Colleague Self-Service

IMPLEMENTATION GUIDE

Request Leave

Submitted
Approved
Rejected
Withdrawal Pending

Leave Reporting

Implementation Item	Resource
READY, SET, GO-LIVE! **TUESDAY, JULY 1, 2025** *Required submission of vacation & sick leave requests in Colleague Self-Service*	**LOGIN**
On-Campus & Zoom Training Schedule *Registration is not required for Zoom* **Zoom** 5/28 | 6/4 | 6/11 | 6/25 **On-Campus** Mount Carmel: 6/11 | 7/8 North Haven: 6/23 **Zoom Q & A** 7/9 | 7/23 | 8/6 | 8/20	**Register Now** for your ***on-campus*** training! **Contact Kim Droniak** *ERP Systems Analyst*
Training Schedule *Includes Zoom invitations*	CLICK HERE
Employee User Guide	CLICK HERE
Supervisor User Guide	CLICK HERE
User Video *Full training: employee, supervisor & proxy*	COMING SOON!
University Policy Questions	**Contact Human Resources**
Department Guidelines *Supervisors may implement guidelines within your department; these may relate to how much time to submit requests in advance, what to do if leave is not approved, team schedules/workload planning, etc.*	**Contact your supervisor** SUBMIT A TICKET
Technical Assistance *Submit an ITS Tech Ticket if you experience an access issue or error submitting requests, viewing leave balances, etc. Tickets will be routed directly to the ERP/ Colleague Team to troubleshoot with you promptly.*	

Employment › Employee › Employee Overview

Welcome to Colleague Employee Self-Service!

Tax Information
Here you can change your consent for e-delivery of tax information.

Banking Information
Here you can view and update your banking information.

Earnings Statements
Here you can view your earnings statement history.

Employee Proxy
Here you can delegate certain types of work tasks to another employee.

Leave
Here you can view your leave balances and leave requests.

Leave Approval
Here you can approve or reject leave requests for people you supervise.