

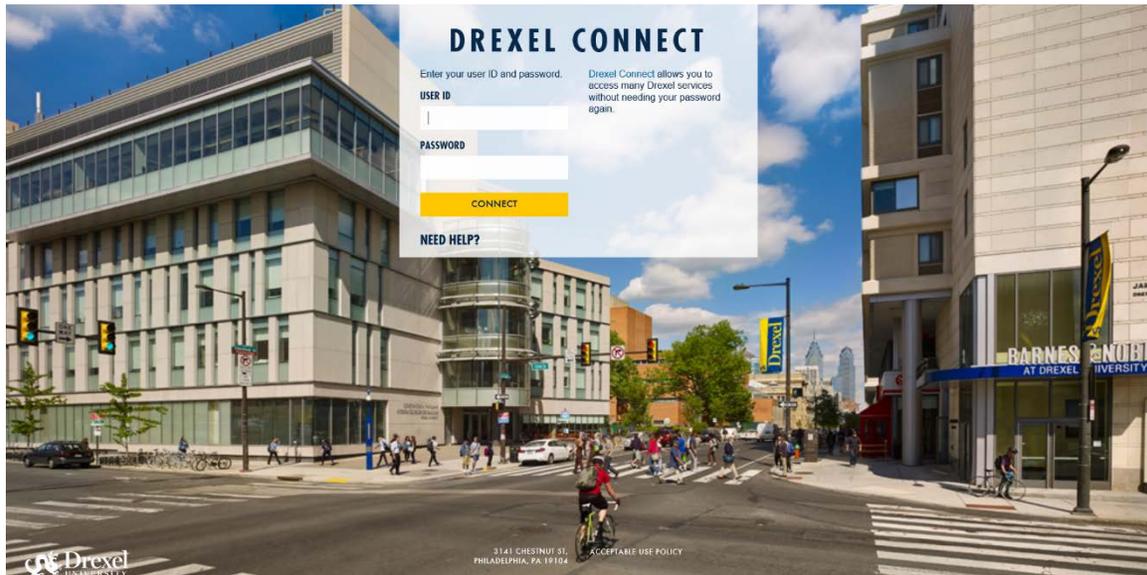
Viewing and Printing Time Off Balances in Drexel One

Please Note: *These instructions are intended to provide employees with basic information required to access and print time off balances. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems accessing or printing your time off balances, please contact the Payroll Department at payroll@drexel.edu.*

If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.

Step 1. Access the Drexel One portal

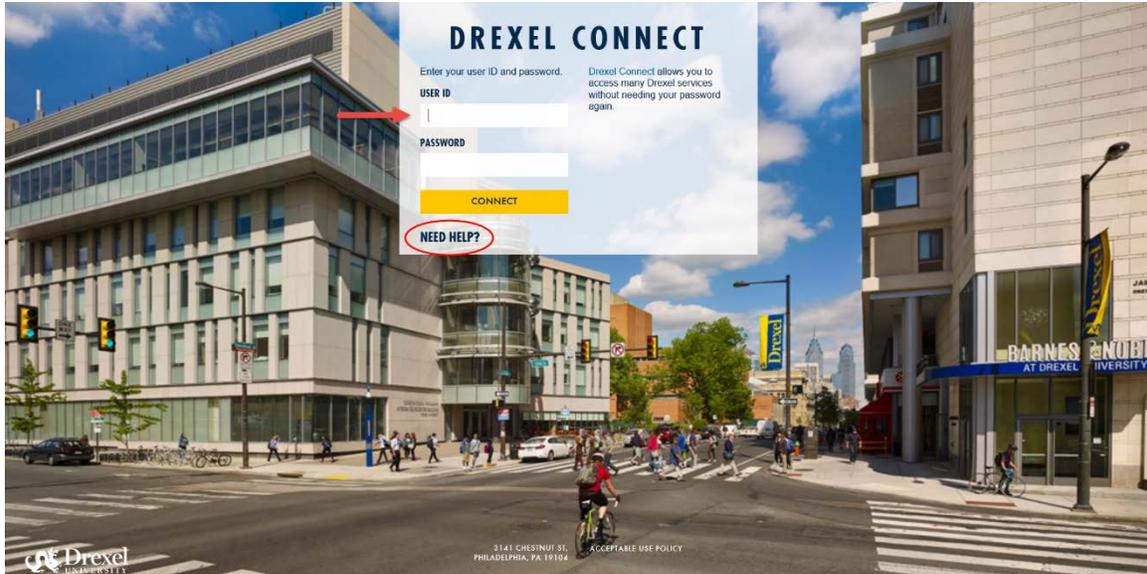
Use your internet browser to access the Drexel One portal at <https://one.drexel.edu>. You will be taken to the log on page.



