00	4.00
Comp:	0.00	0.00	0.00

Active Leave Application List

Effective Date	Leave Type	From Date	To Date	Approval Status	Edit	Delete
09/15/2009	Personal Leave	09/15/2009	09/15/2009	Cancelled		
09/15/2009	Personal Leave	09/06/2010	09/07/2010	Declined		
09/18/2009	Personal Leave	09/22/2009	09/22/2009	Declined		
09/18/2009	Personal Leave	09/23/2009	09/23/2009	Cancelled		
09/23/2009	Personal Leave	09/24/2009	09/24/2009	Entered		
09/29/2009	Sick Leave	09/30/2009	09/30/2009	Declined		



To enter a new leave click here

- Employee Services
 - Employee Leave
 - Enter Leave**
 - View Leave Applications
 - Employee Time
 - Faculty Services
 - ANGEL Systems
 - ANGEL Systems - Single Signon
 - MySPC Home
 - SPC Homepage
 - SPC Contact Faculty & Staff
 - College Catalog
 - Academic Calendar
 - Forms Online for Students
 - SPC Job Bank/Career Services
 - P.E.T. - Learning Styles
 - Online Tutoring
 - SPC Discounts
 - Staff Central
 - ANGEL - Online Class Login
 - eCampus
 - Outlook Webmail
 - "Shots Fired" Video
 - Campus Safety and Security
 - Logout

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Personal:	24.00	20.00	4.00
Comp:	0.00	0.00	0.00

Only the the available balance hours can be used



Enter Leave

*Leave Type:

Application Dt: 10/21/2009

*From Date: Partial Day

*End Date: Partial Day

Reason For Leave:

View Leave Schedule						
Day	Date	Leave Type	Approval Status	Start Time	End Time	Total Hours
						0.00

[Return to List](#)

- Employee Services
 - Employee Leave
 - Enter Leave**
 - View Leave Applications
 - Employee Time
 - Faculty Services
 - ANGEL Systems
 - ANGEL Systems - Single Signon
 - MySPC Home
 - SPC Homepage
 - SPC Contact Faculty & Staff
 - College Catalog
 - Academic Calendar
 - Forms Online for Students
 - SPC Job Bank/Career Services
 - P.E.T. - Learning Styles
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 - SPC Discounts
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 - ANGEL - Online Class Login
 - eCampus
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 - "Shots Fired" Video
 - Campus Safety and Security
 - Logout

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Comp:	0.00	0.00	0.00

Enter Leave

*Leave Type:

Application Dt: 10/21/2009

*From Date: Partial Day Start Time: Hours:

*End Date: Partial Day

Reason For Leave:

View Leave Schedule						
Day	Date	Leave Type	Approval Status	Start Time	End Time	Total Hours
						0.00

[Return to List](#)

Enter the leave type (click on the magnifying glass to see the different types of leave), enter from date, end date (if you are only using whole days then just click submit) if you are enter partial day then you will need to click on the partial day and enter both the start time and how many hours, then click on submit

- ▼ [Employee Services](#)
- ▼ [Employee Leave](#)
- [Enter Leave](#)
- [View Leave Applications](#)
- ▶ [Employee Time](#)
- ▶ [Faculty Services](#)
- ▶ [ANGEL Systems](#)
- ▶ [ANGEL Systems - Single Signon](#)
- [MySPC Home](#)
- [SPC Homepage](#)
- [SPC Contact Faculty & Staff](#)
- [College Catalog](#)
- [Academic Calendar](#)
- [Forms Online for Students](#)
- [SPC Job Bank/Career Services](#)
- [P.E.T. - Learning Styles](#)
- [Online Tutoring](#)
- [SPC Discounts](#)
- [Staff Central](#)
- [ANGEL - Online Class Login](#)
- [eCampus](#)
- [Outlook Webmail](#)
- ["Shots Fired" Video](#)
- [Campus Safety and Security](#)
- [Logout](#)

Are you sure you want to submit this leave application for approval? (30000,59)

Select 'YES' to proceed. Select 'NO' to cancel

Click on Yes to send the leave request to your approver or select No to cancel

- Employee Services
- Employee Leave
 - Enter Leave
 - View Leave Applications
- Employee Time
- Faculty Services
- ANGEL Systems
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- MySPC Home
- SPC Homepage
- SPC Contact Faculty & Staff
- College Catalog
- Academic Calendar
- Forms Online for Students
- SPC Job Bank/Career Services
- P.E.T. - Learning Styles
- Online Tutoring
- SPC Discounts
- Staff Central
- ANGEL - Online Class Login
- eCampus
- Outlook Webmail
- "Shots Fired" Video
- Campus Safety and Security
- Logout

Save Confirmation



The Save was successful.

Your Vacation Leave application from 10/8/2009 to 10/9/2009 for 10 hours has been submitted to Richard Roe to approve.

Lets you know that the leave request was submitted, click OK to continue.

- Employee Services
 - Employee Leave
 - Enter Leave**
 - View Leave Applications
 - Employee Time
- Faculty Services
- ANGEL Systems
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- MySPC Home
- SPC Homepage
- SPC Contact Faculty & Staff
- College Catalog
- Academic Calendar
- Forms Online for Students
- SPC Job Bank/Career Services
- P.E.T. - Learning Styles
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Vacation:	92.00	50.00	42.00
Personal:	24.00	20.00	4.00
Comp:	0.00	0.00	0.00

FYI Pending leave has increased and the available has decreased.

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09/23/2009	Personal Leave	09/24/2009	09/24/2009	Entered		
09/29/2009	Sick Leave	09/30/2009	09/30/2009	Declined		
10/21/2009	Vacation Leave	10/08/2009	10/09/2009	Submitted		