College of Arts and Sciences
Leaves and Replacements Request Database Tool
Instructions

Revised April 2008

Introduction

Leaves and Replacements (L/R) is a budget system for capturing unused faculty salary budget (salary savings) and then redistributing those funds to departments/programs on an as-needed basis. Departments may request funding from this pool of funds through the Leaves and Replacements Request Database. This document provides instructions for using that system.

The College of Arts and Sciences maintains a Leaves and Replacement web-based database system to facilitate interaction between departments/programs and their respective Associate Dean (AD) with regard to L/R budget funding requests. This system is the required method for requesting additional budget for instructional purposes and other departmental needs. The web-based database tracks all communication between parties from the beginning of the request to the final transaction. All parties, from the department's program assistant to the A&S Budget Office, will have the ability to view the status of any request provided they have been given such access by the Chair/Director.

Please feel free to experiment in this system. You cannot break it. If you make an error it can be easily corrected (described in Q&A section at end of document)

User ID's and Passwords

To request a user ID and password, the Chair/Director should send an Email request to Louis Dimmitt (louis.dimmitt@colorado.edu) indicating the name and Email address of the individual that should have access as well as the level of access appropriate for that individual.

The department chair or program director determines who in their department should have access to the L/R request database and the type of access necessary. The chair/director should request whether that individual should have read and write access or read access only.

Arts and Sciences will provide a unique user name and password for each person that will have access to the L/R request database. If an individual has read and write access, all requests and comments are automatically tracked under the name of the individual logged into the system.

Logging into the L&R Request Database

1. Start by logging into the A&S Portal at https://vault.colorado.edu/portal/login/
2. Type in your unique user ID and password, click the box called "Login"
3. Go to the module (the box) called "Leaves and Replacements"
4. Click on the link called "Leaves and Replacements Request"
5. Click on your department name

Note that if you put your mouse over certain fields (for example, column headings) an informational box will pop up explaining what that field is.

How to create a new funding request

Different types of transactions will ask for different information which should be largely self-explanatory as you click through the L/R Request Database. Although the directions below are general in nature, you should be able to create any kind of transaction without difficulty. Remember, you cannot break this system. Errors can be corrected. If things should get really messed up, contact Louis.Dimmitt@colorado.edu

1. After you click on your department name you will see headings by academic year. You can only make requests for the current academic year. Requests from prior years are included for historical reference.
2. Click on "Create New Request" to initiate a new request
3. Select the type of funding request you are initiating by clicking on the radio button. Within this document refer to "dictionary of request types" describing the types of requests in more detail.
4. Enter a request title (mouse over that field to see an example of what you should enter as a description)
5. If applicable, indicate the term (fall, spring, or academic year).
6. Select the type of replacement money you are requesting (funding for a TA, GPTI, or faculty replacement). Enter an FTE if appropriate.
7. Click on the box called "Continue with Request." A new section will appear below.
8. Review the request information you entered as it appears in the new section. If you need to revise, simply click on the fields that need to be changed and then click on "Continue with Request." (Or, you can use the back button)
9. In the second section, your department's primary salary speed type will automatically default into the speed type field. You may revise and enter a different speed type if you determine it is appropriate to do so.
10. Depending on the request, the dollar amount may automatically populate. You may amend that amount. If dollars do not automatically populate this field, enter the amount you are requesting. You will need to enter straight number without comma or decimal.
11. Enter remarks justify the request. This is probably one of the most important fields as you need to ensure the Associate Dean has sufficient information to evaluate your request. You can cut and paste entire Emails in this field.
12. Click create request.
13. If you successfully completed your request, you'll find yourself back at the "Create New Request" page. On this page, you'll see a summary of all your requests—your request title, the amount, your name, and the date the request was submitted.

Now you wait for the Associate Dean to review and respond.

What the Associate Dean does

Your request is now in the system waiting for the Associate Dean to review and take action. The system does not automatically prompt the AD to review. The AD has to periodically go into the L/R Request Database and see if there are any outstanding items to review. The AD's endeavor to review their L/R frequently; however, at times circumstances may cause them to turn their attention elsewhere and your outstanding request may not be reviewed for a period of time. If after a reasonable period of time, you see no response, I would suggest sending an Email to the AD reminding them that you have a pending transaction that needs their review.

The AD can respond in one of five ways. All of which will likely included an explanatory memo from the AD providing specifics with regard to their decision or requesting more information.

- Revise your request (the AD will revise your original request)
- Approve without finalizing (requires more information before finalizing)
- Approve and finalize this request (funds will transfer without further action)
- Respond with a new memo (usually a request for more information)
- Reject the request

Back to the department

Just like the AD, you need to periodically go into the L/R Request Database and check on the status of your requests. You will see the name of the last person that touched the transaction as well as the status of that transaction. Thus if the AD has reviewed your transaction, their name will now appear.

Unless the transaction as been approved, you need to click on the transaction and take the requested action. You will have three options for response. You can respond with a new memo, revise the request, or cancel the request. Review the comments submitted by the AD . Select the appropriate option and continue with your response.

If you revise the request, radio buttons are available to change the request accordingly. Note that the original request and all subsequent revisions will be retained by the system to ensure a complete audit trail. Use the memo field to provide additional clarification as necessary.

Until you click on the button called "Submit Request" which finalizes your request, you can use the browser's back button to return to the previous page if you select the wrong option.

All actions and memos are recorded permanently in this database such that all parties have an historical account.

The volley between the department chair or program director and the AD continues until all requests are approved and finalized, cancelled or rejected. When the font on all requests are black, the process is completed until a new request is submitted. Requests in red font are waiting for a response from you (see below about color codes).