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Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.

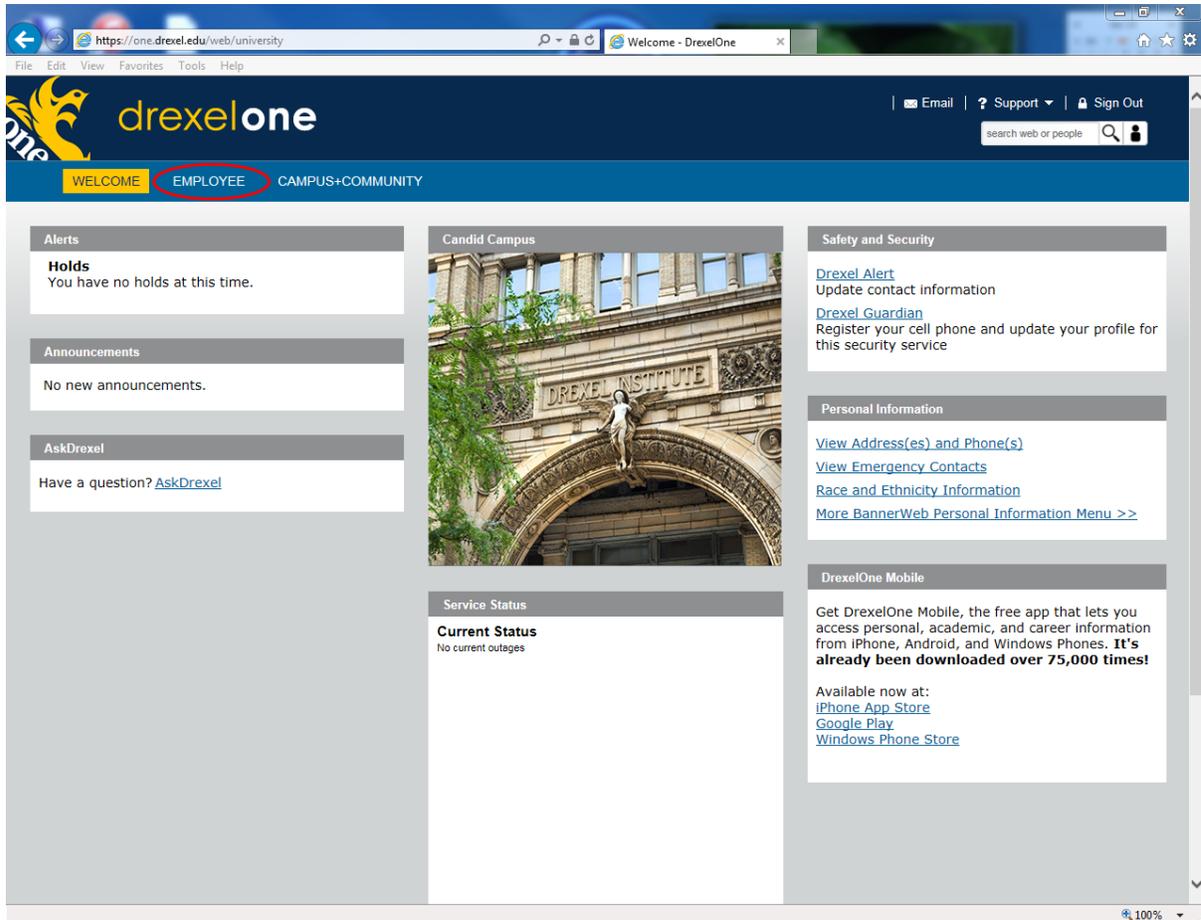


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Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.



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Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the "Submit" button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

The screenshot shows a web browser window displaying the Drexel University BannerWeb Information System. The page title is "DrexelAlert Emergency Contact Information Update". The page content includes a heading "DrexelAlert Emergency Contact Information Update", a sub-heading "Please verify/enter your preferred mobile phone number below.", and a paragraph explaining the DrexelAlert system. Below the text is a form with a "Mobile Phone" field containing the number "215 555 0123" and a green checkmark. There is also a checkbox for "I do not have a mobile phone." and a "Submit" button. A red arrow points to the "Submit" button. The page also includes a "RELEASE: 000" notice and a "HELP EXIT" link.

https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P_DisplayEmployeeAddress

Current Address Display

Drexel University BannerWeb Information System

Personal Information Employee Services

HELP EXIT

DrexelALERT

EMERGENCY NOTIFICATION SYSTEM

DrexelAlert Emergency Contact Information Update

Please verify/enter your preferred mobile phone number below.