Color codes to help prompt you

Once submitted, the request appears on the Associate Dean's request database. The AD has several options at this point. She/he can respond with a new memo, revise the request, approve and finalize the request, approve without finalizing or reject the request. The option selected by the AD drives the color of the font on your request database.

Requests on the Request Selection Page are color-coded for easy of identification.
- Requests in blue indicate you have made the latest changes to the request and are waiting for a response from the Associate Dean.
- Requests in red indicate someone else has made the latest changes to the request and are waiting for a response from you.
- Finalized or rejected requests appear in black.
- Requests in gray are approved but not finalized. The AD might use this option for a grader where the requested amount depends on the enrollment at census date.

Requests in red indicate you need to respond. Click on the request title to see your options and any comments by the AD.

How replacement rates are determined

For growth, replacement, and instructional requests, you are required to enter the request title and then select the job classification you wish to hire as well as the FTE or number of courses offered. In the ‘Position Filled By’ section of the page, both the radio button for the type of job class requested and the white box for either FTE or number of courses are required fields. An error occurs if either field is blank.

The L/R request database automatically converts either the student faculty FTE or the number of courses into a requested dollar amount. For student faculty position, the database uses the salary tables published by the Graduate School. For a faculty replacement, the database uses the normal course replacement rate for your department.

You also need to indicate the academic term. Radio buttons are available in the middle of the page. If you fail to supply all required information, the database will indicate an error has occurred and prompt you to correct the error. Use your browser’s back button to return to the previous page.

What if you need to change the replacement rate

Once you enter the initial request and after you click the button called “Continue with this request”, the system summarizes the request including the calculated request amount based on the selects made as described above. At this stage, the system provides the opportunity to edit the default speedtype and the amount requested. A large memo box allows for any additional information necessary for the Associate Dean to approve the request.

This field has an unlimited amount of space to facilitate a cut and paste option from another document into the L/R request database (i.e., pasting an e-mail into the database). Use the browser’s back button to return to the previous page if revisions are necessary. Complete all revisions before clicking the Submit Request button. Once the Submit Request button is clicked, no additional changes can be made to the request. To change such a request, you will need to amend the original request by either revising or cancelling altogether.

Dictionary of request types

Growth: Use this category when you experience enrollment growth and need to cover additional courses. Growth needs to be associated with either the fall or the spring. This is often referred to fall request analysis or spring request analysis.
Replacement: Use this category when you need to replace a faculty member due to sabbatical, leave, course buyout, vacancy, research semester, medical/family leave, or because the faculty member has an administrative post. (The salary savings recaptured by A&S and used to fund L/R are generally associated with these categories)
Instructional, Additional Funding: Use this category for unusual instructional needs, for example, musical accompanist for a dance class. Most departments will not need to use this category.
Dean's Summer Grant: Summer funding for new faculty hires per their letter of offer.
Grader: Funding to pay for graders for a specific course. Funding is usually tied to actual course enrollment.
Instructor Supplemental: On occasion, a department will pool L/R replacement monies to hire a full time instructor. This category is used to request the additional funds necessary beyond what has already been approved and allocated. For example, a department wants to hire a full time instructor for $30,000. To date, the department has received a total of $24,000 via L/R requests related to sabbaticals, vacancies, and growth enrollment. The additional $6,000 needed to bring the salary up to $30,000 is requested via the Instructor Supplemental category. The department should provide sufficient details in the memo section about the specific hire including the name of the individual, overall funding, length of appointment, etc.
Miscellaneous: For transactions that do not fit into any of the above categories (for example, scholarly journal support, repairs due to flooding).
Course Banking / Unbanking: This section is intended to track faculty that bank and unbank courses. There is no funding associated with this transaction, but the AD does need to approve. We are presently working on creating a management report for departments and the AD's summarizing a department's course banking by faculty member.

Frequently asked questions

Q1: Who in the department should have access to the new L/R request database?

> *A1: The Chair/Director may consider giving access to the L/R request database to other individuals in the department including the program assistant, the graduate secretary, and/or the Associate Chair. The individual may have read/write access or read access only.*

Q2: How do I request a password for the L/R request database?

> *A2: Send an Email request to Louis Dimmitt (louis.dimmitt@colorado.edu).*

Q3: How do I get a printed report of my L/R requests?

> *A3: The best place to get a routine L/R summary report along with other financial reports is the A&S Portal https://vault.colorado.edu/portal/login/*

Q4: The color and status codes on my request are confusing. What does it all mean?

A4: Requests on the Request Selection Page are color-coded for easy of identification.

- *Requests in blue indicate you have made the latest changes to the request and are waiting for a response from the Associate Dean. These requests show a status of submitted.*
- *Requests in red indicate someone else has made the latest changes to the request and are waiting for a response from you. These requests also show a status of submitted.*
- *Requests in black indicate the request has been either finalize, rejected or cancelled.*
- *Requests in gray are approved but not finalized. The AD might use this option for a grader where the requested amount depends on the enrollment at census date.*

Q5: Will I receive an e-mail notice when my request has been approved and transferred to my budget?

A5: No e-mail notification will be sent. You will need to periodically check the Request Database to see if your Associate Dean has responded to your request. Use the L&R report available on the A&S Portal site to determine when the budget has been transferred to the department.

Q6: What if I enter an incorrect funding request?

A5: You can revise your original request or you can simply cancel the request altogether if it is appropriate to do so. The cancelled request stays in the system. If you really messed up and want the entire transaction to disappear as if it never happened, send an email to Cynthia.Husek@colorado.edu with all the particulars.

Q7: The request database indicates the year as 2008 but I want to put in a request for fall 2007.

A7: The database follows the fiscal year. The academic year falls within the fiscal year. For example, fall 2007 is within fiscal year 2008. The fiscal year starts on July 1, 2007 and ends June 30, 2008. The fiscal year is identified by the year in which it ends.