All members of the Drexel University community are required to participate in a university-wide emergency notification system known as "DrexelAlert". The effectiveness of the system will depend upon the University's access to complete and accurate contact information for all members of the community. Therefore, it is the policy of the University that all students, faculty and staff be required to provide their primary mobile phone number for inclusion in the DrexelAlert system so that messages may be delivered via text messaging and/or phone.

For anyone who does not have a mobile phone, emergency notifications will also be sent to Drexel University e-mail addresses. Phone messages, when used, will also be provided to Drexel-owned landline phones. Mobile phone information entered into the DrexelAlert system will be used exclusively for emergency notification, and will not be available for any other University or non-University purpose. This system complements other forms of electronic communication at Drexel University.

If your mobile phone number changes, it can be updated at any time through DrexelOne by following the link to the DrexelAlert Emergency Notification System under the "Personal Information" section.

Mobile Phone 215 555 0123 ✓

I do not have a mobile phone.

The information I have provided is complete and correct to the best of my knowledge. I understand that failing to keep this information current and accurate puts me at risk of not being notified in the event of an emergency. I understand that in the event of an emergency Drexel University will use its best efforts to notify me in a timely and effective manner. I recognize, however, that no emergency notification system will achieve 100% success, and the University cannot guarantee that I will be effectively notified.

By submitting this information, I acknowledge that I have read and understood the University's emergency notification policy.

Submit

RELEASE: 000

100%

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Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at hris@drexel.edu.

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.

Drexel University BannerWeb Information System

Personal Information | Employee Services

FACULTY AND STAFF ADDRESS VERIFICATION

It is imperative that the University know your current and valid home and campus addresses at all times.

Once each term before proceeding to the Employee Services Menu you **MUST** confirm that your addresses are current.

If your addresses below are current and valid simply click the "Continue" button to proceed to the Employee Services Menu.

If your Campus or Home address/telephone number is incorrect please e-mail your correct address, including zip code, the EFFECTIVE DATE of the address change and your UNIVERSITY ID to hris@drexel.edu your address will be updated by HRIS.

The Employee Campus Mailing Address identifies where your campus mail should be sent.

The Employee Home Address is used by the Human Resources, Benefits and Payroll Offices. Changes to the Employee Home Address are monitored and may result in a change in your tax status. If you have any questions regarding tax changes contact the Payroll Office.

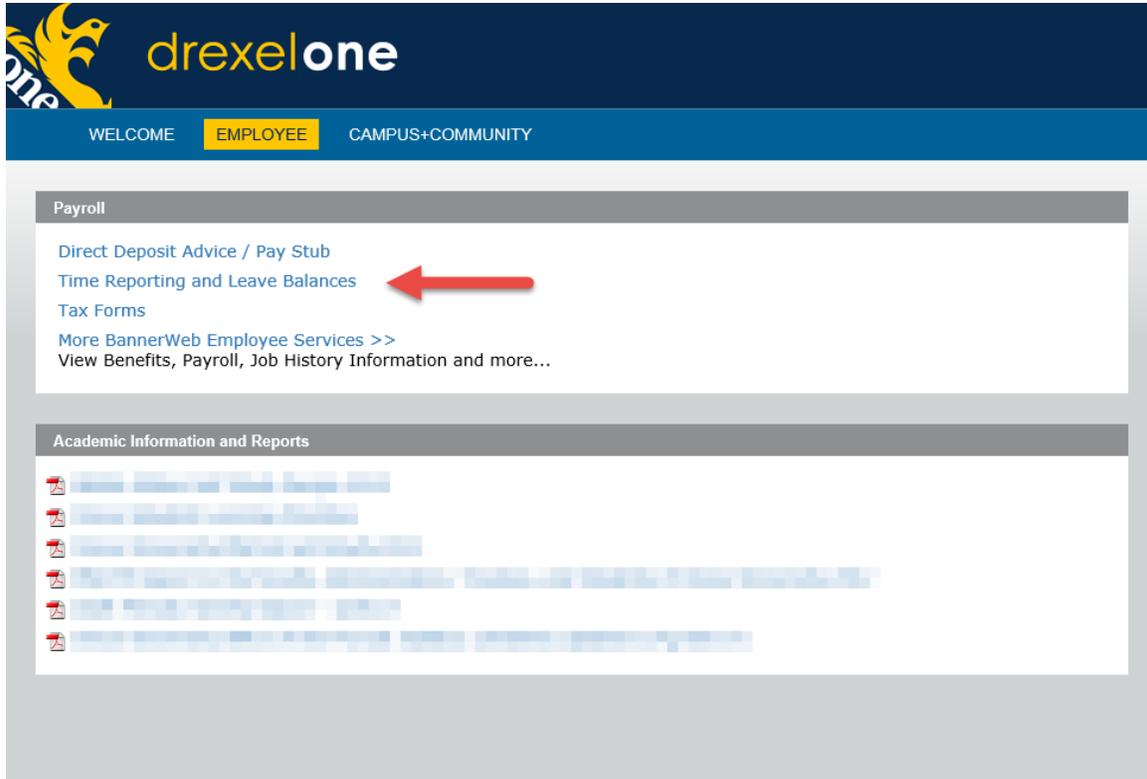
Employee Campus Mailing Address(es)	Employee Campus Mailing Phone(s)
Current: January 1, 2010 - ? 3141 Chestnut Street Philadelphia, PA 19104	Primary: (215) 895-2000 ✓
Employee Home Address(es) Current: January 1, 2010-?	Employee Home Phone(s) Primary: (215) 555-0123
123 Main Street Hometown, USA 12345	✓
Employee Work Location Address(es) Current: January 1, 2010 - ?	Employee Work Location Phone(s) Primary: (215) 895-2000
3141 Chestnut Street Philadelphia, PA 19104	✓

RELEASE: 015

Viewing and Printing Time Off Balances in Drexel One

Step 4. Select from the Employees Main Menu

Click the “Time Reporting and Leave Balances” link.



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Step 5. Select “View Leave Balances and Activity”

Click on the “View Leave Balances and Activity” link from the Time Reporting Menu. This link may appear as “View Leave Balances and History”. If so, use this link instead.



Time Reporting Menu

-  [Time Sheet](#)
For non-exempt hourly employees paid biweekly.
Create or approve time sheet to report hours for current pay period, or view past time sheets.
-  [Leave Reporting](#)
For exempt salaried employees paid monthly.
Create or approve leave to report hours for current pay period. View past leave time.
-  [View Leave Balances and Activity](#) 

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Viewing and Printing Time Off Balances in Drexel One

Step 6. View/Print Leave Balances

The View Leave Balances screen will display a summary of your time off balances for each type of time off for which you are eligible. You can view your beginning balance as of July 1st; how many hours you have earned; how many hours you have taken and your available balance as of the date displayed.

You may print your time off balances using the browser's print function. Please make sure that the printer you are using is not in use by others and retrieve your time off balances immediately.

If you would like to view the detail of the amounts shown, click on any of the Type of Leave descriptions and skip to step 7.

If you do not want to view the detail of your time off, you may log out of Drexel One using the "Exit" link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.

Drexel University BannerWeb Information System

Personal Information Employee Services RETURN TO MENU HELP EXIT

View Leave Balances

To view the pay period breakdown for a particular type of leave, click on the underlined type of leave.
Leave accruals are posted the last day of each month.
Accruals are based on the fiscal year.

TYPE of Leave	Hours or Days Available	Beginning Balance Earned as of Dec 01, 2017	Taken as of Dec 01, 2017	Available Balance as of Dec 01, 2017
Civic Engagement Time	Hours	.00	16.00	.00
Floating Holiday	Hours	.00	16.00	.00
Sick	Hours	42.00	14.00	6.00
Vacation	Hours	126.04	24.64	48.00

[Pay Stub]

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Viewing and Printing Time Off Balances in Drexel One

Step 7. View/Print Leave Balance Detail

The View Leave Detail screen will show you the amount of hours earned and taken each pay period for the type of leave selected.

You may print your time off balance detail using the browser's print function. Please make sure that the printer you are using is not in use by others and retrieve your time off detail immediately.

You may log out of Drexel One using the "Exit" link in the upper-right hand corner of the window. Be sure to disconnect and close out of your browser once you have logged out of Drexel One.

Drexel University BannerWeb Information System

Personal Information Employee Services RETURN TO MENU HELP EXIT

View Leave Detail

Vacation

Leave Accrual and Usage from Jul 01, 2017 to Jun 30, 2018

Payroll Type	Date Paid	Pay Period	Begin Date	End Date	Hours	Days Earned	Taken
Biweekly Drexel	Sep 08, 2017	Aug 19, 2017	Sep 01, 2017	Hours	6.16	.00	
Biweekly Drexel	Aug 25, 2017	Aug 05, 2017	Aug 18, 2017	Hours	6.16	48.00	
Biweekly Drexel	Aug 11, 2017	Jul 22, 2017	Aug 04, 2017	Hours	6.16	.00	
Biweekly Drexel	Jul 28, 2017	Jul 08, 2017	Jul 21, 2017	Hours	6.16	.00	
Biweekly Drexel	Jul 14, 2017	Jun 24, 2017	Jul 07, 2017	Hours	6.16	.00	

PREVIOUS YEAR

Leave History by Employee

[View Leave Balances]

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